

# **St. Mary School**

## **Student/Family Handbook**

### **2024-2025 School Year**

St. Mary School  
2845 Erie Ave  
Cincinnati, Ohio 45208  
513-321-0703  
[www.stmaryhp.org](http://www.stmaryhp.org)



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## **WELCOME**

Students! Welcome to the 2024-2025 school year. We are excited for you to return to school. We know that you will enjoy the many traditions that make St. Mary School such a special place. This handbook is written for you, and we hope that you will take some time to read it with your parents. Your teachers will review these rules when you return. All the adults in our building are here to help you have a safe, productive, and fun year.

Parents! We are glad that you have chosen St. Mary School for your children and promise to work with you in their total education and faith formation. You have chosen a school that has a rich history defined by a strong faith community, high academic expectations, and extraordinary parent involvement. This handbook is for you and your children. In it you will find important information that will acquaint you with our practices, procedures, and expectations. Even if you are a returning family, please take the time to read it with your children. Your support and partnership are critical to your child’s educational success.

A copy of this handbook is available online at [www.stmaryhp.org](http://www.stmaryhp.org)

St. Mary School

Principal: Mrs. Jen Reker-Murphy

2845 Erie Avenue  
Cincinnati, OH 45208

Vice Principal: Mrs. Beth Mock  
Office Manager: Mrs. Lisa Koslovsky

School Office: 513-321-0703  
Attendance: 513-321-0703  
**SCHOOL HOURS: 8:40 A.M.-3:30 P.M.**  
Office Hours: M-F 8:00 A.M.-4:00 P.M.  
[www.stmaryhp.org](http://www.stmaryhp.org)

St. Mary Church  
2853 Erie Avenue  
Cincinnati, OH 45208  
513-321-1207  
Office Hours: M-Th 9:00am -4:00pm  
Pastor: Father Jamie Weber  
Parochial Vicar: Father Ken Schartz

Archdiocese of Cincinnati  
Catholic Schools Office  
100 East Eighth Street  
Cincinnati, OH 45202  
513-421-3131

### **HOURS OF OPERATION**

8:00 School Office Opens  
8:30 Doors Open to Students  
**8:40** Prayer, Pledge of Allegiance, and announcements/tardy cut-off  
**LUNCH** (Regular Schedule)  
11:15 All Day Kindergarten  
11:50 Grades 6, 7 & 8  
12:20 Grades 3, 4 & 5  
12:45 Grades 1 & 2

### **HISTORY**

St. Mary began simply in 1898 in a feed store on Griffith Avenue in Hy  
Mass every Sunday, as well as for meetings and catechism lessons for  
is hard to recognize because of renovations.

This Griffith Avenue location was only temporary. In 1904 a second church was built in the middle of our present parking lot/playground on Shady Lane. When the archbishop ordered the opening of a parish school at St. Mary, pastor Rev. Msgr. Patrick J. Hynes decided to use the church building as a school and promised to erect a larger church as soon as financially possible. In the meantime, the parish built a basement church, which became the superstructure of our present magnificent church.

The first St. Mary Grade School opened in 1908 with 100 pupils and shortly thereafter a high school curriculum was added. (There is a picture of this first school in the school office.) The Sisters of Charity began teaching in our school from the beginning and these dedicated women served as principals until 1973.

The present building of St. Mary Grade School was first built as a coed high school in 1923. Before long (1927) the boys moved to Purcell High School and St. Mary remained an all-girls high school until 1964. That year the girls moved to Marian High School (now Springer School) and the grade school quickly and happily expanded into the larger high school building. Classrooms were added to the undercroft of the church at the same time and the original grade school building was demolished.

Eventually classrooms occupied both the undercroft and the former convent, spreading the school's program into three buildings on the parish campus. Students in every grade crossed the parking lot in all-weather to reach the computer lab, art and music, gym, the library, and cafeteria. With the goal of developing space for parish programs to take place during the day, the St. Mary community launched a \$3 million expansion of the main school and major renovation of the

### **DISMISSAL**

***Early Dismissal-parent must sign student out in the office.***

3:30 Buses Load- Erie  
3:30 Walkers-Erie  
3:30 Pick-up dismissed from playground-  
Car line forms, enters, and exits from Shady  
Lane  
3:55 Playground and Shady blocked for  
Cougar Care use  
4:00 School Office Closes

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y it

undercroft in 1999. That construction, completed in 2000, brought all school programs “under one roof” and greatly enhanced gathering and worship areas for the parish. The convent was converted to offices, counseling, and meeting rooms for the parish staff. In addition to allowing for installation of the latest computer technology, the new buildings were designed to be physically accessible to everyone as well as adaptable for future educational needs.

## **MISSION**

In partnership with parents and in accordance with the Magisterium of the Roman Catholic Church, the mission of St. Mary School is to inspire students to strive for holiness, challenge them to reach their academic potential, and teach them to recognize the inherent human dignity of all God's children.

## **SCHOOL PHILOSOPHY AND OBJECTIVES**

- The task of education belongs primarily to the family and requires the help of society. Parents entrust a share in the work of education to the schools. St. Mary School accepts that trust and acts on the following principles:
- Spiritually, assist in preparing children to take their places in the Catholic community and, by their lives, to proclaim their witness to the truth of Christ’s teaching. During the school day we strive to create an environment that fosters children’s appreciation of Catholic Christian values in life.
- Academically, we present fundamental concepts in the subject areas so that students may develop and realize their full potential. We recognize the individual differences in each student and adapt the basic program through various groupings, supplementary materials, and use of support personnel.
- Socially, we seek to help all children realize their full potential as constructive citizens in a continually changing society. We endeavor to assist students to build a strong foundation of values upon which they can make effective decisions for them-selves and society. We respect the dignity of all children and, by our love and understanding; we contribute to their growth and development.
- Physically, we strive to maintain a program that will ensure the proper growth and development of each child.

Recognizing that parents have a vital role and interest in the education of their children, parents are encouraged to:

1. Identify their concerns, make suggestions, and to interact with the whole school community.
2. Support in the home the total education program of their children, both academic and religious.

Recognizing our responsibility to the religious and spiritual wellbeing of the students, St. Mary School strives to:

1. Develop a worshipping Catholic community where students will plan and participate in both weekly and special school liturgies and services.
2. Foster respect for basic Catholic teachings by requiring every student to participate in the formal religion program at St. Mary School as prescribed by the Archdiocese of Cincinnati.
3. Aid students in applying Catholic values to their lives by offering sacramental programs and encouraging involvement in ministries of service.
4. Integrate catholic religious truths within all subject areas.

Recognizing its role as an academic institution dedicated to excellence, St. Mary strives to:

1. Respect differences in abilities and learning styles by having teachers utilize materials and methods best suited to the individual student.
2. Realize each child’s academic potential by encouraging creativity, intellectual inquiry, and self-directed behavior.
3. Enrich and broaden the learning experience of the children by drawing upon community resources and personnel.
4. Assure accountability of the staff and principal by appraising both periodically as prescribed by the Archdiocese of Cincinnati Catholic Schools Office.
5. Provide for continuing professional growth of the staff by encouraging faculty to attend in-service workshops, to observe other teachers, and to exchange ideas frequently among themselves.

Realizing that the social growth of the students is of great importance, St. Mary strives to:

1. Encourage the development of interpersonal relationships by teaching skills and nurturing values that will help students live harmoniously and work well with others now and in the future.
2. Aid the student in recognizing the importance of social courtesies and the need for rules and regulations.

Recognizing the importance of the physical growth and development of each child, St. Mary strives to:

1. Maintain a high-quality physical education program within the school curriculum.
2. Encourage students to actively participate in the parish athletic program by supporting their endeavors within the school day.
3. Offer a well-rounded program that will enable students to grow in good mental and physical health habits.

St. Mary School abides by the teachings and rules of the Catholic Church, and Faith is integrated into all aspects of the school's activities. According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. St. Mary School considers the gender of all students as being consistent with their biological sex, including participation in school athletics and teams, school-sponsored dances, dress and uniform policies, the use of changing facilities, showers, locker rooms, sleeping accommodations on trips, titles, names and pronouns, and school records.

