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**ST. MARY MISSION STATEMENT**

*We, the People of St. Mary, Our Lady of the Snows Parish Community, are called by God to worship Him, teach His Word and reach out to all.*

**PARENT/STUDENT HANDBOOK**

This handbook is provided to acquaint parents and students with mission, policies, and procedures of St. Mary School. Policies listed here are subject to interpretation, adaptation, or revision by the school administration. Updated 8/8/2016.

**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.

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 an 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.

### **Academic Objectives**

1. To provide a Christian atmosphere in which the 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.

### **Goals & Objectives**

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.

### **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 into 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.

## **ACADEMIC GROWTH**

### **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, Intervention Specialist, tutor and the school nurse are secured through state funding known as Auxiliary Services.

### **Computer Education/Art**

All students in Grades Kindergarten through Eight receive instruction in Computer use and Art.

### **Conferences Parent/Teacher**

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.

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

### **Curriculum**

Each subject for each grade has its own course of study in the Toledo Diocese. All the courses of study meet the Ohio State Code of Minimum Standards, as well as our own Toledo Diocesan Guidelines. In addition to the regular curriculum, students are given the following opportunities to enhance their education.

Worship – Students normally participate at Mass once a week. Liturgies enable students to have a positive experience of worship at their own level.

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.

Field Trips: Field trips are used to enhance the educational process and, when planned, is part of the curriculum. Permission slips must be signed by parents in order for students to participate.

### **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.

### **Grading Scale**

#### **ACADEMIC ACHIEVMENT 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.

**DEVELOPMENT KEY      Grade Kindergarten – One**  
O=Outstanding          S=Satisfactory P=Progressing  
N=Needs Improvement I=Incomplete X=Not evaluated  
+ Strength < Satisfactory - Weakness

### **Homework Policy**

The purpose of individual assignments for class and home is to strengthen the student's grasp of each pupil performance 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.

### **Instructional Program**

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 religion, mathematics, language arts, reading, science, health, social studies, art, music, computer, and physical education.

Academic Standards: In compliance with the Minimum Standards, instruction in all subjects is given in terms of pupil performance objectives. According to the directives of the Catholic School Office, assessment is mandated for the following grade levels:

- MAPS Fall testing in Grades 1 – 8
- MAPS Spring testing in Grades K – 8
- ACRE Religion Test in Grades 5 and 8
- Spring Writing Competency in Grades 1 – 8

State Scholarship Students only:

- Ohio State AIR fall testing in grade 3
- Ohio State AIR spring testing in grades 3-8
- 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.

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.

Grades Five through Eight have departmental classes for students.

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

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 cards 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.

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

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.

### **Kindergarten Program**

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.

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.

### **Music Program and Physical Education**

Every class in Grades Kindergarten through Eight has class twice a week in Physical Education and Music once a week.

### **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.

**2 Day Preschool** – Children must be three years old by first day of school and potty trained. Classes are on Tuesday and Thursday mornings from 8:30 am – 11:00 am. Class size is limited to twelve students. Developmentally appropriate learning activities are provided for these children.

**3 Day Preschool** – Children must be four years old by first day of school and potty trained. Classes are on Monday, Wednesday, and Friday from 8:30 am to 11:00 am. Class sizes are limited to fourteen students. 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

The children use the centers on a rotation basis. Many of the centers are based on a theme which varies each week.

### **Progress Book**

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

### **Promotion and Retention**

Promotion is based on the satisfactory completion of the respective grade level work.

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

Failure in an individual subject is defined as receiving an average grade of F for two or more quarters.

## **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 bits 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

## **ADMINISTRATION**

### ***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. The school staff may include lay teachers, music teacher, physical education instructor, librarian, computer teacher, 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.

### ***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, instructional 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.

### ***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**

### ***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. Payments are 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 student's dismissal from St. Mary School. In addition, no student records 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

### ***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. The student's transfer will be based upon satisfactory academic and discipline records from the previous school. The faculty may test the student 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.

