

St. Mary School

School Family Handbook

2019-2020



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26 West Street Shelby, Ohio 44875 p 419-342-2626 f 419- 347-2763

Dear School Families,

“What greater work is there than training the mind and forming the habits of the young?” ~St. John Chrysostom

Welcome to St. Mary School, home of the Jets and Most Pure Heart of Mary Parish! In choosing St. Mary, you have demonstrated a commitment to the values and philosophy of a Catholic education. It is great to be back as your child’s principal. As a former St. Mary student and as the proud mother of two St. Mary Jets, I understand the importance of working with families, students and staff to provide an excellent educational environment.

The School Family Handbook reflects the policies of St. Mary and to better enable you to be an active participant in your child’s school year. I encourage you to attend events, get involved and volunteer. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Mary during the 2019-2020 school year.

The faculty and staff team of St. Mary and Most Pure Heart of Mary Parish look forward to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. We appreciate you choosing our school and will work diligently with you.

Please do not hesitate to ask questions, make suggestions, or share your concerns. Together let us pray that God, who has begun this good work in us, may carry it through to completion. Thank you for entrusting your child(ren) with us,

Mrs. Kimberly Stover Principal

SCHOOL FAMILY HANDBOOK ACKNOWLEDGEMENT - Return by October 1st

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

Print Full Legal Name

Print Student(s) Name

Parent(s)/ Guardian Signature

Date

----- SCHOOL FAMILY HANDBOOK ACKNOWLEDGEMENT - Return by October 1st	3
GENERAL INFORMATION	8
ADMINISTRATION & LEADERSHIP	9
ACADEMIC PROGRAM:	11
ACCREDITATION	13
ADMISSIONS	13
ADDRESS CHANGES	14
ARRIVAL AND DISMISSAL PROCEDURES	15
ATHLETIC PROGRAM	15
ATTENDANCE	15
BIRTHDAY OBSERVANCES AND INVITATIONS	17
BUS and TRANSPORTATION SAFETY	17
CARE OF OUR FACILITY	17
CHILD ABUSE/NEGLECT	17
COMMUNICATION	18
CONFLICT RESOLUTION	18
DISCIPLINE	18
DRESS CODE	20
ELECTRONICS/ CELL PHONES	21
FAITH AND WORSHIP	21
FIELD TRIPS	22
GENDER RELATED MATTERS	22
HEALTH	23
LIBRARY: PARRISH READING HABITAT	24
LUNCH	24
LOST AND FOUND	25
PARENTS AS PARTNERS	25

RECESS	26
SAFETY & EMERGENCY	26
SCHOOL CLOSINGS/DELAYS	26
SCHOOL OFFICE HOURS	27
SEARCH AND SEIZURE	27
SOCIAL MEDIA Postings of Student Photographs	27
SPECIAL EVENTS AND ACTIVITIES	27
STUDENT DIRECTORY	28
STUDENT-TO-STUDENT BULLYING	28
STUDENTS RECORDS/FILES	29
STUDENT SERVICES	29
VISITORS	30
VOLUNTEERS	30
EXHIBIT 1 - STUDENT SERIOUS MISCONDUCT CODE	31
EXHIBIT 2 - STUDENT SAFETY RULES	33
EXHIBIT 3 – WELLNESS PROGRAM	34

GENERAL INFORMATION

St. Mary is a Pre-Kindergarten through Grade 6 Catholic Elementary and Middle School under the Diocese of Toledo Schools Office. The policies and procedures will be reviewed on an annual basis. *At St. Mary Catholic School, conduct of students/parents/faculty/staff inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to our disciplinary code.*

Arrival and Dismissal: Classes for grades kindergarten through six begin at 8:30 a.m. and end at 3:30 p.m. with students considered tardy after 8:40. Lobby doors are open at 8:00 a.m. Breakfast is offered in the gym from 8:15 a.m.-8:30 a.m. Pick up is promptly at 3:30 pm in the lobby or the car line begins in the alley connecting Auburn Avenue and West Street.

Philosophy/ Mission Statement:

St. Mary Catholic School is different by design. With the assistance of the Pastor, Principal, staff, students, parents, and parishioners, we provide an excellent educational environment where students and teachers work together to cultivate, strengthen, and share faith, excel academically by fostering a passion for learning and personal accountability. It is our goal at St. Mary to commit ourselves to the development of the total person, spiritual and physical, moral and intellectual, individual and social, in an atmosphere filled with the spirit of Christ.

Goals:

St. Mary School represents a rich tradition of Catholic education to our community that dates back to the late 1800s. We represent the strong conviction of this area's Catholic people - that Catholic schools make a vital contribution to the teaching mission of the larger church: proclaiming the message of Jesus Christ; building a community of faith and serving God's people.

A clear and unmistakable effort will be made to offer Catholic education to all who desire it. It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

History:

In 1910, the cornerstone was laid for a new school that was completed the following year. The new St. Mary School was an imposing building, two stories high with a large basement. It faced Raymond Ave. and had two large classrooms on each floor. There were two grades taught in each room. At first there were only outside toilets that became known as "Jake" and Lena". *

In 1969, a new St. Mary School opened (our current building) its doors for the first time. A rather unique building, incorporating a modern concept in school architecture, it became the pride of the Parish. Each classroom is an individual unit with its own entrances from Raymond Ave. and exits on the courtyard. *

**In 1976, Mr. Henry Frankl authored a booklet entitled, *The Building of a Parish - The History of Shelby's Catholic Community*. For this, and his many other contributions to our community, we wish to thank him!*

<http://www.rootsweb.ancestry.com/~ohscogs/Churches/Churches-StMary.html>

School Colors: Red and Black

School Athletic Nickname: Jets

ADMINISTRATION & LEADERSHIP

Pastor & School Superintendent	Father Chris Mileski	fatherchris@stmaryshelby.org
Principal	Mrs. Kim Stover	kstover@stmaryshelby.org
Administrative Assistant	Mrs. Heather Fairchild	hfairchild@stmaryshelby.org

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.

<u>Business Manager</u>	<u>Mrs. Barb Studer</u>	bstuder@stmaryshelby.org
<u>Pre K Teacher</u>	<u>Mrs. Denise Thompson</u>	dthompson@stmaryshelby.org
<u>Kindergarten Teacher</u>	<u>Mrs. Misty Kurtzman</u>	mkurtzman@stmaryshelby.org
<u>1st Grade Teacher *</u>	<u>Mrs. Alysha Little</u>	alittle@stmaryshelby.org
<u>2nd Grade Teacher</u>	<u>Mrs. Nicole Lynch</u>	nlynch@stmaryshelby.org
<u>3rd Grade Teacher *</u>	<u>Mrs. Lauren Terry</u>	lterry@stmaryshelby.org
<u>4th Grade Teacher *</u>	<u>Mrs. Emily Clevenger</u>	eclevenger@stmaryshelby.org
<u>5th/ 6th Grade Teacher</u>	<u>Mrs. Sarah Sherk</u>	ssherk@stmaryshelby.org
<u>Religion/ Theology Teacher</u>	<u>Mrs. Laurie Metzger</u>	lmetzger@stmaryshelby.org
<u>Title Teacher</u>	<u>Mrs. Marie Little</u>	mittle@stmaryshelby.org
<u>Specials: Art Teacher</u>	<u>Mr. Mark Sommer</u>	msommer@stmaryshelby.org

