



# PARENT & STUDENT HANDBOOK

## 2022-23

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Diocese  
of Toledo



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*The education of children and young people is such an important task in forming them as free and responsible human beings. It arms their dignity as an inalienable gift that flows from our original creation as children made in the image and likeness of God. And because education truly forms human beings, it is especially the duty and responsibility of the Church, who is called to serve mankind from the heart of God and in such a way that no other institution can. – Cardinal Jorge Bergoglio (Pope Francis)*

**Dear Families,**

**Welcome to St. Mary of the Snows Catholic School! In choosing St. Mary School, you have demonstrated a commitment to the values and philosophy of a Catholic education.**

**The Parent & Student Handbook reflects the policies of St. Mary School for the 2022–2023 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Mary during the 2022–2023 school year.**

**The faculty and staff of St. Mary School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.**

**Together let us pray that God, who has begun this good work in us, may carry it through to completion.**

**Blessings,**

**Christa Brubaker  
Principal**

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### **ST. MARY MISSION STATEMENT**

*St. Mary School, a ministry of St. Mary of the Snows Parish, is a community of faith open to all families to pass on the values and teachings of the Roman Catholic Church. We are committed to preparing students for lifelong learning by empowering intellectual, spiritual, moral, and emotional growth.*

### **PARENT/STUDENT HANDBOOK**

This handbook of policies, practices, and procedures has been carefully prepared to help you better understand the mission, policies, and procedures of St. Mary School. We sincerely hope that you will take time to study it and refer questions about anything contained within to the principal or a faculty member. You are also encouraged to take some time with your children in discussing important parts of this handbook. Policies listed here are subject to interpretation, adaptation, or revision by the school administration. Updated 6/28/2022.

### **PREFACE**

The administration and staff welcome you as a key promoter of St. Mary School. Both you and your children serve to express the Good News of our faith and school. St. Mary of the Snows Catholic School is a Preschool-Grade 8 Catholic Elementary and Middle School under the Diocese of Toledo's Schools Office.

At St. Mary School, the faculty, students, and parents join together to form a living Christian community in which people are bound together in mutual responsibility and cooperation. As a Catholic school, St. Mary fosters the integration of Catholic Christian values and morals along with learning and living. St. Mary School believes in the dignity of all human beings, regardless of their race, national origin or creed. It endeavors to instill in every student a well-rounded education, developing all phases of the human person and thus directing all human culture to the Good News of salvation.

Because we are a Catholic school, students, faculty and administration work together to create a Christian environment for interaction with the instruction of our students. The teachings of our Lord Jesus guide us in our decision to accept and respect each other. Furthermore, as we learn from the Master, who came to serve rather than to be served, we are eager and willing to put ourselves at the service of others. Students are challenged to accept the opportunities which present themselves to reach out in loving service to our neighbor.

The Catholic Church has reaffirmed several times in this century that parents are the primary religious educators of their children. The school then seeks to assist parents by reinforcing the religious values and practices that are presumed to be very much present in the home. Parents are expected to pray daily with their children, to worship each weekend with their children, to share their faith with their children, and to take special interest in their children's religion homework.

### **School Philosophy**

St. Mary School exists to continue the ministry of Jesus Christ.

Striving to live as Jesus did, we share our gifts as a faith community at St. Mary School among parents, staff, and students. Above all, and in every way, we aim to instill in them a love of knowledge, an appreciation of the dignity of the human person, and a reverence for truth.

Recognizing that education is one of the most important ways by which the faith community fulfills commitment to the dignity of the human person and the building of community, we

work to develop a feeling of confidence, self-esteem, and self-worth in our students, to enable them to create and attempt new things for the good of society.

Quality teaching as the basis for quality education is our aim, and we announce by our teaching and our lives that Christ is in our midst and will one day share His glory with us.

### ***Accreditation***

St. Mary of the Snows Catholic School is accredited by the Ohio Catholic Schools Accreditation Association, most recently receiving Full Accreditation May 20, 2022.

### ***ADMINISTRATION***

#### ***Pastor***

The Pastor is the superintendent of the school in his appointed parish. He, after consultation with the Principal and the School Advisory Council, establishes the school's policy on matters not already determined by state and diocesan regulations. He is responsible for the spiritual formation of the children in the parish school as well as those Catholic children from the parish that are enrolled in local public schools.

The Pastor assists students in developing their relationship with the Lord through meaningful worship, instruction, and knowing each other personally. He maintains a close relationship with the Principal and faculty so he can be better informed when his assistance would be beneficial.

#### ***Principal***

The educational leader of the Catholic elementary school is the Principal. The Principal is directly responsible to the Pastor and Diocesan superintendent for the organization and administration of the instructional and disciplinary activities of the school and for stimulating creative and innovative teacher-learning situations. The Principal assumes leadership in establishing good relationships with the children, parents, teachers, all staff, and the local community. The Principal is the Principal/Minister of the school and oversees the spiritual development of students and staff in conjunction with the Pastor.

#### ***Faculty and Staff***

St. Mary School is staffed by a qualified faculty. All teachers are certified according to the Standards of the State of Ohio for Non-Public Chartered Schools. The school staff may include lay teachers, music teacher, physical education instructor, librarian, STREAM instructor, secretaries, maintenance personnel, and other educational aides who provide assistance in various areas of the instructional program.

Professional competency and growth are stimulated through monthly faculty meetings, in-service workshops, professional reading, and supervision by the Principal and Diocesan personnel.

The faculty and staff accept the philosophy and educational goals of the Diocese of Toledo and St. Mary School. They endeavor to make this spirit permeate their instruction and dealings with the children, parents and with each other.

#### ***School Advisory Council***

The function of the School Advisory Council is to assist the Pastor and Principal in formulating and defining school policy at the parish level and to serve as the liaison between the school and

the parish community. Local policies must be in keeping with the diocesan and state policies and constructed broadly enough so that the Principal is able to exercise professional leadership and judgment in the administration of the school. The council is composed of adults appointed from the parish and members of the school community.

### **ADMISSIONS**

St. Mary School is under the aegis of St. Mary Parish. No child of practicing Catholic parents is to be denied a Catholic education due to a lack of economic resources. Persons experiencing such financial hardship must, however, make arrangements with the Pastor. Registered parishioners of St. Mary Parish are strongly urged to enroll their children in St. Mary School. Christian parents attending churches of other denominations are welcome to enroll their children at St. Mary School.

### ***Open Enrollment Policy***

St. Mary School recruits and admits students of any race, color or ethnic origin to all the rights, privileges, programs, and activities. The school will not discriminate on the basis of race, color, or national origin in the administration of its educational programs. Furthermore, St. Mary Parish abides by the affirmative action policy of the Diocese of Toledo.

St. Mary School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

### ***Registration***

In February of each year families currently enrolled in the school system are asked to indicate whether or not their children will be returning to St. Mary School for the next school year. At this time they indicate the method of payment they prefer. Open Registration for Preschool through Grade Eight is held in March. At this time, a birth certificate, Social Security Card and a record of all immunizations must be presented.

*All students are assessed a registration fee which is utilized for field trips and religious education supplies. The registration fee must be paid by September 30th. See the outstanding fees section on page six.*

### ***Change of Address***

Parents are required to keep the school office current on the address, phone numbers, and legal guardianship of the students. Copies of such legal documents are to be given to the Principal

### ***Preschool***

Students entering the St. Mary School Preschool Programs must be three or four years old by the first day of school to enter, depending upon which class. The child must be potty trained and wear clothes which allow easy bathroom accessibility (no buttons). A valid birth certificate, immunization record, and a Social Security Card must be presented to register. A physical check-up must be obtained and presented to the school by the entrance date. According to state law, students will not be allowed to attend preschool without a current wellness visit on file.

### ***Kindergarten***

A child must be five years of age on or before September 30<sup>th</sup> to be admitted to Kindergarten. A valid birth certificate, immunization record, and a Social Security Card must be presented at the time of registration. The school holds a screening for prospective kindergartners in the spring prior to entrance. Anyone who did not go through Kindergarten Screening will be tested

the week before school begins. The testing will determine if kindergarten is the best placement.

#### ***Transfer Students: Grade School One through Eight***

All students are to have a parent/guardian visit the school office to fill out the appropriate registration forms and to receive all information necessary to become a student at St. Mary School. At the time of registration, students applying for admission in grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Mary School will meet the educational needs of the student. An interview with the student is part of the admission process. This interview may not include the student's parent(s). The student's transfer will be based upon satisfactory academic and discipline records from the previous school. Testing in reading and math will be held for incoming students in grades 3-8 to determine the academic level that the student has achieved prior to entering. If St. Mary School cannot meet the academic and discipline needs of a student, a recommendation for alternate placement will be made to the parents/guardian.

#### ***Probationary Acceptance***

Children entering the school are accepted on a probationary basis, quarter by quarter for one semester. During this time the staff evaluates the student's ability to adapt to the various aspects of the school program; the Catholic, Christian environment, the discipline code, the academic structure, teacher expectations and other demands of the total school program. At the end of the academic probationary period, the student is either admitted or the parents are assisted in finding a more appropriate academic setting.

Pupils in a probation period must abide by a strict disciplinary code, which is:

1. Upon accumulating four detentions, a student will receive an in-school suspension. At least one parent must meet with the Principal and a staff member at this time.
2. After the above four detentions and two in-school suspensions, a student will receive an out-of-school suspension. Another meeting will take place at this time.
3. Upon accumulating the above four detentions, two in-school suspensions, and two out-of-school suspensions, the student will be expelled.
4. When the probation period is over, the student remains accountable for all detentions already accumulated.

#### ***Enrollment and Tuition Policies***

All tuition must be paid as a total cash payment, monthly payment plan, or cash/monthly payment plan. Total cash payments are due on August 15. Monthly payment plans are on a 10 month payment plan or 12 month payment plan if payment is made online. Payments are due on the 15<sup>th</sup> of the month beginning in August and ending in May. No child will be allowed in class on the first day of school unless tuition payment has been arranged.

Tuition is current when paid by the end of each semester. Any account that is sixty (60) days past due and no arrangements have been made with the Principal will result in the student's dismissal from St. Mary School.