### ***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, or in the case of adoption, a certificate of adoption, 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.

### ***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 ethnic origin in the administration of its educational programs. Furthermore, the St. Mary Parish abides by the affirmative action policy of the Diocese of Toledo.

### ***Preschool***

Students entering the St. Mary School Preschool Programs must be three years old by the first day school to enter. The child must be potty trained and wear clothes which allow easy bathroom accessibility (no buttons). A valid birth certificate, or in the case of adoption, a certificate of adoption, 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.

### ***Pre-registration***

In February or March 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.

## **Registration**

Registration for all pupils from 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.

## **State Scholarship Provider**

St. Mary School participates in the following state scholarship programs: EdChoice Scholarship, EdChoice Expansion Scholarship, and Jon Peterson Scholarship. All student services, programs and activities provided or offered by St. Mary School are available to scholarship recipients.

## **Transfer Students: Probationary Acceptance**

Children entering the school after the first grade 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.

## **Withdrawal**

If a student must withdraw from St. Mary School, written notification should be sent to the school office as soon as possible. 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.

## **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.

## **ATTENDANCE**

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

### **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. 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.

It is the STUDENTS responsibility to get make up work missed on terms convenient to the individual teacher.

### **Time Schedule**

\*School Day: 8:10 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.

\*Students arriving after 8:10 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.

## **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 building 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.

## **Early Dismissal**

Students are required to be in school a designated number of hours per day. If your child must be dismissed early, a written notification must be sent into the school office. Parents must report to the School Office and the Office will dismiss students. Parents may not go into the classroom to pick up a student. 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.

## **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

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.

## **Extended Absence/Illness/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 vacations 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. Usually homework will not be sent along as vacation work but will be assigned and explained after the student has returned to school.

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 will be permitted to make up missed work. Missed work will not be assigned in advance unless it is the teacher's preference.

The number of days the student has to complete assigned work will be the same as the number of days of excused absence.

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 absence but are considered “excused” absences. Only one such request will be considered per school year.

### **Leaving School Grounds**

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.

### **Perfect Attendance**

A student in K – 8th with (0) zero: days absent, tardies, and early dismissals, earns Perfect Attendance. Perfect Attendance Awards are given per quarter.

### **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.

### **Tardiness**

A student is considered tardy if they are not in the classroom for opening classes in the morning by 8:10 a.m. 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 as accumulated five unexcused tardies per quarter, the parents will be called. Additional disciplinary consequence may occur at the Principal’s discretion.

### **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 in the future will require a doctor’s excuse.

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

## **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.

## **BULLYING**

### **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, 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.

#### **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 of 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 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 disrupt 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.

## **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.

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.

## **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 all classrooms, the students will:

1. Obey specific classroom rules
2. Have required materials 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, 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.

## **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.

## **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, 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 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.

All faculty and administration members have the authority to issue detentions to students for any behavior they consider unacceptable.

## **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.

## **General Behavior Desired**

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. No fighting, pushing, shoving or jumping ahead in line.
2. No use of foul language.
3. Be on time for class, Mass, and detention.
4. Refrain from running in the building and talking in the halls while classes are in session.
5. Keep hands, feet, and your objects to yourself.
6. Respect adults, students and property.
7. Avoid littering.
8. No throwing of any object.
9. No gum chewing.
10. No radios, media players, iPods or electronic games. E-Readers may be used for reading purposes only.
11. Bullying or intimidation will not be tolerated.
12. No skateboards, roller blades or tennis shoes with wheels.
13. No whistling, yelling, or excessive loudness unless specifically instructed by at teacher.
14. Be kind to others.

## **15. Cell phone use is prohibited. 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 opening bell until dismissal.