<u>Specials: Music Teacher/Band</u>	<u>Miss Kayla Rounsevell</u>	krousevell@stmaryshelby.org
<u>Specials: Computer</u>	<u>Mr. Dale Norwood</u>	dnorwood@stmaryshelby.org
<u>Specials: Physical Education</u>	<u>Miss Gracie Yates</u>	gyates@stmaryshelby.org
<u>Specials: Social Skills</u>	<u>Mrs. Judy Caporini</u>	jcaporini@stmaryshelby.org
<u>Para & PTO President</u>	<u>Mrs. Kim Hall</u>	khall@stmaryshelby.org
<u>Paraeducator</u>	<u>Mrs. Abby Herring</u>	aherring@stmaryshelby.org
<u>Paraeducator</u>	<u>Mrs. Patti Lauderbaugh</u>	plauderbaugh@stmaryshelby.org
<u>School Counselor</u>	<u>Mr. Gil Orr</u>	gorr@stmaryshelby.org
<u>Custodian/ Maintenance</u>	<u>Mr. Chris Owens</u>	cowens@stmaryshelby.org
<u>Maintenance</u>	<u>Mr. Ken Ensmann</u>	kensman@stmaryshelby.org

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, computer teacher, maintenance personnel, and other educational aides who provide assistance in various areas of the instructional program. Professional competency and growth are stimulated through faculty meetings, in-service workshops, professional reading, and supervision by the Principal and Diocesan personnel. The faculty and staff accept the philosophy and educational goals of the Diocese of Toledo and St. Mary School. They endeavor to make this spirit permeate their instruction and dealings with the children, parents and with each other.

School Advisory Council:

The School Advisory Council of St. Mary School is established to offer counsel to the pastor and principal on all matters pertaining to the school which are not decided by law or diocesan policy. Members of the Advisory Council are the pastor (ex-officio), principal (ex-officio) and six (6) appointed members. No persons employed in service of St. Mary School may be members of the Advisory Council. Concerns that affect the school may be brought before the Council by the principal, other administrators, or any Council member. Meetings of the Council are generally held monthly; special meetings may be called as needed. Chairperson-Krista Bruskotter krista_bruskotter@yahoo.com. Sheree Studer, Tara Schroeder and Clare Dean. Please consider joining and/or serving in this organization.

Parent-Teacher Organization or PTO:

The Constitution of the Parent-Teacher Organization outlines the following goals and objectives:

1. To obtain and maintain a membership of 100% of current school families and school staff; family membership is \$20 annually. Helping at events or attending meetings is voluntary.
2. To financially assist and support the development and improvement of all educational programs at St. Mary School in Shelby.
3. To provide education and socialization for our parents.
4. To maintain effective public relations between our community and school.
5. To be in direct communication with the principal of the school.
6. The objectives of this organization shall be at all times identified with the public interest and shall be non-profit.

The organization is governed by an Executive Committee consisting of the president, president-elect, secretary, treasurer and committee chairpersons. All members of the organization are eligible to vote in the election of the Committee. PTO meets monthly; volunteers are encouraged to attend to help plan the activities of the organization. PTO fundraisers make field trips, picnics and special events & equipment possible. Get involved to help enhance your child's education.

President-Kimberly Hall (khall@stmaryshelby.org)

Vice President-

Secretary-Chellie Lamb

Treasurer-Clare Dean

Spiritual Leader-

ACADEMIC PROGRAM:

Curriculum:

St. Mary School is in full compliance with the Operating Standards for Ohio's Catholic Schools and the Ohio Revised Code. Courses of study have been developed for use in the elementary and secondary schools of the Diocese of Toledo with the support of the University of Notre Dame ACE Collaborative. Teachers are required to teach the standards in each of the following subject areas: religion, language arts, mathematics, science, health, social studies, art, music and physical education.

Textbooks:

Learning materials are provided by the school. Students are responsible for taking care of the items issued to them for the duration of the school year and are responsible for paying the replacement cost if lost or defaced.

Student evaluations:

Interim Reports:

Interim reports are issued for every child during the midpoint of the first quarter and as needed thereafter. Interims do not require a parent signature.

Report Cards:

Report cards are issued at the end of each grading period. The first report card is issued to parents/guardians during conferences in October; all others will be sent home with students. Parent/guardian(s) should sign the report card envelope quarterly and return the envelope to the school.

Grading Scale:

St. Mary School has moved away from letter grades in K-4, using a different approach to show how students are meeting grade-level academic standards for what kids need to know in each subject. That approach is considered a more "standards-based" report card. The below grading key is meant to explain how the grades on your child's report card were determined. In standards-based grading, behavior and work/ study habits are usually judged separately from student achievement.

Reading Improvement Plans will be implemented for K-3 not on target in Reading.

Kindergarten and grades 1-4 will be using E, M, P, and L on all graded areas.

Anything outside of core subjects for 5th and 6th grades will use this scale as well.

E = the student has exceeded the grade level standard(s)

M = the student has met the grade level standard(s)

P = the student is progressing toward the grade level standard(s)

L = limited -the student is below the grade level standard(s)

Blank- Not assessed this quarter

Core subjects for 5th and 6th grades only will use this scale:

A (90-100%)

B (80-89%)

C (70-79%)

D (60-69%)

F (0-59%)

Blank Not assessed this quarter

*Students on Individualized Education Plan (IEP) may receive a combination of letter grades, progress codes and achievement indicators, based on the specifics of his or her IEP.

Honor Roll Requirements:

Students must achieve either letter grades (A's & B's) or (E's) for overall grades demonstrating above average results in all core subjects including Religion for grades 2-6. If you have specific questions about your child's grade, please speak to your child's teacher. Keep updated on academics through progressbook online and on behavior using class dojo.

Teacher Conferences:

Parent-Teacher conferences are scheduled at the end of the first grading period. We ask that every child's parent/guardian(s) meet with the teacher during this time. First quarter grade cards are distributed during each student's conference time. You should see student portfolios with work samples, test scores, and behavior tracking.

Parents/guardians may schedule a conference anytime during the school year. In order for your student's teacher to be able to provide you with his/her undivided attention, it is best to make arrangements in advance any time you wish to have a meeting to discuss progress and/or any other concerns that you may have. From 8:00-8:30 am or 3:30-4:00 pm are usually good times.

Retention/Promotion:

The Ohio Code gives to the superintendent the right to assign pupils to levels. In the Diocese of Toledo, placement is done by the principal in collaboration with parents and faculty. Collaboration and communication between faculty, staff, parents and students is key to the success of each scholar attending St. Mary School.

Third Grade Reading Guarantee (Ohio Department of Education)

Any third grade student who attends a nonpublic school with a scholarship awarded will be subject to the Third Grade Reading Guarantee retention provision, including the exemptions prescribed by that law. The Third Grade Reading Guarantee retention provision uses the promotion score from Ohio's grade 3 English language arts test.