### **ACCREDITATION**

St. Mary is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

### **ADMINISTRATION**

St. Mary is a parish school which operates under the authority of the Pastor, Fr. Jamie Weber under the direction of the school principal, vice principal, and assistant to student affairs, Jennifer Reker-Murphy, Beth Mock, and Sean Laudeman. St. Mary is a private Catholic school governed by a Board of Limited Jurisdiction under the direction of school principal Jennifer Reker-Murphy.

### **RIGHT TO AMEND**

This handbook is not a binding contract on St. Mary. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook. Parents, guardians, and students will be given notification if changes are made.

### **ADMISSION AND REGISTRATION**

#### **ADMISSION PROCESS**

All children must be registered prior to attending school. Applications for admission to any grade at St. Mary School may be made at ANY TIME for future school years. The administration reserves the right to make admission decisions that are in the best interest of the school, the current students, and the student making application.

#### **NON-DISCRIMINATION STATEMENT**

No student will be excluded from St. Mary School solely because of race, color, national origin, or ancestry.

#### **PRIORITY OF REGISTRATION**

1. Children from families who are registered and actively participating for at least six months in St. Mary Parish.
2. Children from families, who have changed residence and were registered participants in another Catholic parish.
3. Children from families who have been registered in St. Mary Parish but not actively participating for at least six months, and children from Catholic families outside the parish.
4. Children from non-Catholic families.

Students applying for admission will be given priority in each category if they have siblings already attending St. Mary School and according to the date they apply for admission.

If a family's tuition payments are not current for students presently enrolled in St. Mary School, or any other school, and parents have not made satisfactory arrangements, students will forfeit their priority in registration and enrollment.

No parish child will be denied an education at St. Mary School solely based on financial need. Parents are asked to complete FACTS Financial Aid information and meet with the principal to discuss tuition support.

If parents are divorced or separated, custody papers must be submitted to the school office. The non-custodial parent has a right to request and receive information about his/her child/ren. The information given may be grades, attendance records and reports of discipline or problems.

### **DEADLINE**

We encourage families to register as soon as you decide to send your children to St. Mary School. St. Mary parishioners and families with children attending St. Mary School will receive priority consideration for available class openings.

### **ASSESSMENT**

All new students are assessed prior to admissions to ensure their academic success at St. Mary School.

### **OHIO EDCHOICE PROGRAM PARTICIPATION**

The Ohio Educational Choice Scholarship (EdChoice) Program is administered by the Ohio Department of Education and St. Mary School is a participating private school. With participation comes the need to comply with all program policies and procedures required by the state as outlined in the Ohio Educational Choice Scholarship Program, Policy, and Procedure Manual, available at: <https://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program>.

### **REGISTRATION REQUIREMENTS FOR ALL STUDENTS**

A Birth Certificate and Baptismal Record must be presented at the time of registration if the child was not baptized in St. Mary Parish.

Medical Records: Before a child may attend any school in the State of Ohio, he/she must meet the following vaccination requirements:

- four or more doses of DPT
- one rubella vaccine
- four or more doses of Polio vaccine
- one measles vaccine
- the second MMR (Record of these vaccines must be submitted to St. Mary School before the child will be admitted to class)

Before acceptance into Grades 1 through 8, current report cards and standardized test results must be submitted for review. A formal assessment is also completed by St. Mary School to help identify academic readiness and needs to ensure success at SMS.

Children who enter St. Mary School in grades 1-8 must show evidence that they are qualified under the guidelines established by the Ohio State Department of Education and the Archdiocese of Cincinnati. St. Mary reserves the right to refuse admission to any child who has been expelled from any other school. All admissions are on a trial basis.

#### **School Age**

In accordance with R.C. 3321.01, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are "of age" for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

#### **Educating Students with Special Needs**

St. Mary will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.



### **Accuracy of Information Statement**

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

### **Acceptance of Registration**

Acceptance of registration at St. Mary is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as Ed Choice, forms and documentation must be submitted prior to acceptance for admission. Registration fees are not refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

### **ACADEMIC PROGRAM**

#### **ACADEMIC EXPECTATIONS**

Students at St. Mary are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as foreign language classes, fine arts, enrichment, and intervention opportunities. Additional support services may be available for students as needed.

### **HOMEWORK**

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

### **GUIDELINES FOR HOMEWORK COMPLETION**

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

The following guidelines have been established for timing of daily homework:

- Kindergarten 10 minutes per day
- Grade 1 20 minutes per day
- Grade 2 30 minutes per day
- Grade 3 45 minutes per day
- Grades 4 & 5 60-75 minutes per day
- Grades 6, 7 & 8 75-90 minutes per day

To receive credit, assignments should be completed and handed in on time by the student. Please help us to reinforce this by not bringing forgotten homework and books to school. If parents drop off homework during school hours, it will be placed in the teacher's mailbox so that class time is not interrupted with deliveries.

Parents can support their children in the following ways:

- Read over directions.
- Arrange a study place at home.
- Make homework, study time, and school a priority over other activities
- Explain the steps and let children work through them.
- Keep communication with teachers positive and open
- Seek support when needed.
- Check FACTS SIS for student grades.

### **HOMEWORK INTERVENTION PLAN**

If a student develops a pattern of not completing homework, a parent or teacher can request the implementation of the Homework Intervention Plan. The plan is as follows:

1. The student is required to write all assignments in the planner daily.
2. The student shows the planner to the teacher(s) and asks the teacher to initial the plan book to indicate the assignment is correctly written.
3. The student is required to take the planner home daily and present the book and completed work to his/her parent to initial, thus verifying the work was completed.
4. Positive reinforcement and consequences may be given to the student by his/her parents on a weekly basis according to his/her success rate with the program.
5. Classroom teachers will also support students with positive reinforcement.

### **MAKE-UP WORK FOLLOWING AN ABSENCE**

It is the responsibility of the student/parent to secure from the teacher(s) assignments or tests during an absence. Parents should request assignments/materials when reporting the absence. Work will be available at the end of the school day if the homework request is made in the morning. Teachers will only be responsible for requested homework.

- Assignments and scheduling of make-up work will be at the discretion of the teacher, considering the length of the absence. Failure to make-up work will result in a zero.
- It will be the responsibility of the student/parent to obtain assignments. The student will have the same number of days in which he/she was absent to make up the work unless stated differently in the class syllabus.
- Students who miss class or are absent without parent approval will not have the privilege of making up any work or tests given and will receive a zero grade for any missed work/test.
- Grades 6-8: It is the student's/parent's responsibility to look online for homework and check in with the teacher upon their return.

### **VACATION POLICY**

Parents are discouraged from taking children out of school for vacation purposes. Instruction, discussions, media presentations, hands-on activities, and special activities cannot be made up by paperwork alone. Parents are asked to respect the school calendar. Travel may result in lower grades. Students missing tests will have to take them after hours.

- Please notify the school office one-week in advance of an intended absence and return the schools Vacation Policy form signed, along with a note explaining the absence.
- Teachers WILL NOT give you assignments before the rest of the class receives them, nor will they run off papers ahead of time. You are responsible to check teacher web pages each day of the absence for classroom information.
- Teachers will collect the handout assignments while you are gone and issue them on your return. You will have three (3) days after your return to complete all the work and make up tests (outside of regular class time). No credit will be given for work after that time. Lower than normal grades may result and must be accepted.
- Teachers should not be asked to re-teach the material missed.

If the non-attendance is scheduled at the end of the school year, all assignments and tests must be completed in advance of the absence at the teacher's convenience. Report cards will NOT be given early in any trimester.

### **GRADES AND GRADING**

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocesan recommended reporting structure for recording student progress.