If there are outstanding fees for registration, tuition, cafeteria, or library books, families will not have access to Option C. In addition, no student records, including interim reports and report cards, will be released until all fees have been paid.

The following is our refund policy: The school year is divided on a quarterly basis both academically and financially. A student attending any part of an academic quarter is not

eligible for a tuition refund for that particular quarter. Refunds are based on unused school quarters only. If a child is expelled, no tuition will be reimbursed

#### ***Withdrawal***

If a student must withdraw from St. Mary School, written notification should be sent to the school office as soon as possible. Families are exempt for tuition for any quarters after the withdrawal date. It is the duty of parents to see that all tuition and fees are paid prior to the withdrawal date. Official school records will not be released until all tuition and fees are paid in full.

The child must collect any personal items; return all school-owned textbooks, and school property.

When the student enrolls in the new school, records will be sent upon written release from the parents when all of the above conditions have been met.

#### ***Scholarships***

All student services, programs and activities provided or offered by St. Mary School are available to scholarship recipients.

#### ***State Scholarship Provider***

St. Mary School participates in the following state scholarship programs: EdChoice Scholarship, EdChoice Expansion Scholarship, and Jon Peterson Special Needs Scholarship. More information on State Scholarships can be found at:

<http://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program>

#### ***Northwest Ohio Scholarship Fund***

The Northwest Ohio Scholarship Fund provides scholarships to low-income families throughout northwest Ohio. Students who receive this tuition assistance attend the private K-8 schools of their choice. Each scholarship is based on individual family size and income, with a maximum scholarship of \$2,000 per child for elementary students (K-8). Income information is re-evaluated each year with the scholarship amount adjusted accordingly. These recipients must reside in Allen, Crawford, Defiance, Erie, Fulton, Hancock, Henry, Huron, Lucas, Ottawa, Paulding, Putnam, Richland, Sandusky, Seneca, Van Wert, Williams, Wood or Wyandot counties. The guidelines for eligibility generally follow the federal free or reduced school lunch program. Parents are required to pay a minimum of \$500 toward the student's tuition each year. More information on the NOSF can be found at:

<https://www.nosf.org>

#### ***St. Mary Parish Tuition Assistance***

Tuition assistance is available through the generous donations of the parishioners of St. Mary of the Snows. Applications are available in the school office.

#### ***SPIRITUAL GROWTH***

Students of other religious denominations are involved in every aspect of our religion program, with this exception; they do not receive the sacraments.

#### ***Religious Instruction***

Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation and Eucharist. Liturgical services are held each Friday for the school and parish community. Students in grades 5 and 8 take the ARK (Assessment of Religious Knowledge) Test in March.

#### ***Worship***



Students normally participate at Mass once a week. Liturgies enable students to have a positive experience of worship at their own level. The following guidelines are expected:

1. Complete attention is to be given the presence of the Lord in Scripture and the Eucharist.
2. Cooperation and participation are highly encouraged.
3. A solemn respect is required in the church.

### ***Sacramental Preparation***

Sacramental preparation is of paramount importance. This is done in conjunction with the parish's religious education program.

The Sacraments of Reconciliation and the Eucharist are celebrated in second grade for the first time by the children. Usually, in grade four, a thorough teaching of the Sacrament of Reconciliation is given. Periodically, junior high aged children prepare for the Sacrament of Confirmation. Again, the enthusiastic involvement of parents is very necessary and expected.

All students preparing for a sacrament must present a baptismal certificate. If the student was not baptized at St. Mary, we must receive a copy of the baptismal certificate from the church of baptism.

### ***Service Projects***

The purpose of the stewardship program for students in kindergarten through grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service projects and support programs. There will be several Missions activities planned throughout the year.

## **ACADEMIC GROWTH**

### ***Instructional Program***

**Academic Standards:** In compliance with the Minimum Standards, instruction in all subjects is given in terms of pupil performance objectives.

**Standardized Testing:** The testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic program of the school.

According to the directives of the Catholic School Office, assessment is mandated for the following grade levels:

- MAP testing Spring, Winter, and Fall
  - Grades K-8: Reading, Math
  - Grades 3-8: Language Usage
  - Grades 5, 8: Science (Fall & Winter)
  - Algebra I: End of Course exam for high school credit (Spring)
- Assessment of Religious Knowledge (ARK) Test in Grades 2-8 and faculty
- Spring Writing Competency in Grades 1 – 8
- Ohio State AIR fall testing in grade 3
  - Third Grade Guarantee- fall/spring third grade students are required to reach the promotion score on Ohio's Grade 3 English/Language Arts test unless they are exempt from retention.

### **Jon Peterson Scholarship Students only:**

- Ohio State AIR spring testing in grades 3-8 (English Language Arts, Math)

After receiving the results, the school forwards these to the parents/guardian.

**Educational Resources:** Classroom instruction is supplemented with a variety of educational and audiovisual materials. Educational television is also available and serves as enrichment to subject matter being taught at the time.

Preschool through Grade Four students receive instruction in self-contained classrooms.

Grades Five through Eight have departmental classes for students.

**Technology:** The use of technology through the use of the Internet and related technologies will take place under a staff member's supervision. The technology will be consistent with the educational objectives of the Diocese of Toledo.

**Textbooks:** The principal and the teachers select those textbooks which best help them implement the courses of study.

**Monitoring and Evaluating Student Achievement:** Student achievement is monitored on the basis of objectives stated in the graded Courses of Study and incorporated into the teachers' daily lesson plans. Procedures for evaluating student achievement include the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, written and oral reports, homework assignments, and written class work.

- **Report Cards:** Report cards are issued four times a year and are distributed the week following the end of the quarter. Report card envelopes are to be signed by the parent/guardian and returned to the school.
- **Interim Reports:** Interim reports are issued midway each quarter to alert parents to the child's progress as well as suggest ways that parents may assist the student at home. The bottom of the report is to be signed by the parent/guardian and returned to the school.

*No student will be given a progress report or report card if tuition, library fines, lunch, or after school care fees are in arrears.*

#### **Academic Probation**

Any student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who *can* learn, but choose *not* to learn. A team meeting between the principal, teachers and parent(s) or guardian(s) will be held to create an improvement plan.

#### **Kindergarten Program**

Kindergarten is compulsory in the State of Ohio. St. Mary's offers a full day Kindergarten Program five days per week. Your child must be 5 years of age by September 30, and be assessed through a kindergarten screening process to determine readiness. The purpose of this program is to assist in social development and expand skills. Each child is exposed to reading, math, science, social studies, and religion. The Toledo Diocesan Course of Study is followed. A copy of this is available in the school office.

#### **Preschool Program**

The St. Mary School Preschool Program will give each student the opportunity to experience creative hands-on learning and to develop social skills in a Christian environment. The children use the centers on a rotation basis. Many of the centers are based on a theme which varies each week.

**2 Day Preschool** – Children must be three years old by the first day of school and potty trained. Classes are on Tuesday and Thursday mornings from 8:00 am – 11:00 am. Due to recent health and safety guidelines, class size is limited to nine students. Developmentally appropriate learning activities are provided for these children.

**3 Day Pre-K – Children must be four years old by the first day of school and potty trained. Classes are on Monday, Wednesday, and Friday from 8:00 am to 11:00 am or 12:00–3:00 pm.**

**5 Day Kindergarten Readiness – Children must be four years old by the first day of school and potty trained. Classes meet Monday through Friday from 8:00am –11:00 am. Availability depends upon class openings in the other two classes.**

**There are several Learning Centers which vary day to day and they focus on:**

- |                              |                           |
|------------------------------|---------------------------|
| ■Social and Language Skills  | ■Reading Readiness Skills |
| ■Listening Skills            | ■Math Readiness Skills    |
| ■Fine and Gross Motor Skills | ■Creativity               |
| ■Following Directions        |                           |

### ***Academic Objectives***

The curriculum stresses academic achievement within a Christian community where the child feels that he or she is loved and respected by his or her peers, as well as the teacher. Vatican II texts are used so that the St. Mary theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Mary School, we are attempting to “teach as Jesus did.”

The Diocesan curriculum guidelines, consistent with the State of Ohio guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles, rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

1. To provide a Christian atmosphere in which students may grow spiritually, morally, intellectually, socially, and physically.
2. To provide quality teaching that enables a child to become a person of knowledge, thought, and judgment.
3. To recognize individual differences with efforts toward developing self-confidence, a love of learning and individual creativity
4. To encourage self-respect among children and develop acceptance of others and their differences.
5. To recognize and work with the physical, intellectual, and emotional endowment of each child within the school’s potential and when the child’s needs exceed this potential, to assist parents in meeting their child’s needs elsewhere.
6. To provide on-going assessment in all subject areas.
7. To assure excellence in education.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his or her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

### ***Goals & Objectives***

St. Mary endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Toledo.

*St. Mary of the Snows Catholic School strives to:*

1. Help each child become fully alive in Christ.
2. Develop a feeling of confidence, self-esteem, and self-worth so as to enable each child to create and try new things for the good of humanity.
3. Provide desirable educational growth and development of every child.
4. Provide quality teaching as the basis for quality education.

#### ***Positive Measures***

We, the administration and faculty, feel that consistent enforcement of the rules and complete student cooperation will result in a more relaxed school atmosphere and a heightened learning environment. Students and teachers can have a positive feeling about each other and will:

1. Receive more praise for positive behavior.
2. Know where they stand in terms of teacher expectations.
3. Earn positive classroom or individual awards at the teacher's discretion.

#### ***Parent/Teacher Conferences***

Formal conferences are held twice a year for all parents. The conference affords a time of mutual communication regarding the progress and growth of the child. These conferences are scheduled through the school office.

Additional conference time may be called for at the request of the student, parent, or teacher. These conferences can be arranged by calling or writing a note to the teacher to set up an appointment.