Homework:

Study at home is intended to be purposeful. Each teacher holds the responsibility of determining frequency and procedures for homework assignments.

Student Assessment/Testing:

St. Mary School strives to provide the best education for our scholars. As a result, k-6 will participate in the NWEA MAP assessment process, unless otherwise determined through a student's Individualized Education Program (IEP). The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5. State Testing is also administered in the fall to all Third Grade students and in the spring for some 3-6 students as prescribed by law.

ACCREDITATION

Fully Accredited by:

Ohio Department of Education
National Catholic Education Association
Ohio Catholic School Accrediting Association

ADMISSIONS

In accordance with Christian principles, St. Mary School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities of the school. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers and extra-curricular activities. The school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs. Furthermore, the Most Pure Heart of Mary Parish abides by the affirmative action policy of the Diocese of Toledo. St. Mary School Advisory Council recommended the following policy for registration. Each registration form will be dated when submitted.

Any child may be registered; however preference for limited space will be given as follows:

1. Children presently enrolled may register for the upcoming year.
2. Parents of children presently enrolled in St. Mary School may register siblings.
3. Members of Most Pure Heart of Mary Parish may register youngsters.
4. Registration will be accepted from any persons on a first-come, first-served basis.

Kindergarten through 6: Parents of students presently enrolled in kindergarten through grade six will be asked to register for the upcoming year during Catholic Schools Week in late January or early February.

Transfer Students: Probationary Acceptance

Children entering the school after the first grade are accepted on a probationary basis, quarter by quarter for one semester. At the time of registration, all new students seeking admission to St. Mary are evaluated on the basis of current standardized test scores and report cards. 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.

Age Requirements:

Ohio law gives individual school districts the right to determine the age requirements for admission to kindergarten. Per the policy of St. Mary School, a child should be five (5) years old on or before August 31st. Each child who has successfully completed kindergarten shall be eligible to be enrolled in the first grade. Children entering Pre-K must be three (3) or four (4) years of age by August 31st as applicable and potty trained.

Required Records:

When registering for the first time, the person responsible for the child must present the school with a copy of the child's birth certificate, social security number, and copy of parent/guardian's driver's license. In lieu of the birth certificate any of the following shall be accepted: a passport showing the date and place of birth of the child, a certificate of baptism, a hospital record showing the date and place of birth of the child or a birth affidavit. If satisfactory evidence cannot be produced within fourteen days of the child's entry into school, the law enforcement agency in the area in which the child resides will be notified.

Financial Need:

No child of a registered parishioner of Most Pure Heart of Mary Parish will be denied assistance to attend St. Mary School (kindergarten through grade six) based on financial need. Parents are required to complete an application

form requesting partial or complete tuition assistance. This information is provided to families at the time of registration. If parents' financial situation changes during the school year, an application form may be submitted at that time. Parents will be given a copy of the current tuition policy at registration time.

Withdrawals:

When a teacher learns that a student will be transferring from our school, the last day that is recorded will be the last day the student attends school. The date of withdrawal will be the following school day when the student is not present. All consumable workbooks and texts purchased by the school may be taken by the student. All textbooks and workbooks purchased with state money must be retained by the school.

If the teacher has had sufficient notice of the transfer, he/she may issue a report card to the student on his/her last day. If the student has not completed a sufficient part of the grading period to receive a grade for that particular nine weeks, the teacher should write a letter to the new teacher stating where the child is in his/her academic subjects. The secretary will be responsible for forwarding the necessary records upon receipt of parent authorization to release records.

Admission 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 1. Monthly payment plans are on a 10 month payment plan. Payments are on the 15th 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.

ADDRESS CHANGES

It is important for parents to contact the school office regarding any change of address, phone, business, business phone and public school district. This ensures that you receive all mailings and that we can contact you quickly in emergencies. In the event of a divorce or separation, if both parents wish to be on the mailing list, please advise the office.

ARRIVAL AND DISMISSAL PROCEDURES

Class Day:

Classes for grades kindergarten through sixth grade begin at 8:30 a.m. and end at 3:30 p.m. with students considered tardy after 8:40. Lobby doors are open at 8:00 a.m. Breakfast is offered in the gym from 8:15 a.m.-8:30 a.m. Students in grades K-6 gather at 8:30 a.m. for morning meeting. The meeting includes our morning prayer, the Pledge of Allegiance, lunch menu and announcements prior to being dismissed to the classrooms. Pick up is promptly at 3:30 pm in the lobby or the car line begins in the alley connecting Auburn Avenue and West Street.

Student Arrival Procedures:

Students are expected to enter through the main entrance door of the school. Parents are asked to drop students off using the alley access off Auburn Avenue allowing students' safe exit from vehicles. **For the safety of our scholars and for the purpose of teaching our scholars the appropriate way to cross streets, crossing in front of the school is prohibited;** PLEASE always use the marked crosswalk at either end of the corner of West Street.

Dismissal:

ACCORDING TO OUR SAFETY PLAN DEVELOPED IN COOPERATION WITH THE CITY OF SHELBY AND SHELBY CITY POLICE, PARK ON WEST ST. IN FRONT OF THE CHURCH OR IN FRONT OF THE SCHOOL FOR PICK-UP OR DROP OFF OF STUDENTS DURING SCHOOL HOURS IS PROHIBITED. Dismissal time is 3:30 pm and rules must be followed for the safety of all concerned. If your child rides the bus home, the bus stops in front of the south entrance for exiting/boarding. Designated crosswalks are in place for the safety of our students. STUDENTS MUST USE A DESIGNATED CROSSWALK.

NO DRIVERS ARE PERMITTED TO PICK UP RIDERS IN FRONT OF THE SCHOOL.

The student drop off and pick-up line is designated in the alley beside the gym, entering from Auburn Street (the north side of the school). Teachers dismiss the students into the parent/guardian's designated driver's vehicle as stated on the registration form. Any additions or deletions to your list of permitted drivers must be reported to the office or we will pause to contact you for authorization; if there is a question as to whether the driver is authorized to pick up your student, a school official will attempt to call the parent/guardian. Student(s) will not be released to a driver that is not included on the approved pick up list. Please make sure there is proper child restraint for all riders and state laws are followed for front seat passengers.

ATHLETIC PROGRAM

The responsibility for the CYO (Catholic Youth Organization) sports program in the parish rests with the Athletic Director and the Athletic Board. This group determines the various sports to be offered as well as the grade levels involved. The program is open to all children who are members of Most Pure Heart of Mary Parish or Plymouth St. Joseph Parish, or a student of St. Mary School grades 3-12. Typically, we offer volleyball and basketball. Contact volunteer CYO director Julie Stainbrook at athletics@stmaryshelby.org or (740) 624-9415 with questions.

ATTENDANCE

School attendance is a necessity. It helps your child in academics and develops good habits.

A child is observed as tardy if he/she is not present when classes begin at 8:40, unless BUSES are late. Students who arrive after the start of the school day or need to leave during the school day due to medical appointments for less than a ½ day are considered tardy.