### **GRADE CODES FOR 1-3**

0 = Outstanding Achievement (93% - 100%)

S+ = Above Satisfactory Achievement (85% - 92%)  
 S = Satisfactory Achievement (77% - 84%)  
 S- = Below Satisfactory Achievement (70% - 76%)  
 N = Unsatisfactory Achievement (69% and below)

**GRADE CODES FOR 4-8**

93-100	A	Superior	70-76	D	Below Average
85-92	B	Very Good	69 & below	F	Failing
77-84	C	Average			

**HONOR ROLL**

An honor roll is established at St. Mary School for Grades 4-8. We are very proud of the academic excellence of the students and the Honor Roll is another way to recognize that excellence. Honor ribbons are given each trimester to students who have achieved the following criteria:

**First Honors**

All "A" grades 93-100 in any combination in all subjects.  
 No more than 1 Detention

**Second Honors**

All "A or B" grades 85-100 in any combination in all subjects.  
 No more than 1 Detention

- If we move to remote learning, all "A or B" grades 85-100 in Math, Language Arts, Social Studies, Science, and Religion. Specials subjects would be Pass/Fail.

**CHEATING**

Academic Dishonesty will result in no credit being given for the assignment, test, or project if cheating or plagiarism has taken place. Parents will be notified, and the student will be given a minimum of one detention.

**REPORT CARDS**

St. Mary School uses trimester report cards as the official reporting to parents. FACTS, an online grade reporting system in Grades 4-8 takes the place of interim report cards. In other grades, the format and frequency of these interims is at the discretion of the teacher.

**PROMOTION AND RETENTION**

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/Guardians' input will be considered.

At the end of the academic year, students who demonstrate mastery of skills at a given grade level will be promoted to the next grade level.

Retention may be recommended for those students who have not mastered the skills necessary to move on to the next grade level, i.e., those students who have failed two or more major subjects for the year. Only students retained in Grades K-3 may remain at St. Mary School.

**AOE Policy 404.02. Decision to Admit/Retain Students**

The decision to admit or retain the students in the school should be made by the local parish/school authorities only after all interested parties have been consulted. Each occurrence calls for an individual decision based upon the principles of Catholic Social Teachings and should take into account the common good and the welfare of the school and all the students.

## **SUMMER SCHOOL**

If a student fails one or two core subjects for the year, they may be required to complete a remediation program of instruction in the failed subjects over the summer. The program must be approved by administration. A progress report by the approved program should be sent to St. Mary School.

A student may be placed in the next grade level even if mastery of skills has not been obtained, but due to extenuating circumstances would not benefit from retention, i.e., lengthy illness or identified learning disability. A placed student will be on academic watch the following school year. Classroom teachers, support staff, and parents will closely monitor student progress. No students will be placed more than once.

A student who has missed more than 20 days of school may be placed in the next grade, but not promoted, depending upon overall academic progress and circumstances resulting in the absences. If a child is placed due to missing more than 20 days, it will be noted on the student's report card and permanent record.

## **FIELD TRIPS**

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destination. A student may be excluded from the field trip at the discretion of the school administration. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian.

## **RECORDS REVIEW**

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/Guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **WITHDRAWAL/DISENROLLMENT FOR ACADEMIC REASONS**

A student may be asked to withdraw for academic reasons from St. Mary if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St. Mary may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

## **WITHDRAWAL/DISENROLLMENT OF STUDENTS BASED UPON THE CONDUCT OF PARENTS/GUARDIANS**

St. Mary may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

- Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
- A report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

## **CURRICULUM**

St. Mary follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion Courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

- Core subjects include reading/language arts, math, science, social studies, and religion.
- Junior High Advanced Algebra.
- Fine arts include music, art, and physical education.
- Spanish classes K-6 once a week/ grade 7-8 meet twice weekly
- Electives in music, art, physical education, health and wellness, technology, and community service are offered to Junior High students.
- Technology is integrated across the curriculum and classes attend the computer lab under the direction of their classroom teacher and a technology/enrichment teacher twice a week. A Mobile laptop cart and classroom computers are also available.
- Reading materials may be checked out from the school library for two weeks.

## **ADDITIONAL OPPORTUNITIES**

St. Mary Students are given many different and varied opportunities to extend their learning.

- Art Enrichment
- Band
- Choir - Grades 5-8
- Music Marvels - Grades 3-4
- Computer Enrichment - Keyboarding Club
- Field Trips
- Fine Arts Family Night
- Hyde Park Art Show
- Science Enrichment
- Speakers/Assemblies
- Student Performances/Jr. Theater
- Yearbook

## **CO-CURRICULAR ACTIVITIES**

Students can develop leadership and creativity through activities such as Student Council and Saint Families.

## **MINISTRY AND FAITH FORMATION**

Classes attend Mass weekly, and students serve as Cantors, Lectors, Extraordinary Ministers of Holy Eucharist, and Altar Servers. Students help to plan the liturgy under the direction of their religion teacher. Daily instruction in the Catholic faith and Church teachings is incorporated into the schedule. The school community participates in community service projects throughout the year. Students engage in prayer each morning, before lunch and during class.

## **STANDARDIZED TESTING**

St. Mary follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. The Archdiocese of Cincinnati requires K-8 take the MAP or iReady Assessments. These assessments are administered each fall, winter, and spring. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The Archdiocese of Cincinnati also requires all students in grades 5 and 8 to take the ACRE (Assessment of Child Religious Education) Test. All students, regardless of religious affiliation, take the test.

## **STUDENT SUPPORT PROGRAMS**

St. Mary follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, the following student support services are offered to those who qualify:

- Title 1 Reading Grades K-3
- Math Intervention Grades 1-8
- Special Education Intervention
- Speech Language Intervention

## **TEMPORARY HOME INSTRUCTION**

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

## **FAITH FORMATION RELIGIOUS EDUCATION**

St. Mary strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted. Sacramental Preparation takes place in the classroom with the support of St. Mary Parish.

## **SCHOOL DAY INFORMATION**

### **ATTENDANCE**

Regular attendance is not only essential for academic achievement and a successful school experience, but it is also required by law. The only legally recognized excuses are absence for personal or serious illness or death of a family member.

### **ABSENCE**

Parents should report an absence before 8:30 am each day your child will be absent. Please state your child's name, reason for absence, and homeroom, and request homework pick-up if needed. If the school office is not notified by 9:00 am you will be contacted to verify the safety of your child.

- A note explaining the child's absence must also be given to the student's homeroom teacher upon his/her return to school.
- Ohio State Law prohibits missing school for any reason other than illness or death in the family. Parents must notify the school in advance of an intended absence and complete a Vacation Policy form and written note explaining the absence.
- Homework requests for absences longer than one day must be made prior to 9:00 am on the second consecutive day of an illness.
- Prolonged absence of five or more consecutive days due to illness requires a note from the child's attending pediatrician/physician. The note should indicate the dates of absence and reason due to illness/medical need. When the child is expected to return should also be noted.
- Twenty or more absences may result in a student being retained or placed in the next grade level as opposed to being promoted. Cases will be reviewed individually by the principal, teachers, and school psychologist.
- An unexcused absence from school will warrant proper corrective action.
- Five Unexcused Tardies will be counted as one Unexcused Absence.

### **TARDINESS**

Students must be in their homeroom and ready for school to begin at 8:40 am.

- Students who arrive after 8:40 must report to the school office and will be marked tardy whether the tardy is explained or unexplained. If a child has THREE unexcused tardies in one trimester, notification

will be sent to the parents/guardians from the classroom teacher. After FIVE unexcused tardies, the parents will receive a written warning from the principal. Ongoing unexcused tardies thereafter could result in expulsion. An excused tardy requires a doctor's note.

- Students who arrive after 10:30 am will be marked as one-half day absent.
- Students who are at school, leave for an appointment, and return will receive a tardy for attendance purposes.
- Students who are tardy for class will receive a responsibility mark (6-8) and the school office will be notified.
- Excessive tardiness may result in expulsion.
- Five Unexcused Tardies will be counted as one Unexcused Absence.