### **Probation**

All new students entering St. Mary School are on probation for either the first two quarters or the first semester. 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. Upon accumulating three detentions after the in-school suspension, the student will receive an **out-of-school** suspension. Another meeting will take place at this time.
3. Upon accumulating two detentions after the out-of-school suspension, the student will be **expelled**.
4. When the probation period is over, the student remains accountable for all detentions already accumulated.

### **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** – A 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.

### **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.

### **Serving Detention**

1. All detention slips must be signed by a parent and returned to the school the following day.
2. 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.
3. The staff member will take attendance of all present in the detention period. Anyone not present without permission will be assigned an additional detention.
4. During the detention, the student sits in silence and completes assignments as specified by the staff member issuing the detention.
5. Detentions are not to be used for completion of homework
6. The student must arrange their own transportation home. No late busing or ride from anyone at school is available.

### **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.



## CAFETERIA

1. Eat lunch with your class.
2. Lunch must be eaten while seated. Clean up after yourself; take food tray to 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.
6. No student may remain in the cafeteria unsupervised.

## CHANGE OF ADDRESS

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

## 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 treat to the class to share.
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.

## DRESS CODE

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**

**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.

**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**- tan, navy or white

**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

Second Time – Parents will be called

Third Time – Loss of dress down day

Fourth Time – Detention

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

- ◆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

◆No heavy make-up.

◆Hair should be clean and neatly groomed.

➤No extreme or distracting hair styles, i.e., Mohawks, spikes, bright colors, etc.

➤Boys- no facial hair or sideburns.

◆No baggy, sagging pants below the waist.

◆No visible tattoo's.

◆Special dress up days and casual days will be available periodically during the year.

## **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**

## ENRICHMENT OPPORTUNITIES

**Field Trips:** Field trips are pre-planned learning experiences related to the curriculum of a specific grade level. Written permission is required. A parental permission slip is signed at the beginning of each school year. When available, Madison busses are used to transport the students. At other times, parents are asked to provide the transportation. Parents who volunteer must have automobile insurance and have seat belt for each student being transported.

**The Ohio Child Restraint Law** (2011) requires that any child under four years of age or weighing fewer than 40 pounds who is transported by car “owned, leased, or otherwise under the control of a nursery school, kindergarten, or day-care center” shall be secured in a child restraint system that meets federal standards. In the State of Ohio, all front seat passengers must wear safety restraints (1986). If parents drive children for school sponsored events, the children must be appropriately restrained.

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 air bags.**

**Cultural Enrichment:** Several times throughout the year students have the opportunity to participate in enrichment assemblies.

## EXTRACURRICULAR ACTIVITIES

### **Altar Servers**

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 Five through Eight enhance the Liturgy by their gift of music.

### **Sports**

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

## FIRE, TORNADO & EMERGENCY DRILLS

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.

## 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.

Fund Raising 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.

## 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 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.

### 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.

Medication is to be brought by a responsible person to the school office for safe keeping. Please do not send with child 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) may be administered to any student during school hours, we must have written authorization from the parent or guardian.

### 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, the parent/guardian will be called to pick up the student. 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 in 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.

## 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 guardian 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 health care 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 health care 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 in*

### Grades 7 and 8

1. **Hep B** – 3 or 4 doses depending on the type of vaccine your health care 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 in*

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.

## Internet Safety and Acceptable Use Policy

The Computer teacher will provide age-appropriate training for students who use St. Mary Internet facilities. 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, 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 Internet and related technologies will participate in a discussion with 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 is not previously approved as part of the local budget.

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.

## LIBRARY

Students in Grades 3-Day Pre-School through Eight can borrow books from the library. Lost books are fined according to the book and must be paid for before receiving grade cards and/or borrowing more books.

## LITURGIES

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 Church.

## LOST AND FOUND

Lost and found articles are placed on the coat rack by the entrance to the school. 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.

## LUNCHES

St. Mary School provides a hot lunch program partially funded by the Government Commodities Program through the State of Ohio. Students may 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.
2. A written note from a physician is required for any dietary restrictions. 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.