#### ***Curriculum***

St. Mary School implements the graded Courses of Study prepared by the Catholic School Office of the Diocese of Toledo in compliance with the Minimum Standards for elementary schools in the State of Ohio. These courses of study list specific objectives to be mastered in respective subject areas. At each grade level students receive instruction in :

**Mathematics:** Mathematics skills, Pre-Algebra (Math 8), and Algebra I (Eighth grade students who take Algebra I will take the Ohio AIR End of Course test in May. Student math averages, MAP test scores, an Algebra placement test, and teacher recommendation based upon observations of student skills, effort, and ability are taken into consideration when determining placement for Algebra I). Criteria for Algebra I: Students must score a 235 on MAP Growth 6-8 Assessment, a minimum score of 18 on the Algebra placement test or have teacher recommendation for automatic placement into Algebra I. Individual consideration will be given with any of the above criteria. Placement into Algebra I is probationary and contingent upon ongoing acceptable performance in the Algebra class. ***This is a high school level course taken for high school credit.*** This course brings with it an elevated expectation of time and effort.

**Language Arts:** Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature. Students use the Accelerated Reading program.

**Science & health:** general sciences and laboratory experiences. Middle School students participate in the Science Fair each year.

**Social Studies:** History, geography, economics, state history, and current events

**Spanish:** Vocabulary, common expressions, grammar, conversation, and culture are taught through the Viva! Spanish program.

**Fine Arts:** Music and Band

**STREAM** (Science, Technology, Religion, Engineering, Art, Math): Word processing, databases, spreadsheets, web design, effective use of social media, appropriate and ethical use of devices, and integration with curricular subjects. Robotics and programming skills are also taught.

**Physical education:** Physical fitness programs appropriate for each grade.

**Library:** A centralized library is available for the students' use. Teachers provide an opportunity once a week for the selection of books or for research. Borrowed books are to be returned on time and in good condition. Overdue book fines may be paid by one canned food item (the school will deliver to Catholic Charities) for each day overdue (up to a maximum of ten cans). Lost or damaged books are fined according to the book and must be paid for before receiving grade cards and/or borrowing more books.

In addition to the regular curriculum, students are given the following opportunities to enhance their education:

#### ***Special Education***

Supplemental instruction for qualifying students is available through Title I Reading Services and individualized or small group tutoring provided by Highly Qualified Teachers. Speech therapy is available for qualifying students one day a week by a licensed Speech Therapist. St. Mary School contracts with EJ Therapy Services to provide Occupational Therapy and Physical Therapy for students who qualify through their Individualized Education Plan.

#### ***Auxiliary Services***

St. Mary School participates in programs funded by the State of Ohio that enables the school to meet the Minimum Standards or provide needed benefits and services to students. The services of a speech and language clinician, tutor, and the school nurse are secured through state funding known as Auxiliary Services.

### ***ENRICHMENT OPPORTUNITIES***

#### ***ASSEMBLIES***

Several times throughout the year students have the opportunity to participate in enrichment assemblies.

1. Follow directions given for specific programs.
2. Sit in assigned areas.
3. Avoid yelling and whistling.
4. All teachers are supervisors for assemblies.

#### ***FIELD TRIPS***

Field trips are pre-planned learning experiences related to the curriculum of a specific grade level. A field trip permission slip is signed by a parent or guardian at the beginning of the school year for the purposes of all school sponsored field trips during the school year. Parents may refuse to permit their child from participating in a field trip in writing submitted to the school office. Students who do not attend a field trip will remain at home with a parent and will be marked absent for the day. ***No permission will be given for participation in a school sponsored field trip by phone or email.***

Field trips are funded through student registration fees and are designed to correlate with the teaching units and to achieve curricular goals. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity. All grades do not always have the same number of field trips.

A field trip is a privilege and not a right. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Cell phones are not permitted on school sponsored field trips without the approval by the teacher and administration. All monies collected for the field trip are non-refundable.

### ***Chaperones***

Chaperones must be 25 years of age or older. Parents who chaperone a field trip may not bring the preschool or school age siblings on the field trip. Parents who are not approved chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. All chaperones must have completed VIRTUS training and be approved drivers.

When available, Madison buses are used to transport the students. Students who are participating in the field trip must ride the bus or other school approved transportation to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day. At other times, parents are asked to provide the transportation. Parents who volunteer must have automobile insurance and have a seat belt for each student being transported. In accordance with state law, children under the age of eight (8) **MUST** bring their booster seat for any field trip where they will be traveling by car unless they are taller than 4'9" (see below:)

**The Ohio Child Restraint Law:** Ohio's Child Passenger Safety Law is defined in Ohio Revised Code 4511.81.

As of Oct. 7, 2009, Ohio's children are required to use belt-positioning booster seats once they outgrow their child safety seats until they are 8 years old, unless they are at least 4 feet, 9 inches (57 inches) tall.

Ohio's child passenger safety law requires the following:

- Children less than 4 years old or 40 pounds must use a child safety seat meeting federal motor vehicle safety standards.
- Children less than 8 years old, unless they are at least 4 feet, 9 inches tall, must use a booster seat.
- Children ages 8-15 must use a child safety seat or safety belt. Based on the best information presently available, preschool, kindergarten, and elementary students should not be transported in the front seat of a car having dual airbags.

### ***SPECIAL PROGRAMS***

#### ***Damascus Mission Camp***

Every two years, students in the fifth and sixth grade are privileged to participate in the Faith and Science Camp located in the Centerburg area. Money raised from yearly fundraisers offset the costs of this learning experience.

#### ***Nursing Home Visitation***

St. Mary School cooperates extensively with Oak Grove and Mifflin Care Facilities in order to allow our students to visit their homes and "adopt" new friends, who become their "Adoptive Grandparents". This program has brought great happiness to many of these residents as well as creating a vision for our students into their own future. The idea of Christian service is greatly stressed with this program.

***In trying to protect those most vulnerable residents, our students will be completing special projects for the nursing home residents instead of visiting in person this year. This may change in consultation with the care facilities.***

### **House Council**

House Council represents the student body under the direction of staff members. It has three goals: Service, Scholarship and Spirit. Representatives are from grades five through eight. House Council meets at various times during school time at an assigned location.

### **GOOGLE CLASSROOM**

Parents may view their student's progress throughout the year by logging into Google Classroom via the Internet. Parent login access is issued by the school office.

### **GRADING SCALE**

#### **DEVELOPMENT KEY**

##### **Grade Kindergarten – One**

O=Outstanding      S=Satisfactory   P=Progressing  
N=Needs Improvement   I=Incomplete   X=Not evaluated  
+ Strength      < Satisfactory   - Weakness

### **ACADEMIC ACHIEVEMENT**

#### **Grades Two – Eight**

A 94 – 100   B 84 – 93   C 74 – 83   D 66–73   F= 65 or below

### **EFFORT**

O=Outstanding      S=Satisfactory   P=Progressing  
N=Needs Improvement   I=Incomplete   X=Not evaluated at this time

### **HONORS Grades Two – Six**

First Honors – 5 A's and 2 B's in major subjects\*

Satisfactory in Personal Development and Effort

Second Honors – A's or B's in all major subjects\*

Satisfactory in Personal Development and Effort

\*Physical Education, Music, and Computer, equal an average of B or better

\*\*Three (3) or more Needs Improvement marks in Personal Development, no honors.

### **HONORS Grades Seven and Eight**

First Honors – 4 A's and 1 B in major subjects\*

Satisfactory in Personal Development and Effort

Second Honors – A's or B's in all major subjects\*

Satisfactory in Personal Development and Effort

\*Physical Education, Music, Computer, Life Skills, and Foreign Language equal an average of B or better

\*\*Three (3) or more Needs Improvement marks in Personal Development, no honors.

### **Promotion and Retention**

Promotion to the next grade is based on the satisfactory completion of the respective grade level work. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with the teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Retention is considered in individual cases after thorough discussion by the teacher, parents, and principal. Parents will be notified by the end of 3<sup>rd</sup> nine weeks if a student is being considered for retention.



Retention may be considered for the following reasons:

(1) Failure in any three subjects or one competency area; i.e. Math, Language Arts, Social Studies or Science. Failure in an individual subject is defined as receiving an average grade of F for two or more quarters.

(2) or other good and sufficient reasons such as immaturity or excessive absences.

### ***HOMEWORK POLICY***

The purpose of individual assignments for class and home is to strengthen the student's grasp of each standard and objective for each of their classes. Homework also strengthens a student's independent study habits. The assignments are to expand the initiative and creativity of the student and to strengthen a skill through practice and drill.

Home assignments are not always written assignments. Many may center on studying, memorizing and/or oral drilling and reading which requires a time of silence and concentration. Besides doing assigned homework, students are encouraged to work on projects of their interest and share them with their classmates. On occasion, assignments cover a longer period of time and cannot be finished in one evening. Homework assigned is expected to be completed.

### ***SCHOOL HOURS***

Students in grades K-8: 8:00 AM - 3:00 PM. Students not in their homeroom at 8:00 AM are considered tardy. Our preschool programs are in session from 8:30-11:00 AM or 12:00-3:00 PM.

The school doors are open for students at 7:25 AM. Students arriving at that time will wait in the cafeteria until they are dismissed to their classrooms at 7:55 AM.

Prayer and announcements begin at 8:00 AM each day.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who are not dismissed by 3:30 PM will be sent to Aftercare and a \$5 charge per student assessed.

At St. Mary School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

### ***AFTER SCHOOL CARE PROGRAM***

To help our working parents, St. Mary School offers after school care from 3:15-5:15 pm school days. Supervision is provided by a licensed teacher and a light snack is provided. Please contact the school office for additional information.

### ***MORNING CARE***

A morning care program Monday through Friday for children in Preschool - Grade 8 is offered at the school. The hours are from 7:25 am - 7:55 am. Breakfast is provided until 7:45 am for a cost of \$1.25. Students may qualify to eat a free or reduced meal if the appropriate forms are filled out in September each year. Only qualifying families who have an income at the prescribed level may participate in the Free/Reduced Program. Forms are available in the office.



### **OFFICE HOURS**

The office is open from 7:30–3:30 each school day. For the safety of all, visitors are limited in the school building and must report to the school office. Parents may call the office at 419–589–2114 to speak to Mrs. Brubaker (ext. 502) or Mrs. Bourne (ext. 503).

### **ATTENDANCE**

Students are expected to be present and on time for classes throughout the school year.