### **EXCESSIVE ABSENCE AND/OR TARDY**

Students who are absent more than 10 days in a trimester, or who have a pattern of absences throughout the year, may be asked to produce a doctor's excuse. Additionally, when a student arrives after the start of the school day, leaves before dismissal, or is out of school for any reason during the school day, his or her attendance will be considered "incomplete" for that day and will be designated as a tardy on their attendance record. Excessive, unexcused absence or tardiness may result in a failure to pass the current grade.

### **EARLY DISMISSAL**

School is normally dismissed for the day at 3:30 pm. In the event your child requires an early dismissal, parents are asked to write a note to the teacher stating the reason. Homework will not be available prior to an early dismissal. It is your responsibility to collect missed work upon your return the next day.

- A parent/guardian must come to the school office and sign out the child. The adult responsible for picking up the student may be asked to show proper identification. No child is permitted to leave the school grounds unless he/she has been signed out.
- A student leaving prior to 1:00 will be marked one-half day absent.
- State of Ohio guidelines require that early dismissal be used only for emergencies, and on rare occasions, difficult to schedule doctor appointments. Students are responsible for reporting to the office on time for their early dismissal.

### **STAYING AFTER SCHOOL**

You may not wait at school for an activity that begins more than 15 minutes after our dismissal time. If you must stay after school for a school activity, a sport practice, a detention, or to make up work, let your parents know in ADVANCE. Your parents are responsible for establishing a safe, supervised place for you to wait. Students are not permitted to wait on Erie Avenue after 3:40. If a student is not picked up by 3:40 they must wait in the Main Office.

### **VISITING OTHER SCHOOLS**

St. Mary School students may not miss classes to shadow in other schools. Grade 8 students are encouraged to attend High School recruitment evening/weekends, Open Houses, and shadow high schools on days SMS is not in session. Eighth Grade students may miss school for **one** additional shadow day of their choosing outside of the days SMS is not in session.

### **ARRIVAL/DISMISSAL**

Once you arrive on school property, you may not leave school grounds for any length of time for any purpose. You may not leave the school premises at lunch, or any time, without a written note from your parents and approval from the principal. Field trips require a signed permission slip prior to participation. You must be always under the supervision of teacher or school personnel. Students who arrive early to use the computer lab or library must have prior permission from a teacher and check in with the school office desk upon arrival to have their teacher permission slip signed.

- CAR DROP-OFF BEGINS AT 8:20 am to the playground. Students will begin to enter the building at 8:30 am under the direction from the teacher on duty. Children dropped off in front of school are to walk around to the playground and wait to enter the building at 8:30 am.
- Parents are not permitted into the school building until after 10:00 am or by appointment.

- We highly discourage dropping off forgotten lunches/papers etc. We can manage an occasional item to be delivered to your child. Forgotten items will be dropped off inside the front door of the school on the ledge to your right. Please have the item marked with your child's name and homeroom. Items will be delivered to the student at an appropriate and convenient time.
- Adult crossing guards are stationed at the intersections of Shady Lane and Erie; and Monteith and Observatory.
- Traffic flows one-way, from north to south, on Shady Lane. During mid-day and the afternoon pick-up, Shady Lane is barricaded for the children's safety. Cars should never drive around or move these barricades.
- School buses load and unload children along Erie Avenue in front of the school. Cars are not permitted to park in front of the school on Erie Avenue before 8:40 am and after 2:45 pm.
- Students may enter the school using the playground doors, front doors on Erie, or back door on Astoria Ave. under the supervision of the staff member on duty.

Children are directed to always show respect and obedience to the crossing guards and teachers on duty. Children should go home promptly after dismissal. Drivers should use caution and patience for everyone's safety. If a student misses a bus or ride, they must report immediately to the school office. Children are never permitted to climb onto outside walls or plowed snow/ice.

#### **AFTER-SCHOOL HOURS**

For safety reasons, students are not permitted to loiter after school. Only students enrolled in after-school activities, the Before & After Care Program, and under the supervision of the teacher/coach may remain. If a student is to stay after school for an activity, a sport practice, a detention, or to make up work, parents must know in advance. Parents should plan for prompt pick up following the activity.

#### **BEFORE & AFTER CARE - "Cougar Care"**

Before and after-school care is provided at a minimal expense for students at St. Mary School. Please contact Mrs. Donna Haithcoat at 533-5520.

#### **APPOINTMENTS, SCHEDULED EVENTS, VACATIONS**

When possible, medical, and dental appointments should be scheduled outside of school hours.

#### **HEALTH, SAFETY, WELLNESS**

##### **ATTENDANCE UNDER SPECIAL CIRCUMSTANCES**

St. Mary is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St. Mary when determining whether to admit or retain a student.

##### **GENDER IDENTITY POLICY**

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same. The Archdiocese of Cincinnati has specified the following policy regarding gender identity: In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.



4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, we will consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teaching of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

### **MEDICAL INFORMATION**

At the beginning of each school year, parents/guardians will complete current medical information for the students. If information changes during the school year, parents/guardians should contact the school with the current information.

### **MEDICATION ADMINISTERED AT SCHOOL**

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, classroom, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No prescription medicine may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

Parents are asked to administer medication at home or come to school to administer it. St. Mary School has adopted the following guidelines from the Ohio Association of School Nurses for the administration of medication at school.

School personnel will not administer any drug (prescription or over the counter) without the order of the physician and the written consent of the parent/guardian.

1. The principal shall appoint a responsible person or persons to supervise the storing and administering of the medication in the absence of the school nurse. All medication must be clearly marked and stored in a locked cabinet.
2. Written request must be obtained from the physician and the parent/guardian before any medication may be administered by school personnel. The request must include instructions as to the name of the medication, dosage, time, and duration of medication, and possible side effects. An emailed copy may be accepted with a request for a hard copy to follow.
3. Medication must be in original containers (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration. New request forms must be submitted each school year, and as necessary, for changes in medication order.
4. The medication and the signed permission forms must be brought into the school by the parent/guardian.
5. Accurate records of the medication given will be kept in the nurse's office.

### **DIABETIC CARE POLICY**

St. Mary School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.

St. Mary School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;

2. Responding to blood glucose levels that are outside of the student's target range.
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes. School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

- 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- 2) The school receives a statement, signed by the prescriber, that includes all of the following information:
  - a) The name and address of the student;
  - b) The school and class in which the student is enrolled;
  - c) The name of the drug and the dosage to be administered;
  - d) The times or intervals at which each dosage of the drug is to be administered;
  - e) The date the administration of the drug is to begin;
  - f) The date the administration of the drug is to cease;
  - g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
  - h) Any special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
- 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
- 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
- 6) Any and all other procedures required by the school are followed. If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location. Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

### **Student Administration of Diabetes Medications**

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the

order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

### **Non-Restriction Disclaimer**

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

### **INHALERS**

For a student to possess and use a metered dose inhaler, he/she must have written approval from the student's physician and parent and demonstrate to the school nurse appropriate use of the inhaler. The physician's written approval must address the following:

1. The student's full name.
2. The name and dose of medication contained in the inhaler.
3. When and for how long the medication should be administered.
4. Written instructions for procedures to be followed in the event the asthma medication does not produce expected relief from the student's asthma attack.
5. Any severe reactions that may occur to the student using the inhaler that should be reported to the physician.

### **ST. MARY POLICY ON STUDENT USE OF MARIJUANA**

St. Mary is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St. Mary maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

### **CHILD PROTECTION**

St. Mary follows all Archdiocese of Cincinnati mandates and R.C. § 2151.421 regarding reporting suspected child abuse or neglect. All staff are considered mandatory reporters of suspected child abuse.

### **IMMUNIZATIONS**

St. Mary complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although St. Mary complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction, objection, or by revoking a previous exception.

### **HEALTH SCREENINGS**

Vision and hearing screenings shall be provided regularly.