Absenteeism:

When a student is absent from school, a parent must call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Mary students and is aligned with the state statutes of the state of Ohio.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community. When a student has been ill, please follow the fever-free 24-hr rule/allow 24-hrs to pass from the last vomiting episode, and/or at least 12-hrs from last diarrhea episode.

The school calendar provides for extended weekends throughout the school year. Families are encouraged to schedule trips or outings during these times so as to eliminate the need to interrupt a child's learning process.

Missed assignments are the student's responsibility. When a student is absent, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:30 PM – 4:00 PM. Students may also receive missed assignments from their teacher when they return to school. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

All excused absences must be documented as stipulated below. A written statement giving reasons with parent or guardian's signature must be brought to the office upon the student's return. These notes/letters will be retained in the office for one year. Student may not have more than twenty unexcused absences during a single school year. Any absence from school is unexcused unless it is for one of the following approved reasons:

- Illness or injury of the child. The parent/guardian must provide documentation to the chartered nonpublic school. Any absence for illness or injury of the child which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.

- Illness in the family necessitating the presence of the child. The parent/guardian must provide documentation to the school stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.

- Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.

- Death of a relative. The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student.

- Medical or dental appointment. The parent/guardian must provide documentation to the chartered nonpublic school. The chartered nonpublic school may require a written statement from the physician or dentist upon request.

- Observance of religious holidays. A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to the school detailing dates of all absences for religious holidays.

- College visitation. The parent/guardian must provide documentation from the college, university, or technical college verifying the date and time of the visitation.

- Emergency or other set of circumstances. The parent or guardian must provide documentation to the school detailing the emergency circumstances.

- Out-of-state enrichment activities or extracurricular activities. A student who is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the district or school governing body or in an extracurricular activity can have up to four days per school year excused. The parent/guardian must provide documentation to the school detailing the dates and reasons for these absences.

Leaving School:

Parents who need to take children out of school during the day must report to the office. If someone other than the parent is taking the child, the school must be notified of this in advance. Once a child is on school property, he/she may not leave the grounds without written permission or verbal permission from his or her parent/guardian(s). Parents are asked to notify the school in writing or via a phone call if there is a change in transportation for the end of the school day.

BIRTHDAY OBSERVANCES AND INVITATIONS

Students in Grades Pre-K through Grade 6 may come to school dressed out-of-uniform on their birthday or half-birthday (if their birthday falls during the summer months). Please make sure clothing is school appropriate and respectful on Mass day. In addition, birthday treats may be brought to school. All treats should be pre-packaged with ingredients listed on the package if any student in the room has food allergies. An alternative to a food treat is to provide a book or game for the classroom.

St. Mary tries to be sensitive to the feelings of our students. As a result, students may ONLY distribute private party invitations if every student in the class is invited or all boys or all girls.

BUS and TRANSPORTATION SAFETY

Bus transportation to and from school are available to through Shelby City Schools. Our utmost concern is for the safety of each child. Students must obey expectations for respect of self and others as well as the rules and regulations established by the school system and the bus driver. Infringements can result in expulsion from bus privileges.

Paperwork shall be filled out at the time of registration. Any changes or issues should be discussed with the bus garage at (419)-342-2442. Rules of conduct for student bus passengers are basic and necessary for safe operation. Students are asked to be on time at their bus stops. Observe same conduct as in the classroom. Follow all rules of the bus driver. The bus driver or transportation director keeps the principal informed of misconduct. These referrals will be handled the same as office referrals in school.

All kindergarten and first grade students will be issued a bus tag with their bus number listed. Make sure they wear it daily for about 1-2 weeks.

Bicycles:

Students who ride bicycles to school are to park them in the rack provided on the north side of the school building. Bicycles should be secured with a bicycle lock. No student is to ride a bicycle on the school grounds during school hours or bus loading time. All students are to stay away from the parked bicycles during school hours. The decision regarding at what age a child should be permitted to ride his/her bicycle to school rests entirely with the parent/guardian(s).

CARE OF OUR FACILITY

Most Pure Heart of Mary owns our school. Parishioners contribute a great deal of money and time to ensure a Catholic education to children of our community. Therefore, any damage done to our building, equipment, computers, books etc. must be paid for by the responsible party. We encourage all families to discuss with their children the need to keep our building facilities in excellent condition. We have a very nice school and are proud of the tradition and with your help we can keep it that way.

CHILD ABUSE/NEGLECT

The Education Commission and staff of St. Mary School recognize the serious local, state, and national problems of child abuse and child neglect. Since St. Mary School is concerned with the spiritual, mental, and physical well-being of all children, we believe that effective parenting is the goal of all parents. However, it is recognized that undue stress may lead to the abuse or neglect of children. School personnel are in a unique position to identify children and families who are in trouble.

Ohio Revised Code 2151.421 requires any school teacher or school authority to report suspected cases of child abuse or neglect to the Children's Services Board or a municipal or county peace officer. This legislation also guarantees immunity for anyone filing a report or participating in a judicial proceeding from any civil or criminal liability that might otherwise be incurred or imposed as a result of such action. In accordance with this law, the staff of St. Mary has appropriate policies and procedures to guide their actions.

COMMUNICATION

In order to insure that all communication from school reaches home in a timely manner, St. Mary uses a Thursday family folder system. Folders containing all correspondence are sent home on Thursdays and should be returned the following school day. Your child is responsible for emptying the contents of his/her folder when it is returned to their homeroom. The best way to communicate with teachers is to use email, dojo message, or call right before or after school. We discourage calling or texting school staff personal numbers unless the situation is an emergency.

CONFLICT RESOLUTION

St. Mary School is a community composed of people, and from time to time problems, concerns, and conflicts arise in our dealings with one another. In order to promote open communication and swift resolution of conflict, the following procedures will be followed:

1. If a parent has a concern or question about something involving a teacher and his/her child, a conference should be held between parent and teacher to help resolve that concern or question.
2. If the concern has not been resolved after the initial conference, the parent or teacher can request a conference with the principal.
3. As a result of the parent-principal or teacher-principal conference, the principal may arrange a conference at which the parents, teacher, principal and pastor will be present.
4. Other action or as the principal deems necessary.

DISCIPLINE

The rules and standards set forth in this student discipline code apply to conduct on school premises or involving school property, to conduct off school premises that directly affect other students or the school, and to conduct at school or CYO functions of any kind. Any conduct that causes or creates the likelihood that it will cause disruption or interference with the health, safety or well being, or the rights of other students or employees is prohibited.

St. Mary School maintains that all who enter the doors of the school must understand and work toward offering respect for one's self and others. Parents, staff, students and the administration must work collaboratively and cooperatively in developing positive and lasting patterns of behavior. Teachers will inform parents and the principal when discipline problems arise. The administrative staff will decide upon the consequences for violation of this policy. Such action can come in the form of counseling, conferences, assignment of additional work, rearrangement of schedule, detention, suspension, and recommendation for expulsion from school and/or referral to authorities.