## MONEY AND VALUABLES

St. Mary School is not responsible for money or valuable items that children may bring to school. Parents should be aware of what their children are bringing to school for any Show and Tell, or other functions when it is warranted.

## MORNING CARE

A morning care program Monday through Friday for children in Preschool – Grade 8 is offered at the school. The hours are from 7:40 am – 8:00 am. Breakfast is provided for a cost of \$1.25. Students may 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

Parents can call the office at 419-589-2114 or visit the office from 7:30 a.m. to 3:30 p.m. on regular school days.

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 a 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.

## 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 sense of personal responsibility and service to others.

## Communications

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. "Friday Folders" are sent home with each student every Friday. Please

look for papers and forms from the teacher and/or Principal. 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.

### **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.

### **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.

1. Do their best in their classes, develop good study habits, and be responsible for the completion of their class work and assignments
2. Respect the authority of the school staff and other adults and obey their directions promptly
3. Observe the regulations of the school and classroom and encourage their fellow students to do the same
4. Take pride in their school, support its activities, and participate in them enthusiastically

### **Non-Residential Parent**

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 to 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.

### **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 fund raisers including: School/Parish Festival, Lenten Fish Fry, Book Fair, and any other approved fund raiser.

### **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.

### **PLAYGROUND**

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

1. No running in or out of the school building.
2. Stay off the hill/grass area around the church building.
3. Do not enter ramp sidewalk to church.
4. Stay off and away from steps, railing, hill, driveway area, or any island.
5. No one goes on the grass...if a ball enters one of these areas, one student may get the ball.
6. No throwing snow, no kicking snow, or climbing on snow banks.
7. All students must respect directives of the playground monitor.
8. No tackle football at any time. Two-handed touch football is allowed. (This is two hands at the waist only.)
9. Any student wishing to use the bathroom should do so before leaving the school. 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.

10. Electronic devices are not permitted on the playground or during recess.

### **Back Playground**

Abide by previous 1, 3, 6, 7, 8, 9 and 10 plus

1. The sharing of all equipment by all classes is common courtesy
2. The area in the immediate vicinity of the rectory is off limits
3. Students must remain on 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. 30 minute detention
2. Immediate isolation from the group
3. Immediate phone call to the student's home
4. Immediate suspension for one to five days

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

### **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.

### **PRINCIPAL RETAINS THE RIGHT**

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.

### **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, parents' enthusiastic involvement is very necessary and expected.

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

This handbook of policies, practices and procedures has been carefully prepared to help you better understand 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.

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.

### **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.

## 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.

## SPECIAL PROGRAMS

### ***Mohican School in the Out-of-Doors***

Every two years, students in the fifth and sixth grade are privileged to participate in this fine outdoor school located in the Perrysville-Loudonville area. They go to the camp for four nights (Monday through Thursday), returning Friday. This has proven to be a learning experience rich in practical application. Money raised from yearly fund raisers 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.

### ***Student Council***

Student 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. Elections for officers are held in September. Student Council meets at various times during school time at an assigned location.

## SPEECH AND HEARING THERAPY

St. Mary School provides a part-time Speech and Hearing Pathologist who works with recommended students. Students are recommended by teacher or parental concerns and after a screening.

## 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. Cell phones brought to school by students will be held in the office and parents will be notified to come to the office and reclaim the phone.

## 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.

Mansfield City, Madison, Lexington, Lucas, Ashland, and Ontario 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.

## WEAPONS, DRUGS, TOBACCO, AND ALCOHOL

Possession or the threat of possessions 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.

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

Assault and battery upon a teacher, 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 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

## WEATHER PROBLEMS

During inclement weather, listen to radio stations, 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 WNCOAM (1340) and TV 68 WMFD for the cancellation or delay of school. If the Madison School System is closed **FOR WEATHER ONLY**, St. Mary School will automatically do the same.