**SAFETY PLAN**

St. Mary files a completed safety plan with the state of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Mary also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

**SAFETY PREPARATION**

St. Mary School will participate in monthly fire drills as deemed by the State Fire Marshall. Each spring students will participate in tornado drills and learn severe weather safety tips. At least once a year students will engage in a lock down drill practice. A crisis plan is in place and reviewed annually. School staff receives in-service and training in safety protocol and procedures. Training in CPR, First Aid and the use of an AED is available to teachers and staff. The AED is in the school lobby near the elevator.

**Fire Drill:**

1. Recognize the fire alarm.
2. Stop work instantly, form the required lines, and move toward the designated exits.
3. No talking, running, or pushing.
4. Always keep calm.
5. Move rapidly to your designated station outside and remain in line until signaled to return to the building.
6. Immediately obey instruction given by the teacher and any other legitimate adult authority.

**Tornado Drill:**

1. Leave classroom in silence and move to the designated area.
2. While in the assigned area, you should remain silent in a prone position covering your head with your arms or sitting with your head between your knees and covering your head with your arms.
3. When all is clear, the signal will be given, and all classes should go back to classrooms in silence.

**Shelter In Place:**

1. A PA announcement will be made that we must shelter in place.
2. Students will assemble with their homerooms in a designated area.
3. Students may use the water fountains and bathrooms on the second and third floors with teacher permission.

**WELLNESS PLAN**

Children need to be in good health, well rested and well-nourished to devote their energies to learning. Please safeguard your child's health and the health of other children at St. Mary by keeping your child home if he/she has symptoms of infectious illness such as temperature above 100 degrees, a rash, and diarrhea or has been vomiting.

**ILLNESS OR INJURY AT SCHOOL**

During the first week of school, emergency forms are sent home. A form needs to be completed for each student in a household and it is imperative that this form be completed and returned immediately. In the event of illness or accident, the information on the form will be used. Parents are responsible for ensuring that all information on the form is accurate and up to date. Any changes in this information must be given to the school office. In case the emergency numbers on the form cannot be reached, the school personnel will use their best judgment in the interest of the child.

**IMMUNIZATION**

All schools in Ohio are mandated not to permit any child to attend school who does not show evidence of proper immunization. Parents are notified if a child is not in compliance. Students will be excluded from school until all immunizations are current and on file.

## **SPECIFIC HEALTH CONDITIONS**

The school office and classroom teacher should be informed about special health conditions such as allergies, reaction to insect bites or stings, asthma, diabetes, epilepsy, hemophilia, heart disease, etc., so that the school can be prepared in case of emergency. In being consistent with Catholic doctrine and following Archdiocesan policy, St. Mary School supports students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion. Policy does require that these students' biological sex will determine names and/or pronouns used, uniforms & gender appropriate dress, bathrooms, any SMAC sponsored sports teams, and sleeping accommodations while on overnight trips. St. Mary School would provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

## **FOOD ALLERGIES**

Food allergies can be life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, wheat, and shellfish. Food allergies are becoming more common and severe. We prefer that parents not send in any products containing peanuts or nuts for snacks, celebrations, or projects. Peanut butter will still be served in the cafeteria, but a designated peanut free zone will be established. To help reduce the risk of accidental exposure to these foods we ask you and your child to follow these guidelines:

- Complete a Food Allergy Action Plan for the homeroom teacher. Copies will be made for the school nurse and cafeteria staff. We encourage you to call the school nurse prior to the first day of school to discuss specific food allergies.
- If an Epi-Pen is prescribed for your child, please make sure one is available at school along with the proper forms to authorize the school/ nurse to store and administer this medication.
- Educate your child about managing his/her allergy at school.
  - Instruct your child to only eat snacks that he/she brings from home.

## **SUPPORT SERVICES**

- School Nurse- A registered nurse is available to students daily to check vision and hearing of students, to attend to accidents and illnesses, and to keep health records for the student body.
- Psychologist- Two days a week a school psychologist is on staff at St. Mary to evaluate and work with students who need assistance with academic or social adjustments. Referrals are made through teachers or the principal. Parental permission is required before a psychologist may test or work with any student.
- Intervention Assistance- the IA teacher works with students to target areas of learning challenges to teach strategies for success. Services may include proctoring tests, as well, working on specific skills.
- Remedial reading/math- St. Mary has a fully certified teacher assisting in the remedial areas of math and reading, as well as tutoring students. Referrals for remedial assistance are made through the classroom teacher or parent if they wish to discuss a referral for their child.
- Enrichment- the enrichment teacher works with students whose learning is significantly above average in math and language based upon standardized test scores and teacher recommendations. Students are given more challenging, independent study and small group activities.
- Speech/Language- A fully certified speech and hearing pathologist is available at St. Mary School on a part-time basis. Referrals can be made through the teacher or psychologist.

These educators work closely with the principal and classroom teachers in identifying, supporting, and evaluating the needs of St. Mary Students. Parents are notified and called to confer if it appears their child may qualify for these services.

## **STUDENT CODE OF CONDUCT**

St. Mary is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

St. Mary reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St. Mary to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been fully remedied. As with the method and extent of any disciplinary measures, St. Mary reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a conference will be scheduled with the teacher, parents/guardians, and principal.

#### **TELEPHONE USE**

With permission and a phone pass, you are permitted to use a phone within the school office area. This is the only phone available to students.

#### **CELLULAR TELEPHONES**

Students are not allowed to use cell phones on school property between the hours of 8:00 AM to 4:00 PM or at any time a staff member deems it inappropriate, such as during school mixers, before/after-school tutoring, or other designated events. If a parent wants the student to bring a cell phone to school the phone must be turned off and kept in the pocket cell phone holder located in each homeroom. Unauthorized possession or use of a cellular telephone will result in disciplinary action. The school is not responsible for the theft or damage of a student's cellular telephone.

#### **ELECTRONIC DEVICES**

Radios, I-Pods, Smart Watches, beeping watches, any Smart Device, electronic day planners, phones, and any other electronic device that may disturb classes are not permitted.

#### **PERSONAL PROPERTY**

The school cannot be responsible for personal property. Do not bring expensive items (like jewelry or toys). Valuables may be left in the office or with the teacher until the end of the school day.

#### **DESTRUCTION AND THEFT**

Any person who willfully steals, damages, defaces, vandalizes, or destroys any part of St. Mary School or the property or work of other students will be required to make complete restitution and will receive serious consequences: DTs, suspension, or expulsion.

#### **CONDUCT IN OR OUT OF SCHOOL**

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school or when they represent the school. Any violations of the Student Code of Conduct may result in consequences issued by the school administration.

St. Mary reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours. Parents are responsible for being the first and primary responders to unacceptable behavior off school grounds or after school hours.

## **ILLEGAL SUBSTANCES**

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

## **ST. MARY HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

It is the policy of St. Mary School that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The Parish and School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

St. Mary School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

### **Definition of Terms**

"Electronic act" means an act committed using a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
  - "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

### **TYPES OF CONDUCT**

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as "cyber-bullying"). Examples of cyber-bullying include, but are not limited to, the following:
  - Posting slurs on the Internet, websites, blogs, or social media/networks;
  - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;

- Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

## **COMPLAINTS REGARDING HARASSMENT**

### **FORMAL COMPLAINTS**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

### **INFORMAL COMPLAINTS**

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

### **ANONYMOUS COMPLAINTS**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

### **CRIMINAL MISCONDUCT**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

### **CONDUCT DISCLAIMER**

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

### **EXPECTATION: TO CONTRIBUTE TO A POSITIVE ENVIRONMENT FOR LEARNING.**

- To provide an environment for learning at St. Mary School, you are expected to enter, leave, and move about the building in an orderly manner, with no running, pushing, or shouting.
- You are expected to remain out of parts of the building not ordinarily open for pupil activity. You may NEVER BE IN THE GYM without adult supervision – before, during or after, school – even on weekends and evenings.