#### **Time Schedule**

\*School Day: 8:00 am– 3:00 pm. Parents should drop students off at the entrance of the school. A staff member will greet students as they enter the building. *Temperatures will be taken at this time.*

\*Students arriving after 8:00 and before 9:30 AM are marked tardy.

\*Students arriving after 9:30 AM and remain for the rest of the day are absent ½ day.

\*Students leaving before 9:30 AM and who do not return are marked absent for the entire day.

\* Students leaving between 9:30 AM and 1:30 PM and who do not return are marked absent for ½ day.

\* Students leaving after 1:30 PM are marked tardy.

#### ***Tardiness***

A student is considered tardy if they are not in the classroom for opening classes in the morning by 8:00 a.m. Students are not counted tardy if they are on a late-arriving bus. Tardiness is recorded on the teacher's attendance sheet, the student's report card and on the permanent record file card. When a student is tardy, they must report to the school office for a pink tardy slip and then directly to the classroom. Once a student has accumulated five unexcused tardies per quarter, the parents will be called. An additional disciplinary consequence may occur at the Principal's discretion.

#### ***Perfect Attendance***

*Because we encourage students to stay home when they are ill, we will not recognize perfect attendance.*

#### ***Absences***

When a student is going to be absent from school, the parent or guardian must **notify the school by phone by 8:00 a.m.** on the morning of EACH absent day. If the office does not receive a call, a parent will be contacted. This policy is for the protection of St. Mary students and is aligned with the state statutes of the State of Ohio.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community. *Please see the appendix for additional information regarding COVID-19 absences.*

It should be noted that the State compulsory Attendance Laws require a WRITTEN EXCUSE for every absence be presented to the school. Therefore, when a student is absent and returns to school, the student must present a note to the teacher who sends it to the office. The note should include: the date of absence; the reason for absence; and a physician's note (if the child has seen one). Any absence which exceeds three consecutive days absent from school requires a written physician's excuse. After 15 total absences, excused or unexcused, a physician's note is required. If a physician's note is not received, the student will receive zero credit for all classes missed. **Excessive absence (40 days or the equivalent of 40 days including tardies),** can be cause for a student to be retained in the current grade for another year.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. It is the STUDENT'S responsibility to get make up work missed on terms convenient to the individual teacher. When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up in the school office between 3:00–3:30 PM unless other arrangements are made with the classroom teacher. ***All assignments are available on your child's Google Classroom, as well.*** Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

#### ***Extended Absence/Illness***

Students who have an extended illness will be provided all possible resources to ensure the continuation of their educational experiences. Beyond fifteen days of excused absence, the Principal will determine the use of a tutor for remediation service. One hour of tutoring is possible for every day of absence for any illness. The Principal and parents will arrange this instructional remediation.

#### **Excused Absences**

An excused absence is one that is pardonable or justifiable and the student is free from blame. All work is to be made up.

It includes such activities as:

- A. personal illness (a written physician's statement may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)
- F. observation or celebration of a bona fide religious holiday
- G. such good cause as may be acceptable to the Principal

#### ***Early Dismissal***

Students are required to be in school a designated number of hours per day. Students needing medical appointments or dismissed early during school hours require a note by the parent. Parents must report to the School Office to sign out the child for dismissal by the office. If the child returns to school during the same school day, he or she must be signed back into school in the office. Parents may not go into the classroom to pick up a student. Students who are away from school for 3 ½ hours or more will be counted absent for ½ a day. Three early withdrawals each of which are less than 3 ½ hours are considered one ½ day absence.

Children will not be continually dismissed early only as a convenience to parents. Continual early dismissals may result in notification to local officials. The child is not eligible for perfect attendance awards.

#### ***Sign in and out policy***

A Sign In/Out Sheet is kept in the office. When you pick-up or drop-off your child, while school is in session, a parent or legal guardian must stop in at the office to sign the child in or out. The school needs these records for attendance purposes and it also provides one more safety check for your child.

#### ***Leaving School Grounds***

With the exception of school sponsored activities, NO student will leave the school grounds during the school day. A student who must leave during the school day for any reason must

have a parent or legal guardian sign them out in the office. Upon the student's return the adult must sign them back in, if it is the same day.

### ***Vacation***

Vacations during the school year are highly discouraged. Every effort should be made to guarantee the value of classroom time. Families should make every effort to arrange vacations with those on the school calendar.

The Principal will approve school-time vacation requests if all of the student's teachers have been informed in writing by the parent and believe the student is capable of completing missed assignments (signified by the teacher's signature on the Family Vacation Form). All missed work during any absence is the student's responsibility. The student requests assignments from the teachers and abides by any deadlines that the teachers set. Parents must complete a Family Vacation Form to be filed with the principal two weeks before the vacation to qualify as an excused absence. Forms are available in the school office. Upon returning, students may be permitted to make up missed work. Usually homework will not be sent along as vacation work but will be assigned and explained after the student has returned to school. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation unless it is the teacher's preference.**

***Absolutely no vacation time will be permitted during standardized achievement testing and competency testing.*** Students with poor attendance records, below average grades or grades which indicate the possibility of failure will generally be denied vacation privileges by the Principal.

Vacations approved by the Principal will not be counted against the maximum number of absences but are considered "excused" absences. Only one such request will be considered per school year.

### ***Unexcused Absences***

An unexcused absence is not pardonable or justifiable and the student and/or parent are to blame. Examples of such are: the first day of hunting season, truancy, unrealistic extension of vacations, sporting events, and shopping. A student may not make up missed work and will receive a zero for the days involved.

After 5 days of unexcused absence the office will send a letter.

After 10 days of unexcused absence, future absences will require a doctor's excuse.

After 12 days of unexcused absence a referral to Juvenile Court will be made.

### ***Dismissal***

1. **Parking** – No parking along the fire lane curb next to the school as this is used for bus arrival and departure. Parents/guardians should park in the church parking lot and come into the office if picking up children during the school day.
2. **Handicapped parking by permit only.**
3. The school day ends at 3:00. Parents/guardians picking up their children after school should drive into the church parking lot from Route 42 and follow the flow through the parking lot to the school entrance. Parents should remain in their vehicle and students will be dismissed by a staff member. Vehicles should then exit through the Crider Rd. driveway. Parents are asked to remain in their cars and to proceed through the regular carpool process. Students are not allowed to walk to a parked car without a teacher or administrator escort. **Students WILL NOT be dismissed with a parent who comes into the building after the 3:00 bell until all students have been dismissed to the car line.** If you are unable to wait in the car line, please come before the 3:00 bell and sign your child out from the office. Please be aware that this will affect any perfect attendance awards. Please pay

close attention to the carpool process. It is recommended that cell phones not be used at this time.

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

#### **AWARDS**

**ABC Awards:** These awards are presented each quarter during the last school Mass of the quarter. Three students are chosen from each homeroom based upon the following criteria:

**A: Academic:** these students are those who put forth their best academic effort.

**B: Behavior:** these students are those who show appropriate conduct, respect for others, and integrity.

**C: Christian Attitude:** these students are those who follow the example of Christ, including evidence of service (willingness to help) and a spirit of reverence.

**St. Sebastian Physical Education Students of the Month:** These awards are given to those students who exemplify excellent participation, sportsmanship, and effort in PE class.

**St. Cecilia Music Awards:** These awards are given to those students who display effort and cooperation in class, true love for music performance and learning, and show active participation in music programs.

#### **Junior High Awards:**

- **Knights of Columbus, Council 4448 Student of the Month:** Every other month, our parish council recognizes one junior high student who exemplifies academic, behavior, and Christian attitudes.
- **Spirit of St. Mary's:** This award is given at Eighth Grade Graduation to the student who best exemplifies academic excellence, model behavior, and Christian attitude.

#### **BEHAVIOR**

The students at St. Mary School desire to learn; therefore; students may not deprive their classmates of the right to learn, and students may not deny teachers the right to teach. In accordance with the stated philosophy of the school, which emphasizes a deep respect for the human dignity and uniqueness of every individual, each student will be considerate with the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

Items such as, but not limited to, e-cigarettes, questionable books and pictures, knives, guns, matches, cigarettes, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate discipline measures to be taken concerning the presence of these items in the school. Any item taken away from the students will be returned to the parent(s) or guardian(s) on the last day of school. The principal and pastor reserve the right to determine the appropriateness of an action if any doubt arises.

### ***Code of Discipline***

This plan of discipline was instituted for several purposes. First, to aid in maintaining good discipline, and second, to provide clear uniform consequences for misbehavior. It is the belief of the Principal and faculty that most students at St. Mary School already exhibit positive behavior and will continue to do so. These students clearly desire to learn in a Christian atmosphere and their actions reinforce this. Students who misbehave choose to do so, and must accept the consequences for their actions. Diocesan schools enter into an implied contract with the parents of their students that the school will educate their children as long as the latter abide by the school's academic and disciplinary standards. A student who violates disciplinary or academic norms, breaches the contract justifying disciplinary action, including suspension or expulsion.

### ***Contractual Relationship***

Diocesan schools enter into an implied contract with the parents of their students that the school will educate their children as long as parents wholeheartedly support all the school's policies, and the students abide by the school's academic and disciplinary standards. A student who violates disciplinary or academic norms breaches the contract, justifying disciplinary action, including suspension or expulsion.

### ***Corporal Punishment***

St. Mary School does not use corporal punishment in its disciplinary procedures.

### ***Student Responsibilities***

Each student is individually responsible for the development of a "best" self. Students at St. Mary School are expected to:

1. Examine and consider their actions and attitudes in the light of the example and teachings of Jesus
2. Accept responsibility for their own actions and choices
3. Be considerate and thoughtful of the needs, feelings, and welfare of others and manifest this awareness in action
4. Do their best in their classes, develop good study habits, and be responsible for the completion of their class work and assignments
5. Respect the authority of the school staff and other adults and obey their directions promptly
6. Observe the regulations of the school and classroom and encourage their fellow students to do the same
7. Take pride in their school, support its activities, and participate in them enthusiastically.
8. Observe COVID-19 safety practices.