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## ST. MARY MISSION STATEMENT

*We, the People of St. Mary, Our Lady of the Snows Parish Community, are called by God to worship Him, teach His Word and reach out to all.*

## PARENT/STUDENT HANDBOOK

This handbook is provided to acquaint parents and students with mission, policies, and procedures of St. Mary School. Policies listed here are subject to interpretation, adaptation, or revision by the school administration. Updated 8/8/2016.

## 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.

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 an 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.

### **Academic Objectives**

1. To provide a Christian atmosphere in which the 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.

### **Goals & Objectives**

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.

### **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 into 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.

## **ACADEMIC GROWTH**

### **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, Intervention Specialist, tutor and the school nurse are secured through state funding known as Auxiliary Services.

### **Computer Education/Art**

All students in Grades Kindergarten through Eight receive instruction in Computer use and Art.

### **Conferences Parent/Teacher**

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.

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

### **Curriculum**

Each subject for each grade has its own course of study in the Toledo Diocese. All the courses of study meet the Ohio State Code of Minimum Standards, as well as our own Toledo Diocesan Guidelines. In addition to the regular curriculum, students are given the following opportunities to enhance their education.

Worship – Students normally participate at Mass once a week. Liturgies enable students to have a positive experience of worship at their own level.

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.

Field Trips: Field trips are used to enhance the educational process and, when planned, is part of the curriculum. Permission slips must be signed by parents in order for students to participate.

### **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.

### **Grading Scale**

#### **ACADEMIC ACHIEVMENT 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.

**DEVELOPMENT KEY      Grade Kindergarten – One**  
O=Outstanding          S=Satisfactory P=Progressing  
N=Needs Improvement I=Incomplete X=Not evaluated  
+ Strength < Satisfactory - Weakness

### **Homework Policy**

The purpose of individual assignments for class and home is to strengthen the student's grasp of each pupil performance 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.

### **Instructional Program**

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 religion, mathematics, language arts, reading, science, health, social studies, art, music, computer, and physical education.

Academic Standards: In compliance with the Minimum Standards, instruction in all subjects is given in terms of pupil performance objectives. According to the directives of the Catholic School Office, assessment is mandated for the following grade levels:

- MAPS Fall testing in Grades 1 – 8
- MAPS Spring testing in Grades K – 8
- ACRE Religion Test in Grades 5 and 8
- Spring Writing Competency in Grades 1 – 8

#### State Scholarship Students only:

- Ohio State AIR fall testing in grade 3
- Ohio State AIR spring testing in grades 3-8
- 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.

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.

Grades Five through Eight have departmental classes for students.

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

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 cards 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.

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

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.

### **Kindergarten Program**

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.

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.

### **Music Program and Physical Education**

Every class in Grades Kindergarten through Eight has class twice a week in Physical Education and Music once a week.

### **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.

**2 Day Preschool –** Children must be three years old by first day of school and potty trained. Classes are on Tuesday and Thursday mornings from 8:30 am – 11:00 am. Class size is limited to twelve students. Developmentally appropriate learning activities are provided for these children.

**3 Day Preschool –** Children must be four years old by first day of school and potty trained. Classes are on Monday, Wednesday, and Friday from 8:30 am to 11:00 am. Class sizes are limited to fourteen students. 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	

The children use the centers on a rotation basis. Many of the centers are based on a theme which varies each week.

### **Progress Book**

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

### **Promotion and Retention**

Promotion is based on the satisfactory completion of the respective grade level work.

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

Failure in an individual subject is defined as receiving an average grade of F for two or more quarters.



## **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 bits 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

## **ADMINISTRATION**

### ***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. The school staff may include lay teachers, music teacher, physical education instructor, librarian, computer teacher, 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.

### ***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, instructional 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.

### ***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**

### ***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. Payments are 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 student's dismissal from St. Mary School. In addition, no student records 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

### ***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. The student's transfer will be based upon satisfactory academic and discipline records from the previous school. The faculty may test the student 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.