- At all times you are expected to cooperate with the school rules in and out of the classroom and to be respectful to fellow classmates and ALL teachers, even those who do not teach you. You are also expected to show courtesy to people and property on your way to and from school.
- Everyone must work to reduce interruptions and distractions to the learning process.
- Truth- tell the truth. This is a common courtesy. Honesty allows us to trust one another.
- Trust- We must trust one another so we can engage in cooperation without fear.
- Respect- Give up put downs and praise people instead. Always show concern about each other's feelings and needs. We must encourage one another.
- Active Listening- Show consideration for others by listening. Our ears listen, our eyes focus, our mouth is closed, and our bodies are still.
- Personal Best- Make a commitment to lifelong learning. Knowledge and wisdom are gifts from God.

### **GENERAL BEHAVIORAL EXPECTATIONS**

The following general rules and expectations serve as reminders and are in support of the student.

### **CODE OF CONDUCT**

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, parents/guardians, workers, volunteers, visitors.
3. All students are subject to correction from any faculty or staff.
4. The School Uniform Code will be followed, including expectations for out of uniform days.
5. Improper language or gestures, deliberate injury, or threatening statements are unacceptable and will not be tolerated.
6. Stealing, cheating, plagiarism, or forgery, including of parent(s)/guardian(s) signature(s), will not be tolerated.
7. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.
8. Books and materials are to be handled with care. Books must be covered and re-covered, as necessary. Damage to books on loan is subject to a fine not to exceed the book's value.
9. Students are expected to come prepared for class and other school activities.
10. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
11. The student's use of non-medical, personal electronics may only be used with the permission of a teacher or other staff member.
12. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
13. Students are to be orderly in the halls and classrooms at all times, so that a positive learning environment is maintained. Students must walk in the halls and may speak quietly. No student should be in the hall without permission of a faculty or staff member.
14. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parent(s) or guardian(s). Students must also obtain the permission of the principal or teacher before leaving the school.

### **CAFETERIA**

For lunch to be a happy time for all students as well as the school staff, it is necessary for good order and courtesy to be maintained in the cafeteria.

1. Each class will sit together at assigned tables. No "saving" seats.
2. Please always WALK in the cafeteria.
3. No moving from place to place or visiting other tables.
4. Loud noises and throwing objects of any kind are not permitted.
5. When the bell rings for dismissal, silence is to be observed and all movement stop.
6. Each table and surrounding floor area must be clean before table captains are dismissed.
7. Please walk directly to the playground. You may not stop at lockers, classrooms, drinking fountains, or restrooms on any floor.

8. If you fail to do your part in keeping the cafeteria a clean and a courteous place, you will not be allowed to use the cafeteria. Your parents will be notified.
9. Speak with respect to all cafeteria staff and volunteers.
10. Do not eat food containing tree nuts or peanuts in the designated "Peanut Free Zone."

### **RESTROOMS**

You must have your teacher's permission to be in the restrooms, or any other part of the building, during school hours, including lunchtime. Be quick, be clean, and be courteous.

### **PLAYGROUND**

Proper and fair play is always essential. Remain in your assigned area until the end of the play period, and then assemble as a group with your homeroom teacher.

You may NOT:

1. Re-enter the building, except for an emergency and with a teacher's permission.
2. Leave the playground for any reason.
3. Use hard balls, superballs, rollerblades, and skateboards.
4. Throw dirt, sticks, snowballs, or rocks. Please stay out of the landscaping.
5. Play kickball (grades 3-8), keep away or other rough games.
6. Drink anything, eat food or candy, or chew gum.
7. Exclude others from play.
8. Use jump ropes for anything but jumping

Please use equipment properly: i.e., basketballs should not be kicked or used for soccer, jump ropes are to be used for jumping.

### **LIBRARY**

The school library is open during school hours. Books may be kept for two weeks. The fine for overdue books is 5 cents per school day. You will be notified if a book is overdue. After the third reminder, a note will be sent home to your parents. Report cards are held for overdue fines.

### **COMPUTERS**

Students may use the computers in the lab or classrooms ONLY when a teacher or designated adult is present. All rules and regulations stated in the school's Acceptable User Policy must be followed.

A copy of the policy is available at [www.smshp.com](http://www.smshp.com) and will also be sent home in the first family packet of the year for students and parents to sign and return.

**ACCEPTABLE LANGUAGE** is required always. It reflects you, your family, and your school. Vulgar language and profanity will generally result in 3 detentions. No verbal threats of any kind will be tolerated.

**ANY FORM OF HARASSMENT, INTIMIDATION, OR BULLYING** on campus is expressly forbidden and may result up to and including expulsion. This refers to any intentional written, verbal, electronic, or physical act that a student has exhibited toward another student more than once and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. St. Mary's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form will be enforced.

St. Mary School also reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off school grounds and outside school hours. This includes any act committed using a cellular telephone, computer, pager, personal communication device, or any other electronic communication.

**SPITTING**, which is defined as releasing water and/or saliva from the mouth, is totally unacceptable in our school community. Spitting will be disciplined when it occurs on field trips or at any school-related event.

**PHYSICAL CONFRONTATION** *in any grade will result in 3 detentions or suspension.*

**ACADEMIC DISHONESTY** will result in no credit being given for the assignment, test, or project if cheating or plagiarism has taken place. Parents will be notified, and student will be given a minimum of one detention.

### **BUS TRANSPORTATION**

St. Mary will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus. Any incident that may occur including, but not limited to fighting, putting hands on another person, retaliating, inappropriate or intimidating language, vandalism, or littering of school property may lead to detentions, in or out of school suspensions or expulsion from St. Mary School. The Principal and Assistant of Student Affairs, along with the consultation of the Parochial Vicar or Pastor, make the final decision on any misconduct or discipline issues.

### **DETENTION**

Students whose behavior is not appropriate to the school environment, will receive a detention slip that is to be signed by their parent and returned to the teacher who issued the detention. Teachers determine the time detention must be served. Students who continually or severely disregard the Courtesy Code or the regulations in this Student Handbook will receive a detention. If a student receives three detentions in a trimester or five per year, he/she will not be permitted to re-register.

### **SUSPENSION**

The principal may suspend students both in school and out of school. Students will have the opportunity to explain their behavior, and the students' parents will be notified. In the case of extremely disruptive behavior, the principal may remove the student from class until the matter is satisfactorily resolved. A suspension will be noted on the report card and school transcripts.

### **EXPULSION**

If a student, or his/her parent/guardian, behaves in ways that hinder the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Mary School is not the appropriate educational environment for that child. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's mission, programs, and activities.
- Lack of respect for school employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

The school administration reserves the right to impose disciplinary measures for behaviors deemed inappropriate, disrespectful, or dangerous to members of the school community.

### **Procedures to be Followed in Cases of Suspension and Expulsion**

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A conference will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then a conference will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.

- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

### **PRINCIPAL'S RIGHT TO AMEND**

The principal, or his/her appointee, with the support of the Pastor or Parochial Vicar, retains the right to amend this parent/student handbook for just cause. Parents and students will be given prompt notification if changes are made.

### **SEARCH AND SEIZURE**

St. Mary reserves the right to search and inspect school property used by students at any time. St. Mary also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

### **CHEATING AND PLAGIARISM**

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Student are expected to acknowledge the ideas and words of others appropriately through conventional standards. Academic dishonesty will result in no credit being given for the assignment, test, or project if cheating or plagiarism has taken place. Parents will be notified, and student will be given a minimum of one detention.

### **GENERAL INFORMATION COMMUNICATION**

St. Mary School stresses the importance of communication between parents and school and offers numerous opportunities to obtain information from school or send messages 24 hours a day. During the day, you may email the teacher you wish to contact or call the office if necessary. It is our hope that all parents will find a way to communicate easily with us.

### **TEACHER WEB PAGES**

Teachers maintains their own web page that can be accessed from the school website; [www.stmaryhp.org](http://www.stmaryhp.org) and the school app. Curriculum overviews, homework, special projects, helpful links, and assignments are available on teacher web pages.

### **FACTS**

Grade 4-8 teachers will regularly post student grades on FACTS. Parents will be provided login information at the beginning of the school year to access their student/s personal grades. Parents are responsible to use FACTS to keep current with their child's progress.