Achieving effective classroom management requires consistency. Clear and consistent expectations delivered by a staff and faculty who are firm, fair and consistent regarding the enforcement of classroom and general school rules will bring positive outcomes. Students are made aware of expectations for behavior and consequences for non-compliance. Positive behavior will be recognized. Students are given an active role in determining expected behavior required for the day-to-day interactions in the classroom. At the beginning of the year, teachers devote a considerable amount of time to the discussion of expected behavior as well as consequences for non-compliance.

Disciplinary Measures:

All minor disciplinary infractions are tracked on the school form titled *Notice of Minor Misconduct* and of all significant disciplinary infractions and accumulated minor infractions on the school form titled *Referral Notice*. The school staff expects that parents will cooperate with and support the school when the child must be disciplined. The notice will explain the nature of the infraction and state the action taken. Parents are expected to sign the Referral notice and return it within three school days to the teacher who wrote the notice. Parents may keep the appropriate copy for their files. One copy will be kept on file in the office. Students who do not return the signed copy of the notice within three school days will be subject to further disciplinary action. Parents will be contacted by phone.

A Referral Notice will be issued at every third minor infraction. Students who receive Referral Notices will be subject to a specific sequence of disciplinary measures as outlined in the section titled "Repeated Misconduct." Discipline measures may involve the removal of students from extracurricular academic activities, including Student Council.

Detention:

Students in all grades will be subject to detention for various disciplinary reasons. When given a detention, students will bring home a written notice, which parents should sign and have the student return to his/her teacher on the following day. In-school detention will be served on the day stated in the notice. Parents are responsible for the transportation of their children. After-school detentions take priority over any other after-school activities. Students who do not serve an assigned detention will be subject to disciplinary action by the administration.

Expulsion:

See Serious Misconduct Code and Expulsion Procedures in Exhibit 1..

Repeated Misconduct:

Repeated misconduct will result in further disciplinary action, which may include intervention by St. Mary School Discipline Board. The Discipline Board is comprised of a student's homeroom teacher, several School Advisory Council members, and an administrator. Its purpose is to intervene when a student is beginning to establish a pattern of behavior that violates rules and policy. Members of the Discipline Board will discuss the violations with the student and agree upon a course of action to help the student improve his/her behavior.

Students who repeatedly receive Referral Notices will be subject to the following procedures and disciplinary measures:

Referral Notice #1 – Principal visit –Referral Notice sent home-Number of notice indicated

Referral Notice #2 – Automatic After-school detention (3:50-4:45 p.m.)

All minor misconduct notices received after referral #2 will result in after-school (Detention 3:50-4:45 p.m.) in addition to any other consequences assigned by the teacher or contained in school policy.

Referral Notice #3 - Meeting with Discipline Board (parent may attend but not required)

Referral Notice #4 - Four hours of MPHM church service, arranged by parents

Referral Notice #5 - Saturday school suspension, 9 a.m.-12 p.m., \$50.00 charge to parents

Referral Notice #6 - Meeting with Discipline Board, administration, and parent(s)

Further referral notices will result in removal from St. Mary School or a special discipline plan for the student. The plan may include such measures as out-of-school suspension, loss of special activities or privileges, additional community service, or extended time added on after the school year is over.

Students who receive the sixth referral notice during any school year will be subject to a modified discipline plan for the succeeding school year. The established discipline plan as outlined above will be followed, with these modifications:

1. Upon receipt of the third referral notice, the student and parent(s) will be required to meet with the Discipline Board, as well as at the sixth referral notice.
2. No special behavioral plan will be written for the student at the sixth referral notice, except in unusual circumstances as determined by the principal.
3. At the sixth referral notice, serious consideration by the Discipline Board and administration will be given to the student's immediate withdrawal/expulsion from St. Mary School.

DRESS CODE

Our goal in the dress code is to simplify and assist in reducing the expenses parents have in purchasing school clothes. Education is a serious opportunity, and it is important that we provide a school environment where learning can take place. A dress code contributes to an environment that supports a productive and educational atmosphere. Dressing modestly and in good taste contributes to the student's educational discipline. All clothing will be neat, clean and in good repair. On dress down days, students are not required to wear uniforms, but they are to dress in a manner that supports a productive and educational atmosphere. Dress code guidelines for non-uniform days will be stipulated by the principal. This will be enforced for PreK-6th grade. A student who is inappropriately dressed may be sent home to change clothes or may be detained in the office until a parent/ guardian arrives with appropriate attire. Also if a student comes to school wearing an article of clothing which is not in compliance with the dress code, he/she will be given a notice of minor misconduct. Special occasions or exceptions will be given in writing.

Shirts: All students are expected to wear St. Mary logo wear every day. Exceptions to this policy are dress up Mass/ Dress up -days (Wednesday unless otherwise specified) and Dress-down day (Friday, unless otherwise specified). Spaghetti straps and tank tops are not permitted without a sweater over the shoulders.

Pants: *Every day, all students are permitted to wear blue jeans or Khaki pants (tan in color). Girls may wear skirts or jumpers in khaki (tan) or blue denim. Skirts need to be of modest length and shorts must be worn underneath. Leggings may be worn under skirts only to cover legs. Jeans must be blue in color and in good repair (no holes or jeggings).

Shoes: Tennis shoes and other closed toe shoes are acceptable. Socks are required. Sandals and open toe shoes are not permitted at any time for students.

Shorts: Shorts khaki or blue denim with at least mid thigh are permitted as follows: With Ohio weather, we know it can be very hot outside of these months and we do want to give students the opportunity to be comfortable; if the forecast exceeds 70 degrees, shorts are permitted.

Hair: Hair must be clean and well groomed. Boys may not have hair longer than collar length and be above brow line. No "fad" haircuts or unnatural coloring of hair is permitted.

Hats: Hats may not be worn in the building at any time.

Jewelry and makeup: modest and minimal.

Outerwear: During school hours inside the building, outerwear (including sweatshirts) should not be worn over the school uniform. Wearing layers under polo shirts or outerwear that is logo wear is encouraged when cold weather prevails.

SPECIAL NOTES: Fridays only, athletic wear is permitted if it is modest and appropriate only. (sweats, athletic pants, yoga pants, etc.).

ELECTRONICS/ CELL PHONES

It is highly recommended that the students leave electronic devices at home. However, in the event the devices are brought to school, all electronic devices - including cell phones - are to be turned off and dropped off in the office, prior to the start of the school day. These devices may be collected at the end of the school day. The school will not accept any responsibility for the damage or loss of a phone or electronic device.

FAITH AND WORSHIP

Religion class:

All classes (Kindergarten and up) have formal religion classes daily, including participation in Mass. Teachers are expected to follow the appropriate Religion Course of Study.

Celebration of Mass:

All children in grades Kindergarten and up attend Mass one day per week and on holy days which occur during the school year. The principal is available to assist teachers when there are questions or concerns about the preparation for Mass.