### ***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, or in the case of adoption, a certificate of adoption, 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.

### ***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 ethnic origin in the administration of its educational programs. Furthermore, the St. Mary Parish abides by the affirmative action policy of the Diocese of Toledo.

### ***Preschool***

Students entering the St. Mary School Preschool Programs must be three years old by the first day school to enter. The child must be potty trained and wear clothes which allow easy bathroom accessibility (no buttons). A valid birth certificate, or in the case of adoption, a certificate of adoption, 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.

### ***Pre-registration***

In February or March 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.

## Registration

Registration for all pupils from 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.

## State Scholarship Provider

St. Mary School participates in the following state scholarship programs: EdChoice Scholarship, EdChoice Expansion Scholarship, and Jon Peterson Scholarship. All student services, programs and activities provided or offered by St. Mary School are available to scholarship recipients.

## Transfer Students: Probationary Acceptance

Children entering the school after the first grade 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.

## Withdrawal

If a student must withdraw from St. Mary School, written notification should be sent to the school office as soon as possible. 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.

## 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.

## ATTENDANCE

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

## 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. 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.

It is the STUDENTS responsibility to get make up work missed on terms convenient to the individual teacher.

## Time Schedule

\*School Day: 8:10 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.

\*Students arriving after 8:10 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.

## 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 building 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.

## Early Dismissal

Students are required to be in school a designated number of hours per day. If your child must be dismissed early, a written notification must be sent into the school office. Parents must report to the School Office and the Office will dismiss students. Parents may not go into the classroom to pick up a student. 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.

## 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

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.

## Extended Absence/Illness/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 vacations 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. Usually homework will not be sent along as vacation work but will be assigned and explained after the student has returned to school.

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 will be permitted to make up missed work. Missed work will not be assigned in advance unless it is the teacher's preference.

The number of days the student has to complete assigned work will be the same as the number of days of excused absence.

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 absence but are considered “excused” absences. Only one such request will be considered per school year.

### **Leaving School Grounds**

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.

### **Perfect Attendance**

A student in K – 8th with (0) zero: days absent, tardies, and early dismissals, earns Perfect Attendance. Perfect Attendance Awards are given per quarter.

### **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.

### **Tardiness**

A student is considered tardy if they are not in the classroom for opening classes in the morning by 8:10 a.m. 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 as accumulated five unexcused tardies per quarter, the parents will be called. Additional disciplinary consequence may occur at the Principal’s discretion.

### **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 in the future will require a doctor’s excuse.

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

### **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.

### **BULLYING**

#### **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, 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.

##### **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 of 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 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 disrupt 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.

## **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.

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.

## **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 all classrooms, the students will:

1. Obey specific classroom rules
2. Have required materials 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, 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.

## **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.

## **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, 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 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.

All faculty and administration members have the authority to issue detentions to students for any behavior they consider unacceptable.

## **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.

## **General Behavior Desired**

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. No fighting, pushing, shoving or jumping ahead in line.
2. No use of foul language.
3. Be on time for class, Mass, and detention.
4. Refrain from running in the building and talking in the halls while classes are in session.
5. Keep hands, feet, and your objects to yourself.
6. Respect adults, students and property.
7. Avoid littering.
8. No throwing of any object.
9. No gum chewing.
10. No radios, media players, iPods or electronic games. E-Readers may be used for reading purposes only.
11. Bullying or intimidation will not be tolerated.
12. No skateboards, roller blades or tennis shoes with wheels.
13. No whistling, yelling, or excessive loudness unless specifically instructed by at teacher.
14. Be kind to others.

## **15. Cell phone use is prohibited. 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 opening bell until dismissal.