### ***General Behavior Desired***

Because we are a PBIS (Positive Behavioral Interventions and Supports) school, it is the belief of the administration and staff that all students desire a safe, orderly environment in all areas surrounding the school. Therefore, the following behaviors are expected:

1. Be kind to others.
  - a. No fighting, pushing, shoving or jumping ahead in line.
2. Be on time for class, Mass, and detention.
3. Refrain from running in the building and talking in the halls while classes are in session.
  - a. Skateboards, roller blades or tennis shoes with wheels are not allowed.
  - b. unless specifically instructed by the teacher, whistling, yelling, or excessive loudness are not allowed.
  - c. E-Readers may be used for reading purposes only. Radios, media players, iPods or electronic games are not to be brought to school.

- d. Cell phone use is prohibited.
- 4. Keep hands, feet, and your objects to yourself.
  - a. No throwing of any object.
- 5. Respect adults, students and property.
  - a. Foul language is not allowed.
  - b. Avoid littering.
  - c. Gum chewing is only allowed as part of an Individualized Education Plan.
  - d. Bullying or intimidation will not be tolerated.

### ***Classroom***

The students at St. Mary School desire to learn; therefore; students may not deprive their classmates of the right to learn, and students may not deny teachers the right to teach.

*In all classrooms, the students will:*

- 1. Obey specific classroom rules.
- 2. Have required material from the supply list for each grade.
- 3. Respect teachers, self, fellow students and property.

*Procedure for handling problems in the classroom*

- 1. When a problem arises, the teacher will confer with the student to find its possible cause and recommend a solution.
- 2. If there is no improvement, the Principal will be informed and the teacher will call to make an appointment with the parents. Detention(s) may be given.
- 3. If the problem continues, the teacher will arrange for an appointment with the Principal, the student, and parents.
- 4. If the conduct persists, the student will be given a one to three day in-school suspension. This is a grave penalty for repeated offenses. Although the student does not attend classes during this time, they are responsible for assignments missed. After a conference with the parents, the student may be re-admitted to class.

### ***Consequences of Breaking Classroom Rules***

Upon accumulating seven detentions at any point in the school year, a student will receive an in-school suspension. At this point at least one parent must meet with the Principal and a staff member. An in-school suspension includes: separation from all students in their grade for the entire school day; completion of all the material being covered that day in the classroom. The school work accomplished during the in-school suspension may count as zero, as well as quizzes and homework due that day, at the teacher's discretion. (These zeros for homework do not accumulate toward another detention.) If the student does not turn in the assigned work at the end of the in-school suspension day, the pupil will be given a zero and this will accumulate toward a detention. In such a case another meeting will be held with the Principal, parents, and a staff member.

Upon accumulating four detentions after the in-school suspension, there will be a second and final meeting with the Principal, parents and a staff member. At this time the student will receive an out-of-school suspension.

### ***PLAYGROUND***

#### ***Front Parking Lot Area***

- 1. Students are expected to be kind and considerate to all.
- 2. All students must respect directives of the playground monitor.
- 3. Any student wishing to use the bathroom should do so before leaving the school.

4. Permission must be asked of the playground supervisor for the students to leave the playground for any reason and the student must report to the office first when reentering the building.
5. Students will walk in or out of the school building.
6. Stay off the hill/grass area around the church building.
7. Do not enter the ramp sidewalk to church.
8. Stay off and away from steps, railing, hill, driveway area, or any island.
9. No one goes on the grass...if a ball enters one of these areas, one student may get the ball with permission from the playground monitor.
10. No throwing snow, no kicking snow, or climbing on snow banks.
11. Tackle football is not permitted at any time. Two-handed touch football is allowed. (This is two hands at the waist only.)
12. Electronic devices are not permitted on the playground or during recess.

### **Back Playground**

Abide by previous 1, 2, 3, 4, 10, 11, and 12 plus

1. The area in the immediate vicinity of the rectory is off limits
2. Students must remain in the playground area where they can be seen by the playground supervisor.

### ***Consequences of Breaking Playground Rules***

First offense: Warning

Second offense: Temporary separation from group

Third offense: Loss of recess; report to Principal's office and possible detention assignment

If any of the playground rules are broken consistently or in a way that puts students at risk, (as decided by the Principal), the consequences could be increased to the following, immediately:

1. Immediate isolation from the group
2. Immediate phone call to the student's home
3. 30 minute detention
4. Immediate suspension for one to five days

*Re-occurrence of major disciplinary action could lead to a five day suspension or expulsion.*

### ***Off-Campus Conduct***

The administration of St. Mary School reserves the right to discipline its students for disruptions during the academic day or for off-campus behavior that is not in line with the behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

### ***School Property***

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Non-consumable textbooks used by students must not be written in and must have book covers. The students will be assessed fines for replacement of damaged or lost textbooks before any final reports, transcripts, or diplomas are presented.

### ***Serious Misconduct***

The following acts are considered serious misconduct:

1. Disruptions – Repeated disruptions in the classroom or school environment that hinder instruction.
2. Damage/Theft – Stealing or damaging school or church property or the property of others.
3. Un-Christian Behavior – Lying, cheating, obscene speech or gestures, degrading or malicious behavior, abusive treatment of fellow students.



4. Dangerous Instruments – Possession, handling, transmitting or concealing any object which could be used or viewed as a dangerous weapon. This includes fireworks of any nature.
5. Tobacco – Possessing, using, or attempting to use, or transmitting tobacco or tobacco products of any type.
6. Alcohol/Drugs – Possessing, using, transmitting, concealing, or under the influence of narcotics, alcoholic beverages, un-prescribed drugs, or any other controlled substance. This applies fully when any substance is represented as a controlled substance, but is in fact not such a substance.
7. Assaults/Fights/Threats – Behavior in a manner which could cause physical injury to self or any other person, or threaten to cause injury.
8. Truancy/Tardiness – Absent from school without parental permission, absent from class without parental permission, absent from class without teacher permission, or leave the school grounds during the school day without the Principal's permission. Repeated tardiness is also a serious offense and officials may be notified.
9. Repeated Misconduct – Repeatedly violate the regulations of the school or the reasonable directions of the staff. A student who is suspended three or more times during a school year may be subject to expulsion.
10. Insubordination – Failure to comply with the directions of authorized school personnel during any period of time the student is under the authority of the school. A student shall not be unruly, profane, grossly disrespectful, or refuse to submit to reasonable punishment from the staff.
11. Hazing – Organizing, participating in, or coercing another to do any act of initiation into any class, club, team, or other organization.
12. Profanity and/or Obscenity – Written, verbal, gesture or other means, to annoy or humiliate others or disrupt the education process by profanity or obscenity; or the sharing or possession of pornographic material.
13. Forgery-Falsify in writing, the name of another person, or times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school.
14. Sexual Harassment – Student who engage in sexual harassment on school premises or off school premises at a school sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is an activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, verbal comments of a sexual nature, sexual name-calling, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment.
  - a. Students involved in the possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Richland County Sheriff's Office will be notified.

#### ***Procedure for Handling Serious Misconduct***

A violation of any of the Serious Misconduct Code may result in severe disciplinary action, including immediate out-of-school suspension or expulsion. Only the Principal or Pastor can expel or suspend. The local authorities will be notified in Richland County, should a juvenile break any State regulations or laws if it occurs on St. Mary School/ Parish property. In the event that it becomes necessary that expulsion or suspension processes are invoked, the rights of all individuals will be protected. Therefore, St. Mary School procedures will meet the minimum due process requirements listed in the Toledo Diocesan Principal's Handbook, which are:

1. **Due Process** – The student will be given the right to appear at an informal hearing before the Principal or a disciplinary group with the notice of the reason and an opportunity to challenge the intended suspension or expulsion. According to diocesan policy, legal counsel is not permitted at this informal hearing.



2. **Parental Notice** – Prior to this meeting, the student and parents will be provided with verbal or written notice of the intention to suspend the student for more than two days or to expel them. Two days suspension may be necessitated without the possibility of advanced warning (e.g. a student under the influence of alcohol or a controlled substance).
3. The rights of the parents only will be safeguarded and their position will be considered at this informal hearing.

### ***Serving Detention***

1. All faculty and administration members have the authority to issue detentions to students for any behavior they consider unacceptable.
2. All detention slips must be signed by a parent and returned to school the following day.
3. Detentions will begin promptly at 3:15 p.m. and end at 3:45 p.m. each Tuesday that the school is in session. Parents need to arrive **promptly** at 3:45 pm to pick up their child.
4. The staff member will take attendance of all present in the detention period. Anyone not present without permission will be assigned an additional detention.
5. During the detention, the student sits in silence and completes assignments as specified by the staff member issuing the detention.
6. Detentions are not to be used for completion of homework
7. The student must arrange their own transportation home. No late busing or ride from anyone at school is available.

### ***In-School Suspension***

If a student is suspended in-school, the following procedure will be followed at St. Mary School:

The student will be:

1. Isolated from other students in their grade level during the day, including lunch.
2. Given written assignments for the day, related to present course/classroom homework.
3. Allowed to make up missed work that day only, including homework assignments, quizzes, oral reports, and other graded work. The work may be credited at the teacher's discretion.
4. Assigned a suspension on a day other than a major test day. Any test given in normal class time must be made up within a reasonable length of time under the teacher's supervision.
5. Kept in isolation from the opening bell until dismissal.

***Parents will be assessed the \$75 fee to pay for the substitute teacher hired to supervise and assist with work during in-school suspensions.***

### ***Out-of-School Suspension***

If a student receives an out-of-school suspension, the student will not be allowed on school property during the time of his or her suspension. Students must complete all class work and tests from the days of suspension, but no credit will be given for completion.

### ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or others may be expelled from St. Mary School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the principal or pastor. Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Mary School.

### ***ASSAULT AND BATTERY UPON A SCHOOL EMPLOYEE, STUDENT OR OTHER***

Assault and battery upon a teacher, any school employee, student, or other person disrupting a class or school activity is an unlawful activity. This is from the Principal's Handbook: Whoever unlawfully assaults, strikes, threatens, or menaces a teacher, instructor, person in

charge of a class of students, or any employee of the school, while in the performance of their duties, or whoever disrupts, disturbs or interferes with the teaching on any class of students, or whoever disrupts, disturbs or interferes with any activity conducted in a school or upon the campus or grounds thereof, in any public place, or whoever improperly and unlawfully assaults, strikes, threatens, menaces, follows, pursues, or lays hands upon a student or other person in a school, or upon the grounds or campus thereof, or upon the way to or from any school, or on the way to or from any school sponsored activity, shall, upon conviction, be guilty of a misdemeanor of the first degree.