Sacramental Program:

Parent/guardian(s) of students in grade two will be formally invited to allow their student(s) to participate in the Sacrament of Reconciliation and First Eucharist during the school year. Teachers of religion are responsible for providing basic catechesis which is an enhancement to the instruction provided by the parent/guardian(s). Students receiving these sacraments must have already received the sacrament of baptism (this does not have to be a Catholic baptism, but please keep in mind that accepting the sacraments of First Reconciliation and First Eucharist imply the family desires that the student become a member of the Catholic church) Baptismal records are required documents. Arrangements for baptism can be made by requesting this sacrament through contacting the school or parish office.

The parish Coordinator of Religious Education works with the teachers during the time of preparation. He/she is responsible for the planning and presentation of parent sessions. For the sacrament of Eucharist there are sessions which students must attend. The Coordinator of Religious Education also communicates to parents the requirements for preparation for each sacrament.

Teachers involved in preparing students for sacraments will receive copies of the requirements and are asked to attend the parent sessions and/or assist with the student sessions.

If there are children at grade levels beyond grade two who have not received the Sacraments of Reconciliation and/or Eucharist, the Parish Director of Religious Education will work with the principal and parents to provide catechesis for the students upon specific requests of parent/guardian(s).

FIELD TRIPS

Field trips are first-hand educational experiences that bring additional meaning to the lessons in the classroom. Students may be denied the privilege of participating in a given field trip if they fail to meet academic and/or behavioral expectations.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. All grades do not always have the same number of field trips.
5. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
6. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

7. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
8. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
10. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
11. All monies collected for the field trip are **non-refundable**.
12. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
13. Parents who are not approved chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Mary risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
14. Parents who chaperone a field trip may not bring siblings on the field trip.
15. All chaperones must be 25 years of age or older and have successfully completed VIRTUS. Parents who are serving as chaperones may not bring any other children on the trip.
16. If a student has been absent due to illness for part or all of the day preceding the field trip, parents are asked to exercise good judgment about sending the child to school, please refer to the rules for returning to school addressed earlier in the handbook. It is difficult for the teacher and other chaperones to provide quality care if the child becomes ill during the day of the field trip. Parents should contact the teacher before sending the child back to school on the day of a field trip.

GENDER RELATED MATTERS

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church’s mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are

to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
 - i. What is the specific request of the adult, student and/or parent(s)/guardian?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

1 Pope Francis, *Amoris Laetitia* 56.

HEALTH

School Nursing Services:

The nurse is responsible for the annual lice checks, vision, hearing and scoliosis screening of students on a scheduled basis for specific grade levels. However, teachers and/or parent/guardian(s) may make a referral for screening at any grade level. The nurse is available to respond to requests which need immediate attention.

Emergencies:

Emergency Medical Authorization forms must be filled out annually by parent/guardian(s). These forms must be completed and returned during the first week of school. If the information provided on the form changes, please notify the school immediately so that current information is always available.

Medication:

If a student must take medication (prescribed or over-the-counter) during school hours, it is preferred that a parent or guardian come to school to administer the medication. However, that is not always possible. Before a student will be allowed to take medication (prescribed or over-the-counter), the appropriate physician requests and parent release form must be on file and available to the person designated by the school to administer the medication. Any unused medication not claimed on the last day of school will be destroyed. Parents are asked to notify the teacher if a student is taking medication (in or out of school) on a regular basis which might affect the child's performance and/or behavior in school.

Illness:

Children who become ill during school hours will be sent home only after contact has been made with the parent/guardian(s) or the person(s) named to be contacted if the parent(s) cannot be reached.

When a student has been ill, please follow the fever-free 24-hr rule/allow 24-hrs to pass from the last vomiting episode, and/or at least 12-hrs from last diarrhea episode.

Immunizations:

All students entering the school must be in compliance with immunization requirements of section 3313.67 of the Ohio Revised Code. A student is in compliance if he/she meets one of the following criteria:

1. The student submits written evidence (day/month/year of each vaccination) that he/she meets or exceeds

the minimum immunization requirements which are: Attached

2. The student submits a statement that immunization is objectionable for medical, religious or other reasons of good cause.
3. The student submits written evidence that he/she is in the process of completing the required multiple doses.

HIV/AIDS (ACQUIRED IMMUNODEFICIENCY SYNDROME):

Students with AIDS seeking enrollment in the school should be permitted to attend in the least restrictive setting. In the event that a student or a prospective student has been diagnosed as having AIDS/HIV, a panel consisting of the infected person (parents' option), the parents or guardians, the family physician, a representative of the City Health Department, a member of the School Advisory Council, a teacher, the pastor, and the school principal will review the specific facts and make an admissions recommendation. The final decision regarding admission shall be made by the pastor and the principal.

LIBRARY: PARRISH READING HABITAT

Established in 2018, this library is a great opportunity for students to develop their love of reading. On certain days of the week, pupils are welcome to choose and borrow a book of their choice. It is the student's responsibility to take care and return the books. This is a privilege that should be utilized and can be revoked.

LUNCH

Although the schedule will fluctuate annually, based on the needs of each class, students normally have a 60 minute break to eat and play. Currently, breakfast and lunch is available to our students through the Shelby City Schools. Confidential free and reduced lunch applications are sent home with every scholar annually. This form is required annually, even if there is no change in financial status from the previous year. The percentage of scholars eligible to receive free and reduced lunch directly impacts our Federal Funding for programs. *Additional forms are available in the school office. Applications are accepted at any time during the year as financial needs can change.* Please complete the form even if our scholar will pack his/her lunch. The cafeteria cashier manages the students' lunch accounts by computerized entries; each student is assigned a PIN number. Extra servings are not included in free and reduced lunch program.

Hot lunches are available for a cost of \$2.75. Breakfast is available from 8:00-8:15 am for a cost of \$1.75. Students who wish to carry packed lunches from home may purchase milk for \$.50. The cashier provides the school weekly status for student lunch funds and these are sent home in your scholar's take-home. Checks are accepted for payment; please make checks payable to Shelby City Schools. Cafeteria money should be turned in to teachers, who will send it to the office first thing in the morning. Otherwise, parents are welcome to take advantage of the online payment process at <https://www.k12paymentcenter.com> . Questions may be taken to food service director Mr. Kelly Stanford at stanford.kelly@shelbyk12.org or (419)-347-5451.

If you wish to eat lunch with your child, please call by 9:30 am to schedule. Let the office know if you are purchasing a lunch. A separate table will be set up.

LOST AND FOUND

Lost and found items are kept on the blue shelf in the lobby or the office. Items are displayed on tables at the end of each semester to give students the opportunity to claim items that belong to them. After a period of time, items are donated to local charities. Families can help reduce lost articles, especially clothing, jackets, and boots by labeling them with the child's name. Families are welcome to check the "lost and found" from time to time.

PARENTS AS PARTNERS

As partners in the educational process of your child, we ask parents to meet these expectations:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;

- To notify the school with a written note when the student has been absent or tardy; (kept for one year)
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach our Christian faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems;

PARENTS IMPORTANT ROLE:

We, at St. Mary, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.

Once you have chosen to enter into a partnership with us at St. Mary, we trust you will be loyal to this commitment. During these formative years (Pre-K to 6), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

RECESS

Part of the regular school day includes an outside recess for all grades. Please have your student dress appropriately to do so. Play and social skills are an important part of education.