### **Probation**

All new students entering St. Mary School are on probation for either the first two quarters or the first semester. 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. Upon accumulating three detentions after the in-school suspension, the student will receive an **out-of-school** suspension. Another meeting will take place at this time.
3. Upon accumulating two detentions after the out-of-school suspension, the student will be **expelled**.
4. When the probation period is over, the student remains accountable for all detentions already accumulated.

### **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** – A 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.

### **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.

### **Serving Detention**

1. All detention slips must be signed by a parent and returned to the school the following day.
2. 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.
3. The staff member will take attendance of all present in the detention period. Anyone not present without permission will be assigned an additional detention.
4. During the detention, the student sits in silence and completes assignments as specified by the staff member issuing the detention.
5. Detentions are not to be used for completion of homework
6. The student must arrange their own transportation home. No late busing or ride from anyone at school is available.

### **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.

## CAFETERIA

1. Eat lunch with your class.
2. Lunch must be eaten while seated. Clean up after yourself; take food tray to 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.
6. No student may remain in the cafeteria unsupervised.

## CHANGE OF ADDRESS

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

## 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 treat to the class to share.
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.

## DRESS CODE

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**

**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.

**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**- tan, navy or white

**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

Second Time – Parents will be called

Third Time – Loss of dress down day

Fourth Time – Detention

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

- ◆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

◆No heavy make-up.

◆Hair should be clean and neatly groomed.

➤No extreme or distracting hair styles, i.e., Mohawks, spikes, bright colors, etc.

➤Boys- no facial hair or sideburns.

◆No baggy, sagging pants below the waist.

◆No visible tattoo's.

◆Special dress up days and casual days will be available periodically during the year.

## **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**

## ENRICHMENT OPPORTUNITIES

**Field Trips:** Field trips are pre-planned learning experiences related to the curriculum of a specific grade level. Written permission is required. A parental permission slip is signed at the beginning of each school year. When available, Madison busses are used to transport the students. At other times, parents are asked to provide the transportation. Parents who volunteer must have automobile insurance and have seat belt for each student being transported.

**The Ohio Child Restraint Law** (2011) requires that any child under four years of age or weighing fewer than 40 pounds who is transported by car “owned, leased, or otherwise under the control of a nursery school, kindergarten, or day-care center” shall be secured in a child restraint system that meets federal standards. In the State of Ohio, all front seat passengers must wear safety restraints (1986). If parents drive children for school sponsored events, the children must be appropriately restrained.

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 air bags.**

**Cultural Enrichment:** Several times throughout the year students have the opportunity to participate in enrichment assemblies.

## EXTRACURRICULAR ACTIVITIES

### **Altar Servers**

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 Five through Eight enhance the Liturgy by their gift of music.

### **Sports**

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

## FIRE, TORNADO & EMERGENCY DRILLS

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.

## 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.

Fund Raising 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.

## 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 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.

### 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.

Medication is to be brought by a responsible person to the school office for safe keeping. Please do not send with child 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) may be administered to any student during school hours, we must have written authorization from the parent or guardian.

### 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, the parent/guardian will be called to pick up the student. 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 in 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.

## 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 guardian 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 health care 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 health care 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 in*

### Grades 7 and 8

1. **Hep B** – 3 or 4 doses depending on the type of vaccine your health care 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 in*

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.

## Internet Safety and Acceptable Use Policy

The Computer teacher will provide age-appropriate training for students who use St. Mary Internet facilities. 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, 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 Internet and related technologies will participate in a discussion with 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 is not previously approved as part of the local budget.

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.

## LIBRARY

Students in Grades 3-Day Pre-School through Eight can borrow books from the library. Lost books are fined according to the book and must be paid for before receiving grade cards and/or borrowing more books.

## LITURGIES

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 Church.

## LOST AND FOUND

Lost and found articles are placed on the coat rack by the entrance to the school. 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.

## LUNCHES

St. Mary School provides a hot lunch program partially funded by the Government Commodities Program through the State of Ohio. Students may 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.
2. A written note from a physician is required for any dietary restrictions. 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.