All threats by students, parents, or others will be taken very seriously. They will be investigated carefully and referred to local authorities when any question of risk of serious harm appears to exist.

#### **WEAPONS, DRUGS, TOBACCO, AND ALCOHOL**

Possession or the threat of possession of weapons, tobacco, alcohol, and drugs, also look-alike weapons and drugs or the misuse of prescription and legal drugs will be treated seriously in the school environment. The disciplinary decision to take remedial or disciplinary action will be made on a case-by-case basis, taking into account the type of offense i.e. use or trafficking.

#### ***Tobacco Use***

Smoking of any type is not allowed on parish property except for designated smoking areas. Students are not permitted to use or have in their possession cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes or vapors. As the battery of an e-cigarette has been known to explode or catch on fire, e-cigarettes are forbidden on school property.

#### ***Search and Seizure***

In the interest of teaching personal neatness and good order to their students, certified staff members may legally check lockers, desks, and books. Certified staff members have the right to search for and seize weapons or other dangerous or illegal objects, if they have reasonable grounds to believe that such are in the possession of the pupil, especially where the pupil has no reasonable expectation of privacy; e.g. lockers, desks, coats, books, and book bags. Anything brought onto the school premises by a student (in a car, in a book bag, on their person) is subject to search, including cell phones and other electronic devices.

#### **BULLYING AND CYBERBULLYING**

##### ***Diocese of Toledo bullying prevention policy***

##### **Introduction**

The Diocese of Toledo and the Catholic Schools Office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ.

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards and where no student shall be subjected to bullying, intimidation or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not be tolerated at St. Mary School. St. Mary School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously.

Students making such threats (**seriously, in jest or online**) face detention, suspension, and/or expulsion.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or his/her designee informed of such incident shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

**A. Bullying by Definition:**

Bullying, harassment, or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

1. Causes physical or emotional harm to the target or damage to the target's property.
2. Places another student in reasonable fear of harm or damage to property.
3. Creates a hostile environment at school for another student.
4. Infringes on the rights of another student at school.
5. Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
6. Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
7. Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
  - a. Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications
  - b. The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
  - c. The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

**B. Bullying is Prohibited:**

1. On school grounds owned/leased/used by a school or on property immediately adjacent to school grounds.
2. At any school-sponsored or related activity, function or program whether on or off school grounds.
3. At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
4. At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
5. Through the use of technology or other electronic device owned, leased or used by a school.
6. Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
  - a. Create a hostile environment at school for the target.
  - b. Infringe on the rights of the target at school.

- c. Materially and substantially disrupts the education process or the orderly operation of a school.

**C. Plan Review and Updates:**

This plan shall be reviewed and updated at least every two years and the principal is responsible for the implementation and oversight of the anti-bullying prevention and implementation plan within the school.

**D. Training:**

Regular training on the plan shall be provided for staff, students, parents, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.

**E. Publication and Notice:**

The plan shall be posted on the school's website and included in student and employee handbooks.

**F. Reporting:**

A member of the staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the school principal or to the staff member designated in the plan as responsible for receiving such reports. Confidential online reporting is available through the link on our school website.

**G. Minimum Required Actions:**

If the principal or his/her designee determines that bullying or retaliation has occurred, he/she shall:

1. Take appropriate disciplinary action as stated in the plan.
2. Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action and action to be taken to prevent any further acts.

The Principal retains the right to adjust any discipline, including probationary conditions and consequences as appropriate under the particular facts and circumstances of different students' disciplinary records and perceived needs.

**CAFETERIA**

St. Mary School provides a hot lunch program partially funded by the Government Commodities Program through the State of Ohio. Students may qualify to eat a free or reduced meal if the appropriate forms are filled out in September each year. Only qualifying families who have an income at the prescribed level may participate in the Free/Reduced Program.

1. Packed lunches should be ready to eat. *Please do not send food that needs microwaved or prepared. Please ensure there is an ice pack as refrigeration is not available.*
2. A written note from a physician is required for any dietary restrictions.
3. Students should not bring glass bottles, soft drinks, or excessive amounts of candy.
4. We discourage bringing lunches or drinks from carry-out restaurants.

Daily lunch price for grades K-8 is \$2.60. Milk is included with the meal and costs \$.50 if bought separately.

Menus are sent home monthly. Payment envelopes and order forms for lunches are sent home weekly. Lunch payments may be made online. Please see the office for more information.

**Cafeteria Procedures**

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

1. Sit in assigned seats.
2. Lunch must be eaten while seated. Clean up after yourself; take your food tray to the washing area.

3. Show courtesy at all times.
4. No food may be taken outside.
5. First and second lunch period...line up quietly when instructed by lunch monitor for outside or inside recess.

No student may remain in the cafeteria unsupervised.

### **CHEATING**

Cheating of any kind will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and or expulsion. A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in sports or extracurricular competition.

### **CHILD ABUSE LAWS**

St. Mary School abides by the child abuse laws of the State of Ohio. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### **CLASS PARTIES / BIRTHDAY TREATS**

1. Class Parties, Treats, etc... – Class parties during the school day are left to the discretion of the Principal and teacher. It is recommended that a limited time from learning be taken. A student who has a birthday may bring a pre-packaged treat to the class to share.  
*Homemade snack items may not be brought to school.*
2. Birthday Donation to the Library – In place of a snack, a student may donate a new book to the school library, to celebrate a special occasion in their life, such as a birthday. The book would be labeled with the student's name and additional information regarding the occasion. If students wish to recognize a teacher by means of a surprise, permission of the Principal must be obtained.
3. Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### **COUNSELOR**

St. Mary School does not employ a certified counselor other than our pastor. Please notify the school office if your family requests counseling services.

### **DRESS CODE**

All students must be in uniform every day. There will be dress down days on occasion which will be announced in advance. If there is a legitimate reason that a student is not able to wear the uniform, a note from the parent or guardian must be sent to the principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring proper clothing.

#### ***Rationale for the dress code at St. Mary School***

1. Establishes a unique identity for St. Mary School.
2. Creates a feeling of pride and self-esteem.
3. Has a positive effect on study habits, academic performance and behavior.
4. Eliminates competition in dress.
5. Stimulates unity and school spirit.

#### ***Dress Code Grades K-8***

All uniform regulations and guidelines are subject to the discretion of the principal and pastor.

**Belts** – Must be worn if there are belt loops. Grades 3–8 ONLY.

**Leggings** – Navy blue, tan or white. May be worn with jumpers, skirts or skorts in winter.

**Pants** – Solid navy blue or khaki dress pants.

Corduroys and cargo are OK. No jean style pants or stretch pants.

*Solid navy blue, white, yellow, or light blue leggings may only be worn under skirts, jumpers, or skorts.*

**Shirts** – Solid white, yellow, navy, light blue or St. Mary Spirit Wear.

ONLY solid white, yellow, navy or light blue shirts may be worn under another shirt.

**Shoes** – (Grades K–8) – No boots, high heels, sandals, backless, slip-on or clogs.

**Socks** – Any color is acceptable, but the socks must be a matching pair.

**Shorts/Capris** – Navy or khaki. Shorts may not be shorter than 3" above knee.

From 1<sup>st</sup> day of school until October 15<sup>th</sup> and April 15 to the last day of school.

**Skirts/Jumpers/Skorts** – Navy blue, khaki or school plaid jumpers with above colored shirts.

May not be shorter than 3" above knee.

**Sweatshirts** – St. Mary logo, solid white, grey, yellow, navy or light blue.

Hood is OK, but no logo or decorations other than St. Mary Logo

**Sweaters/Turtlenecks** – Solid white, yellow, navy or light blue.

### ***Dress Code Violations***

First Time – Verbal warning to student and note to parent(s)

Second Time – Parents will be called

Third Time – Loss of dress down day

Fourth Time – Detention

### ***General Guidelines for all Students***

♦Masks are required in all common areas and when a distance of 6 feet is not possible.

♦All Shirts and blouses must be tucked in and buttoned appropriately and have sleeves.

♦Jewelry should be conservative and tasteful.

Earrings: Girls – No long, dangling earrings

Boys – No earrings

♦Girls in grades 7 & 8 may wear light make-up.

♦Hair should be clean and neatly groomed. Boys' hair should be above and not touch the shirt collar and trimmed around the ears.

No extreme or distracting hair styles, i.e., Mohawks, spikes, bright colors, designs shaved into the hair, etc.

Boys- no facial hair or sideburns.

♦No baggy, sagging pants below the waist, ripped, torn or pants with holes

♦No visible tattoos.

Brownie/Scout Uniforms may be worn on meeting days. Sports jerseys may be worn on days when the team wears them to school (with permission from the principal).

***Special dress up days and casual days will be available periodically during the year. Guidelines are as follows:***

1. Students may wear: jeans (free from rips, tears and holes), tennis shoes, shorts (no shorter than 3" above the knee), skirts (no shorter than 3" above the knee), skorts (no shorter than 3" above the knee), sweatshirts, jogging suits, nail polish, jewelry, dresses, slacks, sweat pants.
2. Students may *not* wear: flip-flops or other sandals, open back shoes, tank tops, items with inappropriate writing, tennis shoes that convert to roller skates, biker shorts,

pajama pants, yoga pants, leggings worn as pants (must be worn with a dress or skirt), low cut blouses/tops, tight clothing, hats, or makeup (unless a girl in grades 7 & 8).

*A good rule: if you think you shouldn't wear it, don't!*

### **Physical Education**

All students in Grades 5 – 8

- ♦Solid white or St. Mary logo t-shirts      ♦Navy blue shorts      ♦White socks
- ♦Winter Months – optional solid white or blue sweatshirt and sweatpants
- ♦Gym shoes, NO Chuck Taylors – K-8

### **EXTRACURRICULAR ACTIVITIES**

#### **Altar Servers**

Catholic students in Grades five through eight have the privilege of assisting the Priest during the Eucharistic liturgies as servers.