Exceptions are only-

- if it is raining heavily
- temperatures (wind chill) drop below 20 degrees Fahrenheit
- other hazardous conditions exist

SAFETY & EMERGENCY

Every three years St. Mary has their Emergency Management Plan Approved. There are many requirements by the state fulfilled for the safety of our students. Our staff is trained in CPR and first aid and AED.

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

Rise in silence when the alarm sounds;

Close windows and doors;

Walk to the assigned place briskly, in single file at all times, and in silence;

Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

Rise in silence when the alarm sounds;

Walk briskly to the assigned place in single file;

Sit, face wall, and put hands over head;

Return to the classroom when signal is given.

St. Mary has implemented a “crisis plan” in the case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

Shelby Hospital or across the street at ArcelorMittal.

An alternative site may be chosen if the situation warrants.

SCHOOL CLOSINGS/DELAYS

If school must be closed because of inclement weather or other emergency situations, announcements will be made on Richland Source, WMFD, and all Clear Channel radio stations, our facebook page, Class Dojo and school text alerts. If the closing is weather-related, it is safe to assume that if Shelby City Schools are closed due to bad weather, St. Mary School will also be closed since we use the same buses. Contact the principal to make changes to your school text alert number.

SCHOOL OFFICE HOURS

The school office is open on all school days from 8:00 AM – 4:00 PM.

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 book bags. For the safety and protection of all students within their care and custody, staff members have the privilege to search for and seize weapons or other dangerous or illegal objects, if they have any reasonable suspicion 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.

SOCIAL MEDIA Postings of Student Photographs

St. Mary works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Mary adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Mary are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal social media page. Such postings are a violation of the St. Mary's adherence to FERPA and the Child Protection Act. Photos and captions on a student or parent's social media accounts that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

SPECIAL EVENTS AND ACTIVITIES

Music Programs:

Generally St. Mary presents a Veteran's Day Program, Christmas Program and Living Stations. As plans for musical programs develop, the determination of the grade levels involved for each program as well as the selection of the program will be communicated. The expectation is that the entire school will be involved in some way. Parents and guardians are asked to make every attempt to allow students to participate in these after-hours events.

Art and Science Fairs:

The respective science and art teacher coordinate these events. Artapalooza is a wonderful display of local student art that we participate in at Mid-Ohio Educational Service Center 890 W 4th St Suite 100, Mansfield, OH. The science fair is paired with other STEM activities to highlight scholar's science and social studies work.

Damascus/ Retreat:

Fifth and Sixth grade students are afforded the opportunity to spend 3 days at this facility. This is a school event, but a self-funded trip. Parents are responsible for raising the funds necessary to accommodate the trip. Students will only be permitted to participate if they have demonstrated appropriate and acceptable respect for self and others throughout the school year leading up to and including the trip.

STUDENT DIRECTORY

Within the first quarter of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and email addresses. Under the laws of FERPA, parents may choose to exclude any personal contact information from the Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

STUDENT-TO-STUDENT BULLYING

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

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect. Bullying, harassment or intimidation will not be tolerated at St. Mary School.

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. Place another student in reasonable fear of harm or damage to property.
3. Creates a hostile environment at school for another student.
4. Infringes on the rights of another student at school.
5. Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
6. Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, or 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. Through the use of technology or an electronic device owned, leased or used by a school.
5. 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.

STUDENTS RECORDS/FILES

A permanent record file is kept in the office for every student in kindergarten and up. Contents of the file include the following: copy of the child's birth certificate and social security card; academic transcripts (copy of each year's report card); academic testing results. In addition, every student has a health record card which records immunizations and results of any vision or hearing tests completed at the school. A separate notebook is kept in the office and in all classrooms with the emergency medical forms for each child, filed according to grade level.

Parents have the right to view their child's permanent record file. However, requests to do so must be made to the school principal in writing. Only the items in the permanent record file as well as the health record will be forwarded when a child is transferred from St. Mary School at the time a student graduates/transfers.

Access by custodial and non-custodial parents:

St. Mary recognizes the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. It is the responsibility of the custodial (residential) parent to notify the school of any custody arrangements by providing the school with a certified copy of the custody order or decree, supplying subsequent modification orders as they may take place. Ohio law provides that the non-custodial parent has the right to access the child's educational reports, including the right to participate in parent conferences, unless specifically denied that right by court order. It is a great benefit to the child to have both parents involved in his/her education.

STUDENT SERVICES

Auxiliary Services:

Title I Reading:

Title I reading services are available to eligible St. Mary's students. This program is funded through the National School Lunch program. The Title I teacher works closely with the classroom teacher throughout the year so efforts on behalf of the students can be coordinated. Parent/guardian(s) will be notified their student(s) are deemed eligible to receive Title I reading.

Speech and Language:

St. Mary's School offers the services of a speech and language therapist. Students must be screened by the therapist in order to determine eligibility for services. An individualized Education Plan (IEP) is developed for each student. Parents must give authorization for the student to be involved in the program. The speech and language therapist works with the teachers of his/her students so there can be carry-over in the classroom setting.

Psychological Testing:

The services of the Shelby City Schools psychologist are available as needed, on a per case basis. Teachers will consult with the principal when observations are made that a student is demonstrating learning deficits requiring specific interventions. The steps progress as follows:

1. A response to intervention (RTI) meeting with parents is scheduled.
2. Based on the outcome of the RTI, and with the direction of parent/guardian(s) an evaluation by the school psychologist may be requested.
3. If an evaluation is requested, St. Mary's School will notify the public school. The public school representative has 60-days to contact the parent/guardian for signed permission to evaluate and schedule the testing with St. Mary School, to be conducted at St. Mary School, during school hours.
4. An evaluation team review (ETR) meeting will be scheduled. The ETR is comprised of parent/guardian(s), the teacher(s), intervention specialist(s), and principal to discuss the outcome of the evaluation and determine next steps.
5. If an individualized education plan (IEP) is warranted, an IEP will be written for immediate implementation*.

*If the needs for the student exceed St. Mary staffing capabilities, alternate provisions will be required up to and including a defined a service plan (SP) in lieu of an IEP, detailing the areas of service St. Mary is capable of addressing. However, the possibility that a recommendation for an alternate educational environment outside of St. Mary's does exist if we are unable to meet the student's needs. Parent/guardian collaboration in the best interest of the child is necessary.

A complete report is prepared by the school psychologist and a copy is placed in the student's confidential file.

VISITORS

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

VOLUNTEERS

We really appreciate all of our wonderful volunteers. Safety is of utmost importance to St. Mary School. All individuals who volunteer in the school or chaperone on field trips must complete Volunteer training and will be asked to complete the Diocesan mandated background check (may take up to 72 hours). Also signing a volunteer expectation form is needed. All volunteers are expected to dress appropriately. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.