## MONEY AND VALUABLES

St. Mary School is not responsible for money or valuable items that children may bring to school. Parents should be aware of what their children are bringing to school for any Show and Tell, or other functions when it is warranted.

## MORNING CARE

A morning care program Monday through Friday for children in Preschool – Grade 8 is offered at the school. The hours are from 7:40 am – 8:00 am. Breakfast is provided for a cost of \$1.25. Students may 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

Parents can call the office at 419-589-2114 or visit the office from 7:30 a.m. to 3:30 p.m. on regular school days.

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 a 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.

## 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 sense of personal responsibility and service to others.

## Communications

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. "Friday Folders" are sent home with each student every Friday. Please



look for papers and forms from the teacher and/or Principal. 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.

### **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.

### **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.

1. Do their best in their classes, develop good study habits, and be responsible for the completion of their class work and assignments
2. Respect the authority of the school staff and other adults and obey their directions promptly
3. Observe the regulations of the school and classroom and encourage their fellow students to do the same
4. Take pride in their school, support its activities, and participate in them enthusiastically

### **Non-Residential Parent**

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 to 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.

### **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 fund raisers including: School/Parish Festival, Lenten Fish Fry, Book Fair, and any other approved fund raiser.

### **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.

### **PLAYGROUND**

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

1. No running in or out of the school building.
2. Stay off the hill/grass area around the church building.
3. Do not enter ramp sidewalk to church.
4. Stay off and away from steps, railing, hill, driveway area, or any island.
5. No one goes on the grass...if a ball enters one of these areas, one student may get the ball.
6. No throwing snow, no kicking snow, or climbing on snow banks.
7. All students must respect directives of the playground monitor.
8. No tackle football at any time. Two-handed touch football is allowed. (This is two hands at the waist only.)
9. Any student wishing to use the bathroom should do so before leaving the school. 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.

10. Electronic devices are not permitted on the playground or during recess.

### **Back Playground**

Abide by previous 1, 3, 6, 7, 8, 9 and 10 plus

1. The sharing of all equipment by all classes is common courtesy
2. The area in the immediate vicinity of the rectory is off limits
3. Students must remain on 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. 30 minute detention
2. Immediate isolation from the group
3. Immediate phone call to the student's home
4. Immediate suspension for one to five days

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

### **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.

### **PRINCIPAL RETAINS THE RIGHT**

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.

### **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, parents' enthusiastic involvement is very necessary and expected.

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

This handbook of policies, practices and procedures has been carefully prepared to help you better understand 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.

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.

### **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.

## 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.

## SPECIAL PROGRAMS

### ***Mohican School in the Out-of-Doors***

Every two years, students in the fifth and sixth grade are privileged to participate in this fine outdoor school located in the Perrysville-Loudonville area. They go to the camp for four nights (Monday through Thursday), returning Friday. This has proven to be a learning experience rich in practical application. Money raised from yearly fund raisers 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.

### ***Student Council***

Student 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. Elections for officers are held in September. Student Council meets at various times during school time at an assigned location.

## SPEECH AND HEARING THERAPY

St. Mary School provides a part-time Speech and Hearing Pathologist who works with recommended students. Students are recommended by teacher or parental concerns and after a screening.

## 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. Cell phones brought to school by students will be held in the office and parents will be notified to come to the office and reclaim the phone.

## 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.

Mansfield City, Madison, Lexington, Lucas, Ashland, and Ontario 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.

## WEAPONS, DRUGS, TOBACCO, AND ALCOHOL

Possession or the threat of possessions 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.

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

Assault and battery upon a teacher, 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 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

## WEATHER PROBLEMS

During inclement weather, listen to radio stations, 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 WNCOAM (1340) and TV 68 WMFD for the cancellation or delay of school. If the Madison School System is closed **FOR WEATHER ONLY**, St. Mary School will automatically do the same.