#### **Parish-School Choir**

Students in Grades three through eight enhance the Liturgy by their gift of music. The school choir sings at the 11:00 AM Mass on the first Sunday of each month during the school year.

#### **Sports**

Students are welcomed to participate in St. Mary's basketball programs and programs held by St. Peter School and your respective school district.

### **FUND RAISING**

Individuals are not to use the school environment as a place to sell items. With the exception of activities benefiting the Missions, only with prior approval of the Principal may classes be involved in projects in which students are solicited for donations. All approved soliciting must be done without applying any pressure to students.

Because of Sacrificial Giving and the Parish Festival, the Finance Committee wishes to de-emphasize and discourage constant soliciting.

The Fundraising Committee is a sub-committee of The School Advisory Council. This group initiates and implements fund raisers as approved by the St. Mary Parish Finance Committee to benefit the school.

### **GENDER –RELATED MATTERS**

Please review the Diocese of Toledo's Policy Statement on Gender-Related Matters and the Pastoral Care Guidelines in the Appendix of this handbook.

### **HEALTH AND SAFETY**

The promotion of health for each student at St. Mary School is the basis of the school's health program. This program involves health instruction for each grade with emphasis on the students' use of safety measures for daily life.

#### **Emergency Operations Plan**

St. Mary School has implemented a school emergency operations plan, which is available in the school office. Copies have also been given to the Richland County Sheriff's Office, the Madison Township Fire Department, and the Richland County Emergency Management Authority. All



teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such an emergency, families will be notified through the Option C Alert System.

Drills are conducted regularly as a safety measure, and are required by law. Also, protective measures and techniques are taught and practiced throughout the year in the event that a tornado or other severe storm might strike, or in case of an emergency.

There is an agreement with Oak Grove Manor across Crider Road, which states that if either facility (St. Mary School, Oak Grove Manor/Mifflin Care) becomes uninhabitable, the residents/students of such may be temporarily relocated to the other facility.

#### ***Fire Drills***

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in a single file at all times, and in silence;
4. Stand in line with the class, listening for directions
5. Return to the building with the class after the signal is given.

#### ***Tornado Drills***

Tornado drills are held monthly during tornado season. The procedures are as follows:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Listen for directions
4. Kneel facing the wall and put hands over head;
5. Return to the classroom with the class after the signal is given.

#### ***Lock Down Drills***

Lock down drills are held on a quarterly basis. Students are expected to follow the directions given to them by the supervising staff.

#### ***Emergency Medical Authorization***

In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must fill out an Emergency Medical Form every year for each child as required by section 3313.712 of the Ohio Revised Code. This is kept on file. When your child becomes ill (vomiting, fever or symptoms of a communicable disease) or injured, we will get in touch with the parent or person indicated on the Emergency Medical Form as soon as possible. Parents, or the person designated by the parents, who are contacted because of a child's illness, are requested to pick up the child immediately. If any changes are needed on the Emergency Medical Form, please inform the school by phone or note.

#### ***ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS)***

The following is the Diocesan policy regarding Acquired Immunodeficiency Syndrome (AIDS), the Ohio Department of Health and Guidelines and recommendations for elementary and secondary schools (Preschool – Grade 12) regarding children with acquired immunodeficiency syndrome (AIDS):

#### ***SPECIAL ADMISSION RECOMMENDATIONS***

Based on current evidence, casual person-to-person contact, as would occur among school children and staff, poses no risk in the transmission of AIDS. Children with AIDS should be allowed to attend school in a regular classroom setting provided:



1. The health status of the child, as determined by his/her physician, allows participation in regular school activities.
2. The child behaves acceptably, i.e. does not bite other individuals or exhibit other violent behaviors. Although very unlikely, significant human bites may inoculate trace amounts of blood directly into the bloodstream
3. The child does not have open sores or skin eruptions that cannot be covered.

For questions regarding the above information contact; Ohio Department of Health Communicable Disease Division (614) 466-1930

### **Allergies**

St. Mary School does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies.

**Food Allergy Policy:** St. Mary School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. St. Mary will maintain a system-wide procedure for addressing life threatening allergic reactions and maintains an Emergency Action Plan for any student(s) whose parent/guardian and physicians have informed the school in writing that the student(s) have a potentially life threatening allergy. *St. Mary School is NOT a peanut-free school.* It is the responsibility of the parent of a child with food allergies to provide all food for his or her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. Tables will be washed with soap and water following any food related events held, and proper hand cleaning techniques will be taught and encouraged before and after handling or the consumption of food.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. Emergency Medical Services will be called immediately.

### **COVID-19**

St. Mary School follows the guidance of Richland Public Health regarding COVID-19. This is subject to change depending upon the threat level to our school community.

### **Immunizations**

Careful records of your child's immunization record dates are kept on the student's school records. Children without the required immunizations are not permitted to attend school. If your child receives any immunizations from your doctor or a clinic, parents/legal guardians must send the information to the school so that records can be updated. The Richland County Public Health Nurse will notify parents when a child is lacking any of the immunizations required for school attendance by Ohio State Law.

### **Preschool**

1. **Hep B** – 3 or 4 doses depending on the type of vaccine your healthcare provider used.
2. **DTap/Tdap** – 4 doses
3. **Hib** – 3 or 4 doses depending on the type of vaccine your health care provider used.
4. **IPV** – 3 doses
5. **MMR** – 1 dose
6. **Varicella** – 1 dose

### **Kindergarten – 6<sup>h</sup> Grade**

1. **Hep B** – 3 or 4 doses depending on the type of vaccine your healthcare provider used.
2. **\*DTap/Tdap** – 5 doses
3. **Hib** – 3 or 4 doses depending on the type of vaccine your health care provider used.
4. **\*IPV** – 4 doses
5. **\*MMR** – 2 dose
6. **\*Varicella** – 2 dose

*\*Denotes the additional required immunizations*

### **Grades 7 and 8**

1. **Hep B** – 3 or 4 doses depending on the type of vaccine your healthcare provider used.
2. **\*DTap/Tdap** – 6 doses
3. **Hib** – 3 or 4 doses depending on the type of vaccine your health care provider used.
4. **IPV** – 4 doses
5. **MMR** – 2 dose
6. **\*MCV4** – 1 dose
7. **Varicella** – 2 dose

*\*Denotes the additional required immunizations*

No student at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than 14 days unless they present written evidence of immunization or is in process of compliance; or they present a physician's statement that immunization may be detrimental to the student's health; or a parental/guardian statement that immunization is objected to for good cause. Further, any student previously admitted under "in process of compliance" shall not be admitted on the 15<sup>th</sup> day.

### **Incident Reports**

Any health concern that requires more than the normal minimal care will be recorded on an 'Incident Report' form. This is so guardians and administration have the factual information written down regarding any more serious health concern. These are kept on file in the school office.

### **Inhalers**

Students shall be permitted to keep an asthma inhaler in the classroom or in the office and use as necessary, provided the student has prior written permission from his/her parent and physician and has submitted a signed form of Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal or secretary. Forms are available in the office.

### **Medicine**

Medication is defined as medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, an/or other remedies, for example cough medicine, cough drops, allergy medication, topical solutions, etc.

Only medication in its original labeled container with the student's name; name of physician; date; name and telephone number of pharmacy; name of medication; dosage; frequency and any special handling and storage directions, will be administered. A form must also be filled out by the physician who prescribed the drug and be on file in the school office. Forms are available in the school office.

It is the responsibility of the parent or legal guardian to instruct the child to report to the principal's office to take the medication at the designated time. A log of medicine administered is kept. The parent or guardian must notify the school of any medication changes.

Medication is to be brought by a responsible person to the school office for safe keeping. Please do not send it with your child, especially on the bus.

The parent or legal guardian is responsible for seeing that the school is supplied with an adequate supply of medication. Any unused medication not claimed by the last day of school each year will be destroyed by the school.

Before any prescribed medication may be administered to any student during school hours, we must have a written statement from a licensed health professional authorized to prescribe drugs accompanied by a written authorization from the parent. Before any non-prescribed (over-the-counter) medication may be administered to any student during school hours, we must have written authorization from the parent or guardian.

### **Screenings**

**Eye Screening** – Eye tests are given routinely to students in Preschool – Grade Eight. Teachers may recommend a child for screening. The Richland County Health Department school nurse will notify you in writing if your child does not pass the eye test and needs to be examined by an eye doctor.

**Hearing Screening** – Hearing tests are given routinely to students in Preschool – Grade Eight. Teachers may recommend a child for screening. The Richland County Health Department school nurse will inform you in writing if your child does not pass the hearing test and needs to be examined by a doctor.

**Scoliosis Screening** – Scoliosis is a sideways curvature of the spine. Scoliosis screening is routinely done on each student in Grades 6, 7, and 8. The Richland County Health Department school nurse will inform you if your child does not pass this test. Your family doctor may need to be informed if this happens, as X-rays of the back may need to be taken.

### **Sick Child at School**

When children become sick at school, the following procedure will be followed:

1. The classroom teacher or adult notified will assess the illness. If it is deemed minor, appropriate action will be taken. i.e. rest on cot, bandage applied, wash out cut, etc....
2. If the student is not able to function in the classroom due to the illness, has a temperature of 100 degrees or higher, or has diarrhea and/or vomiting, **the parent/guardian will be called to pick up the student immediately.** Ultimately, the care of sick children is not the responsibility of the school.
3. If the problem is deemed life threatening, emergency medical personnel will be called as well as the parent/guardian of the student.

### **Updating Family and Medical Information**

Parents should immediately notify the school when there are any changes in a student's address, phone number or any other information which is included on the student's Emergency Medical Information Form. If the family status changes due to divorce or legal separation, or if the child lives with someone else other than their natural mother or father, proof of custody or guardianship must be presented to the office.

### **HOME-SCHOOL COMMUNICATION**

Official school-wide emergency notifications are sent using the Option C system. Login information is sent home at the beginning of each school year for new students.