### **SCHOOL OFFICE NOTIFICATION**

You may leave a message for the school office 24 hours a day by calling the office voicemail at 321-0703 option 1. We ask you to notify us as soon as possible if your child will be absent. Parents who are traveling out of town are asked to notify the school of the dates and the name of the babysitter who will be responsible for the children in your absence.

### **MESSAGES FOR TEACHERS**

Parents may communicate directly with teachers through their school email address. Teacher email addresses and teacher webpages are posted on [www.stmaryhp.org](http://www.stmaryhp.org) and the school app.

### **MESSAGES FOR STUDENTS**

Students may not be called out of the classroom for telephone calls or other messages. All messages or articles should be left with the school secretary in the main office. Students will be called to the office at the end of the day to retrieve messages.

### **DAILY ANNOUNCEMENTS**

A.M. and P.M. announcements include birthdays, Prayer, and the Pledge of Allegiance. Messages from parents for students should be received by 2:30 in the school office.

### **SCHOOL NEWS**

The office will send a weekly email news bulletin. The Enews will be archived on the website and available on the school app for easy reference.

### **SCHOOL APP**

St. Mary School has a FREE app available for download in the Apple and Android. The App includes quick links to FACTS SIS and Tuition, Teacher web pages, Lunch Menu and payments, School News, and more!

### **CONFERENCES**

Parent-Teacher conferences will be scheduled at the end of the first trimester. At other times in the year, parents and teachers are encouraged to contact one another whenever a conference is needed. Parents are asked to call the school and make an appointment before or after school hours.

### **ADVERSE WEATHER/EMERGENCY SCHOOL CLOSINGS**

School closures are communicated via email, push notifications, website posting, and social media postings.

### **ADDRESSING STUDENT RELATED PROBLEMS and ACADEMIC QUESTIONS**

The following guidelines should be followed when seeking to resolve problems regarding students, teachers or any questions regarding academic programs:

1. Parents should contact the teacher in charge of that class to discuss the situation of concern. The school psychologist is available for assistance, and if appropriate students may be included in the conference.
2. If a problem or question is not resolved with a classroom teacher, parents may contact the principal.
3. If the problem is not resolved with the principal, parents may appeal to the Pastor.

### **PARENT INVOLVEMENT**

Parent involvement at St. Mary is crucial for the success of our school. As the primary educators of your children, parents are encouraged to volunteer for many activities. You are asked to be resource people and to attend parent teacher conferences.

All volunteers must complete SafeParish, be up to date on their SafeParish Quarterly video bulletins and complete an online background check. <https://www.aocsafeenvironment.org>

### **PTO**

St. Mary School has an active Parent Teacher Organization which works for the overall welfare of the school and promotes a spirit of cooperation and community among the parents, faculty, and staff. The PTO holds a general meeting at the start of the school year, a parish wide Day of Reflection, and several social events to accomplish its goals. Ongoing business throughout the year is handled by the Executive Board at its monthly meetings. Each year PTO members aid the school by serving as library volunteers, classroom aides, and playground monitors. The PTO provides funds for teachers' in-service opportunities and hospitality for parents and staff. The PTO promotes registering your Kroger PLUS card online to receive community rewards, restaurant nights, sells school spirit wear and sponsors several other projects.

## **CONFIDENTIALITY REGARDING STUDENTS**

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students. St. Mary School adheres to the Family Educational Rights and Privacy Act (FERPA). FERPA grants parents the right to view their child's records and protects all student information from disclosure to a third party.

## **PARENT GUIDELINES FOR TAKING PHOTOGRAPHS AT SCHOOL & SCHOOL-SPONSORED EVENTS/ACTIVITIES.**

We believe that, subject to the reasonable limitations set out below, taking photographs of children is part of school and family life and we are happy for families to take photographs and video of their children for their own private use. We also believe that parents have important rights to determine how and where images of their children are used, and we are committed to respecting them. In furtherance of this commitment, the following measures should be adopted by all those taking photographs and video of children at school or a school-sponsored event/activity:

- it should not be possible to identify any student appearing in a photograph from any text associated with the photograph (e.g., a caption or comment) unless consent has been given by parents of the student and is based on a full understanding of the context.
- even where there is no text identifying the student appearing in the photograph or video, if it is to appear in a high-profile location (e.g., on social media or a website) then specific and active consent from the student's parent must be obtained first. Parent consent is required for all students appearing in the image, including students identifiable in the background of a photo or video.

When an image has been captured and published by someone other than a school employee or for a purpose not affiliated with school, parents will need to make any objections to the individual who has published the image, and not the school.

## **CUSTODY POLICY**

Non-custodial parents have the right to information regarding student's progress unless a current court order states otherwise. St. Mary requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

## **SCOUTS**

Scouting programs begin as young as kindergarten and extend through the high school years offering youngsters a chance to grow and explore under the guidance of generous and skilled adults.

## **ATHLETICS**

All parents are encouraged to join the St. Mary Athletic Commission (SMAC), which coordinates a comprehensive, quality sports program for the children of St. Mary School and Parish. Nearly 80% of the students at St. Mary participate in at least one sport during the school year. Parents help coach soccer, basketball, football, volleyball, track, baseball, softball, and cheerleading. Various fund-raising activities offset the cost for uniforms, equipment, league fees, outside gym rental, etc. SMAC strives to keep athletic fees at an affordable level so that all children can participate in sports. If registration fees might prevent a child from taking part in a sport, parents are encouraged to contact SMAC for special arrangements.

St. Mary School students may opt to participate in Ski Club and Golf Club if there is student interest and parent organizational support.

A student who is suspended from school will not be allowed to participate in athletics at St. Mary during such suspension. The suspended student will not be allowed to begin participating in St. Mary sports until the date that he/she is eligible to start school after the suspension.

When a student is participating in an extracurricular activity, including but not limited to After School Care, Scouts, Fine Arts Activities, Student Council, etc., during after school hours, he or she is expected to be respectful and behave as a student is expected to behave. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

## **BIRTHDAY CELEBRATIONS**

We hope to share in the celebration of children's birthdays. If allowable, we do require nut free treats and strongly encourage small portions. Invitations to private parties are not to be issued or distributed at school and private or select celebrations at lunch or recess may not be held at school. Birthdays are recognized each morning over the announcements and students may visit the office for a birthday treat from the principal.

## **STUDENT PARTIES**

St. Mary School will not encourage, sponsor, or be responsible in any way for parties, dances, or social gatherings held for students after school hours on or off parish premises. Nor will the school administration or teachers become involved in disciplinary actions or financial obligations of such gatherings.

## **LOST AND FOUND**

The lost and found is in the back of the school cafeteria.

## **CAFETERIA AND LUNCH PROGRAM**

St. Mary School hopes to offer students the option of a healthy hot lunch. Parents set up a pre-pay account online to monitor their child/children's cafeteria account balance. Any purchases made may only be done with an account that is current. At the beginning of the school year, information will be sent home to anyone requesting our own reduced-price lunch program based on financial need.

## **VISITORS**

St. Mary School welcomes our graduates who wish to visit former teachers. Other student visitors are not permitted during the school day.

## **BUILDING SECURITY**

The school building will be locked during school hours. Parents and guests are to enter through the front doors on Erie. Please ring the bell and you will be "buzzed" in. All visitors must sign in and out at the front office. A visitor's tag should be worn. All volunteers must comply with the Archdiocesan Decree on Childhood Protection. This includes having completed SafeParish registration and being current on quarterly SafeParish video bulletins and a completed online background check. Certification will be issued by the Archdiocese. Parents will be permitted into the school building after 10:00 am or by appointment.

We highly discourage dropping off forgotten lunches/papers etc. We can manage an occasional item to be delivered to your child. Forgotten items will be dropped off in-side the front door of the school on the ledge to your right. Please have the item marked with your child's name and homeroom. Items will be delivered to the student at an appropriate and convenient time.