EXHIBIT 1 - STUDENT SERIOUS MISCONDUCT CODE

The SERIOUS MISCONDUCT CODE is a set of rules designed to maintain a Christian atmosphere within St. Mary's School and to make known to all those offenses which are contrary to this atmosphere. Serious Misconduct leads to immediate disciplinary action determined by the principal that could include suspension and expulsion. This Code is in effect at those times when a student is scheduled to be in attendance during regular school sessions, traveling to and from school, in attendance at extra-curricular activities at the school or other places, and whenever a student may be engaged in serious misconduct related to the school or its staff.

ART. 1 Disruption - A student shall not cause a disruption of the regular operation of the school or school activities. A student shall not by use of force, violence, coercion, threat, harassment, insubordination or repeated lack of cooperation, cause disruption to the educational process including repeated or flagrant violations of any school rule or standard of behavior.

ART. 2 Vandalism/Theft - A student shall not intentionally cause or attempt to cause damage or steal school property or the property of others. Parents are responsible for such damages.

ART. 3 Assaults/Fights/Threats - A student shall not commit or attempt to commit assault, battery, harassment, intimidation, coercion, threat, misdemeanor, felony, or any violation of state criminal code against any student, employee or school visitor.

ART. 4 Dangerous Weapons/Instruments - A student shall not possess, handle, transmit, or conceal that in fact or under the circumstances can be considered to constitute a weapon.

ART. 5 Tobacco Products - A student shall not use, attempt to use, or transmit tobacco of any type.

ART. 6 Alcohol/Drugs - A student shall not possess, use, transmit, conceal, consume, offer for sale or be under the influence of illegal drugs, paraphernalia, narcotics, alcoholic beverages, unprescribed drugs, or any other mind altering substance. This article applies fully when any substance is represented as a controlled substance, but is in fact not such a substance.

ART. 7 Unchristian Behavior - A student shall not engage in conduct which is contrary to Christian living. Included are lying, excessive show of affection, profanity, and obscene, degrading, malicious, or prejudicial behavior, as well as any form of bullying or sexual harassment.

ART. 8 Truancy/Tardiness - A student shall not be absent from school 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 considered a serious offense.

ART. 9 Forgery/ Plagiarism/Cheating -A student shall not falsify in writing the name of another person or falsify dates, grades, addresses or other data on school forms or correspondence directed to the school. A student shall not intentionally represent another person's words, thoughts or ideas as his or her own. A student shall not work with another person or persons or book or device in the execution of a test, report or paper without authorization.

ART. 10 Failure to Comply- A student will 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, disrespectful, or refuse to submit to reasonable forms of punishment from the staff.

ART. 11 Hazing - A student shall not organize, participate in, or coerce another into an act of initiation into any class, group, club, team, or other organization. Hazing activities of any type shall be prohibited at all times.

Art. 12. Violation of the law; A student shall not violate any law or ordinance when student is properly under the authority of school personnel. A violation of civil law or ordinance will be reported to the parents. The principal may notify proper juvenile or police authorities of infractions by any person.

Art. 13. Un authorized sales: No student shall sell or cause to sell anything during school hours, for personal profit, anytime on school property, or at school-sponsored events without the prior approval of the school principal.

ART. 14 Profanity and/or Obscenity - A student shall not, by written, verbal, gestural, or other means, annoy or humiliate others or disrupt the educational process by using profanity or obscenity.

ART. 15 Sexual harassment - Ohio and Federal laws prohibit sexual harassment and define it as unwanted sexual

advances, or unwanted visual, verbal, or physical conduct of a sexual nature and prohibit any harassment. Any student or staff member who believes that he or she has experienced or observed such actions is strongly encouraged as soon as possible to contact the principal.

Art. 17. **Misconduct not defined:** The school reserves the right to punish behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the written rules.

PROCESS FOR SUSPENSION/EXPULSION

Suspension Procedures

1. The principal or designee (In her absence) may suspend using due process. Generally, a policy of in-school suspension will be followed. The student will be isolated from all other students and will have all school and extra-curricular privileges removed throughout the period of suspension. The student will be given assignments in all subjects which must be completed before the end of the suspension period in order for the student to be able to return to classes. Out-of-school suspension may occur for serious offenses or when a student has been previously suspended during the same school year.
2. Suspensions will not exceed ten days for one infraction.
3. The principal will send written notice of suspension to the parents stating both the reasons and the length of time for the suspension. If the suspension is longer than one day, parents will be given an opportunity for a conference to discuss the reasons for the suspension and the guidelines to be followed during the suspension period.
4. Suspensions may be in-school (with class credit), out-of-school (with/without class credit), or on days when school is not in session. Work assigned during suspension must be completed satisfactorily in order for the student to be removed from suspension.
5. Students will not be allowed to attend or participate in any extra-curricular activities during suspension.

Expulsion Procedures

1. Only the principal or designee (In her absence) may expel.
2. The principal or designee will give the student and his parents or guardian written notice of the expulsion. The notice will include the reasons for the expulsion.
3. The student and parents or guardians who are not satisfied with the determination may appeal to the local superintendent (pastor) in writing within forty-eight hours of the notice.

EXHIBIT 2 - STUDENT SAFETY RULES

PLAYGROUND SAFETY RULES:

1. All equipment is to be used properly.
2. Students may bring their own items to school for play time. However, no hardballs, skateboards, rollerblades, baseball bats are permitted only soft, nerf-type balls are permitted.
3. Students may not leave the playground for any reason without permission of the adult supervisor. This includes leaving the playground to retrieve a ball which has gone into the street.
4. Tackle football, deep-away, or other dangerous games are not allowed.
5. Throwing snowballs, ice balls, or stones are forbidden at all times.
6. Students are to obey and respect the playground monitors at all times.

CAFETERIA SAFETY RULES:

1. Student is to wait until their table is called to purchase a meal or other items.
2. Students are to sit at the tables assigned for their grade level.
3. Students are to remain seated unless they are excused by the monitor.
4. We strive to make students conscious of the importance of not wasting food. Students often have a choice of items when purchasing their meal and should not take food items which they do not intend to eat. Students should take home leftover food which has been brought to school.
5. Students are responsible for leaving their place in good order. All items should be cleared from the table and floor, if any has been dropped. If spills occur, the dining room monitor will assist the child in cleaning up the spill.
6. Students are to obey and respect dining room monitors at all times.

OTHER SPECIFIC RULES:

1. Absolute silence during fire, rapid dismissal and tornado drills.
2. Follow all rules and procedures in approved school emergency management plan.
3. Students should not chew gum at school at any time that they are at school. Disciplinary action will occur for students who are chewing gum during the course of the school day.

EXHIBIT 3 – WELLNESS PROGRAM

Student wellness program:

1. Includes goals for nutrition education, physical activity and other school based activities designed to promote student wellness;
2. Includes nutrition guidelines for all foods available in the school during the school day in order to promote student health and reduce childhood obesity;
3. Provides assurance that the school guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U S Department of Agriculture, and
4. Establishes a plan of implementation and evaluation, including designating one or more persons within the school with the responsibility for ensuring that the school is compliant with federal law.

Development of the student wellness program must be a collaborative effort among parents, students, food service workers, administrators, and the staff.