In order to ensure that all communication from school reaches home in a timely manner, St. Mary School uses a Friday Folder system. Official folders containing all correspondence are sent home on Fridays and should be returned the following school day. There is a \$2.00 replacement charge for folders that are lost. Information will not be sent home if the folder is not returned.

Please check your child's school papers daily, as many times important messages come home from your child's teacher or the school Principal. Send back all "returnable" communications, Emergency Medical Forms, field trip permission slips, volunteer forms, etc. as soon as possible. When sending in any type of message or money, please have it in an envelope clearly marked for the school office or teacher.

No teacher is to be disturbed during class time. Arrangements to speak with a teacher may be made through the school office by email or calling 419.589.2114, ext. 503.

### **Internet Safety and Acceptable Use Policy**

#### ***Student use of School Technology***

Students will be loaned a device (chromebook or iPad) for their use during the school year and are responsible for the proper care of school devices. Parents are responsible for damages or lost technological devices assigned to their child.

At the beginning of each school year each student will receive a copy of St. Mary Internet Acceptable Use and Safety Policy. This document must be signed by both student and parent before students are permitted to access the Internet at St. Mary School.

The Computer teacher will provide age-appropriate training for students who use St. Mary Internet facilities and technological devices. The training provided will be designed to promote St. Mary commitment to:

1. The standards and acceptable use of Internet services as set forth in St. Mary's Internet Safety Policy;
2. Student safety with regard to:
  - Safety on the Internet
  - Appropriate behavior while online, and on social networking sites
  - Cyber bullying awareness and response
3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, students will acknowledge that he/she received the training, understood it, and will follow the provisions of St. Mary acceptable use policies.

All software programs installed on school computers must be approved by the Principal. No student or faculty member may install any program without first obtaining approval. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Further disciplinary consequences will be at the Principal's discretion. Each user who is provided access to the Internet and related technologies will participate in a discussion with the assigned staff person(s) concerning the proper use of the network. The student or parent will be responsible for any financial obligation incurred through the use of the Internet and related technologies that was not previously approved as part of the local budget.

### **Cell Phones**

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sports practices or games, he or she should bring the cell phone (turned off) to the office upon arrival in the morning. The cell phone may be picked up by the student at dismissal. **At no time during the day should a cell phone be in a student's locker or in his or her possession.**

### ***Electronic Readers (E-readers)***

These digital devices store books, periodicals, magazines, and other electronic media. E readers are subject to the following safety and use policy. This is a privilege that requires extra caution and responsibility both on the part of the student and their parents. A wide variety of hardware and software capabilities of available e-readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, the St. Mary School e-reader acceptable use policy needs to be specific and clear. A student who violates any portion of the e-Reader acceptable use policy may immediately lose the privilege to use his or her e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with the St. Mary School IT Specialist and accompanied by the acceptable use agreement form signed by both the parents and the student.
2. e-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of St. Mary School.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him or her, nor be a source of any classroom disruption.
6. e-Readers are not to be used during lunch, middle-school breaks, during outdoor recess time, or during dismissal.
7. The student is responsible for knowing how to properly and effectively use his or her e-Reader.

### ***Social Media***

St. Mary School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Mary School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Mary School are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook, Instagram, Twitter, or other social media accounts. Such postings are a violation of St. Mary School's adherence to FERPA and the CPA. Such photos cannot be posted without the permission of the parents of those students.

Engagement in online blogs and social media such as, but not limited to Facebook, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish.

No parent should open a social media account under the name of the school, a particular grade, or an organization affiliated with St. Mary of the Snows. The only official St. Mary social media sites are those created and monitored by the St. Mary IT specialist. The classroom teacher and the principal will be included as followers in any social media account affiliated with St. Mary

of the Snows. A parent who chooses to create such an account may be subject to his or her child(ren) being dismissed from the school.

#### **Texting**

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

#### **LOST AND FOUND**

Lost and found articles are placed in a box in front of the school office. Unclaimed articles are disposed of after a reasonable time usually through the Parish Rummage Sale. Please notify the school of any lost article. To prevent loss, please label every item your child wears to school (within reason) or brings to school.

#### **MONEY AND VALUABLES**

St. Mary School is not responsible for the loss or damage of money or valuable items that children may bring to school, including electronic devices. Parents should be aware of what their children are bringing to school for any Show and Tell, or other functions when it is warranted. Students are discouraged from bringing items from home to school.

#### **PARENTAL RESPONSIBILITIES**

The primary responsibility for the education of children belongs to parents. The attitude of parents toward sharing responsibility is an important factor in the child's development. Attitudes formulated at an early age tend to reflect those of the parents. A Christian attitude toward God, self, and others, responsible conduct, respect for authority, for fellow students and property, joy and a sense of humor, are only a few of the character traits which have their origin in the home. The following are suggestions of ways in which parents can cooperate with the school during these years of the child's formal education:

1. Build regular family worship, religious celebrations and prayer into the family lifestyle. Provide opportunities for weekly Mass and frequent reception of the Eucharist and the Sacrament of Reconciliation.
2. Support the action of the Principal and teachers. Avoid criticism of the school in the presence of the child. If there is a question about any action, contact the teacher privately and discuss the matter at school with an attitude of mutual respect.
3. Insist that your child obey the regulations and principles of Christian conduct. Note their conduct and effort marks on the report card. Unsatisfactory marks indicate a need for a conference with the teacher and/or principal.
4. Provide proper study facilities and encourage thorough completion of assignments.
5. Talk with your child about school activities and their expectations and progress.
6. Assist your child, by your own example, to develop a sense of personal responsibility and service to others.

#### **Parental Involvement**

Parental help is a support needed and found to be very rewarding for both teachers and parents. Your involvement shows your children the support you have for education. Parents are needed and strongly encouraged to assist and volunteer in all school fundraisers including: School/Parish Festival, Lenten Fish Fry, Book Fair, and any other approved fund raiser. *All school volunteers must complete VIRTUS training. Due to COVID-19 precautions, there will be no in-person opportunities to volunteer in the school building until further notice.*

#### **Divorce and Guardianship**

Each parent (as a natural guardian of their children) is presumed to have full authority regarding tuition, record release and enrollment, unless a court order restricts authority. It is

the parents' responsibility to provide the school with the court documentation regarding "provisional" or "final" shared parenting decree from the court.

If a non-parent seeks to act on behalf of a child, a source of authority is required, i.e., guardianship letter or a custody or temporary placement order.

#### ***Buckley Amendment (Custodial Rights)***

St. Mary Elementary School abides by the provisions of the Buckley Amendment with respect to the rights of non-residential parents. In the absence of a court order to the contrary, the school will provide the non-residential parent with access to academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the residential parent to provide the school with an official copy of the court order. Official custodial agreements will be kept in a confidential file in the school office. In the absence of any court document, the school will view each parent as having full legal custody of his or her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.)

#### ***Name Change***

In case of a change in custody (not adoption), unless and until the school receives a probate court order changing a child's name, the legal name to be used by the school is that set forth in the domestic relations orders and decrees.

#### ***PICTURES***

School pictures are taken each fall and spring. Purchase of the pictures is optional. If there is an error in the photograph, retakes will be granted in fall pictures only. Dress for picture day will be announced.

#### ***PREGNANCY***

In view of the Catholic Church's position regarding the sacredness of human life, no girl will be expelled solely on the grounds of pregnancy, or boy on the grounds of paternity. The Principal has the right to demand counseling or other measures deemed necessary for continuance. Every effort will be made to offer pastoral care to the student and family.

#### ***TELEPHONE USE***

Telephone use in the office will be limited. The Principal/Staff will give the student permission. The calls are limited to those of an emergency nature. Cell phones are not permitted to be used by students in the school at any time during the school day (*please see the CELL PHONE section under technology for guidelines.*)

#### ***TRANSPORTATION***

##### ***Bus Riders: Regulations***

1. St. Mary School supports any necessary disciplinary action taken in accord with specific district procedures in cases where a student's conduct is detrimental to the safety of himself or others on the bus. Students are expected to cooperate with the bus driver at all times. Failure to do so may warrant a student being deprived of bus transportation for a period of time or permanently.



2. The pupils may be warned once or the privilege of riding may be withdrawn immediately, by joint decision of the Principal and the transportation supervisor. Parents will be notified in advance if the privilege of riding the bus is taken away from the pupil. The parents are responsible to transport the child to school during the disciplinary action.
3. The bus driver will report all misconduct to the Principal as soon as possible after the occurrence. The Principal will follow up on this by assigning appropriate disciplinary action to the appropriate pupil.
4. Any change in transportation to or from school must be brought to the attention of the office before that change is made. An appropriate permission slip must be given for each instance.

Lexington, Lucas, Madison, Mansfield City, Ontario, and Shelby school systems transport students in grades Kindergarten through Eight by bus in accordance with federal regulations.

Other immediate rural districts choose to reimburse parents for the cost of transporting their children. If bus transportation is not available in your local school district, parents need to call their local school board at the beginning of the school year and ask for an "in-lieu of" form.

#### ***WEATHER PROBLEMS***

If the Madison School System is closed FOR WEATHER ONLY, St. Mary School will automatically do the same. Parent alerts for any emergency school delay, closing, or cancellation of events will be sent through Option C and posted on the school's Facebook page.

The following media outlets will also be notified:

**Radio stations:** iHeart Media (WNCO FM (101.3), WYHT FM (105.3), WMAN FM/AM (98.3 & 1400), WFXN FM (102.3 & 107.7), WSWR FM (100.1) and WNCO AM (1340)), WVNO FM (106.1)

**TV Stations:** WMFD, WKYC, Fox 8 and 10 TV

**Online Newspapers:** The Mansfield News Journal and the Richland Source



# **Appendix**



### **Handbook Acknowledgement Page**

I have received a copy of the St. Mary of the Snows Catholic School Handbook. I acknowledge that I have read and reviewed the Handbook. I understand the policies and procedures of the Handbook, and I agree to adhere to these policies and regulations. I further understand that St. Mary of the Snows Catholic School has the right to change, modify, and/or revise any of the policies set forth in this Handbook at any time.

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Family Name

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Signature

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Signature

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Signature

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Signature

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Signature

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Signature

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Signature

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Signature

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Signature

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Date