## **SCHOOL SAFETY ISSUES**

Adult crossing guards are stationed at the intersections of Shady Lane and Erie; and Monteith and Observatory.

- Traffic flows one-way, from north to south, on Shady Lane. During noon recess and afternoon pick-up, Shady Lane is barricaded for the children's safety. Cars should never drive around or move these barricades.
- No vehicle may enter or exit the playground and parking is prohibited when children are present.
- School buses load and unload along Erie Avenue in front of the school. Cars are not permitted to park in front of school on Erie Avenue between 3:15 and 4:15 PM.
- Children are directed to always show respect and obedience to the crossing guards and teachers on duty and to go home promptly after dismissal. Caution should be used by both parents and children when dropping off or picking up at school. If a student misses a bus or ride, he/she must report immediately to the school office.
- Students are not permitted to leave the school grounds once they arrive at school for the day, during class time, recess, or before class begins. Field trips and Electives classes require parent permission before students may leave school grounds.

## **SOCIAL MEDIA**

St. Mary reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved photos or statements pertaining to school or school events.

## **TECHNOLOGY**

Use of the internet at St. Mary is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While St. Mary attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with St. Mary policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

## **TUITION AND FEES FOR 2024-2025**

Grades K-8 - \$7450.00

Tuition for St. Mary is set every year after deliberations by the Finance Commission of St. Mary Parish.

## **TUITION COLLECTION PROCEDURE**

St. Mary School has partnered with FACTS Management Company to manage tuition payments. Your initial Invoice (Tuition Account Invoice) from FACTS Management Company will list your total tuition due and some classroom fees for the upcoming school year along with instructions on how to create an online FACTS account and enroll in a payment plan. Go to <https://online.factsmgt.com> to learn more about managing your tuition.

Students may not be in class at the start of a new trimester if tuition is in arrears. Report cards and records will be held until all financial obligations are met.

## **FINANCIAL AID**

Active In-Parish Families are eligible for a \$1250.00 scholarship. Families also may complete the Financial Aid form through FACTS Tuition Management at the time of registration.

## **OHIO EDCHOICE PROGRAM PARTICIPATION**

The Ohio Educational Choice Scholarship (EdChoice) Program is administered by the Ohio Department of Education and St. Mary School is a participating private school. With participation comes the need to comply with all program policies and procedures required by the state as outlined in the Ohio Educational Choice Scholarship Program, Policy, and Procedure Manual, available at: <https://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program>.

## **SCHOOL UNIFORM CODE**

Parent/Guardian cooperation to enforce the dress code is essential. Parents/Guardians should be aware of appropriate apparel and overall appearance and should see that their children leave for school looking their best within modest limits.

- All students are expected to always dress neatly and appropriately – even on out-of-uniform days. Neat and appropriate appearance includes, but is not limited to cleanliness, good repair, free from holes, size of clothes and modesty, as well as logos, graphics or messages printed on clothes.
- Uniform shorts/skorts and skirts must be modest in length, no higher than 4" above the knee. Skirts must be 4 inches to knee. Anything shorter will require leggings to be worn underneath. Out-of-uniform shorts and skirts must have a 5-inch inseam or longer. Uniform and out-of-uniform slacks, shorts and skirts may not hang below the waist or be rolled at the waist. Undergarments and midriffs may not show at any time.
- For health and safety, socks or tights are to be worn. Girls may wear white, navy, or black ankle/athletic socks, white, black, or navy opaque tights, or white knee socks. Footless tights may be worn. Boys may wear white, navy, or black ankle/athletic socks or dress socks. Shoes with low heels and closed toes must be always worn.



Sandals, cros, and clogs are not allowed. Boots may be worn beginning on November 1 but not after April 1 of a school year.

- Girls will wear the uniform plaid jumper (K-5) or skirt/skorts (Grades 6, 7, 8). Socks, tights, and leggings worn under the uniform must be white, navy blue or black. Pants may not be worn under the uniform during the school day.
- Uniform pants worn by male and female students must be navy blue (Grades 6-8) or khaki (Grades K-8) DRESS PANTS with NO rivets or patch pockets. Capri pants, yoga pants, and stretch knit pants are not permitted. Jeans, any style, are prohibited.
- Navy blue (Grades 6-8) or khaki (Grades K-8) DRESS SHORTS are acceptable before Nov 1, after April 1, or in 70 degree or higher weather.
- Navy uniform shirts worn by female students in Grades K-5 are dress shirts or one of the approved soft knit shirts with a St. Mary logo. Navy Shirts can only be worn with khaki color pants/shorts (or the uniform jumper.) These soft knit shirts must have the SMS logo and can be purchased through Lands' End. Junior High girls wear green uniform shirts purchased through Lands' End.
- Navy uniform shirts are worn by male students in Grades K-5 and approved soft knit shirts with a St. Mary logo. Navy Shirts can only be worn with khaki color pants/shorts. These soft knit shirts can be purchased through Lands' End and have the SMS logo. Junior High males wear uniform shirts purchased through Lands' end. Shirts are to be always tucked in.
- Uniform fleece vests or half-zip tops may be worn in place of a sweater or sweatshirt. These may be purchased through Lands' End and have the St. Mary School logo. All students may wear navy. Junior High students may wear dark green. A uniform shirt must be worn under the fleece.
- Uniform sweatshirts must be one of the approved uniform sweatshirts with the St. Mary logo, NOT a "Spirit Wear" or "Cougar Gear" sweatshirt. Sweaters must be plain navy-blue cardigan style with no hood, decorations, or ruffles. The logo is not required; if any monogram is to adorn the sweater it is to be SMS or St. Mary School stitched in white. A uniform shirt must be worn under the uniform sweatshirt/sweater. White turtleneck sweaters may be worn UNDER the required uniform shirts. T-shirts worn under the uniform shirt must be plain white and no graphics may show through.
- Both boys and girls must wear a belt with shorts or pants in Grades 3-8.
- Hair styles for boys and girls are to be neat and well kept. Hair must not cover the eyes.
- Make up is to be modest and natural and may be worn by Junior High girls only.
- Jewelry is to be minimal and modest. Earrings should be no larger than a dime. Large hoops or dangling earrings are prohibited. Body piercing and tattoos are not permitted.
- Hats or scarves may not be worn inside the school building except for special occasions or principal approval

**ON P.E. DAYS** all students must wear gym shoes. Shorts, slacks, or sweatpants must be worn.

### **SPIRIT WEAR DAYS**

Once a month, and on other special days which will be announced, Spirit Wear, Cougar Gear and sports uniforms may be worn. Students may wear a designated shirt in place of the uniform shirt. Pajama pants may not be worn. Sweatpants, jeans, or leggings may be worn on either Spirit Days or out-of-uniform days. Spirit Wear and Cougar Gear will be available for purchase at St. Mary School.

### **OUT of UNIFORM DAYS**

Students must observe school guidelines for clean, neat, and modest attire when they are "out of uniform." Some examples of current fashion trends which are NOT acceptable include but are not limited to waistbands hanging low on the hips, writing on the rear, tank tops or camisoles with spaghetti straps, any clothing that reveals undergarments or midriiffs and basketball shirts without a shirt underneath. Shorts are acceptable before Nov 1, after April 1, or in 70 degree or higher weather. If shorts are worn, they must have at least a 5-inch inseam. Parents will be called to bring appropriate clothing to students who fail to follow this policy or students will have to wear a uniform from the uniform exchange.

Teachers may ask students to remove or change anything that they find distracting or disturbing to others. Parents are notified if students repeatedly disregard the school's dress code. Students will receive a DT and be restricted from attending classes until they change into proper dress.

For out of uniform days, all uniform rules about modesty and fit still apply. No midriff, sleeveless, or revealing clothing, etc. Clothing that promotes alcohol, drugs, violence, or political position is not permitted.

## APPENDICES

Appendix A	<a href="#"><u>Accident Injury Form</u></a>
Appendix B	<a href="#"><u>Archdiocesan Policy for Youth Activities/Permission Form</u></a>
Appendix C	<a href="#"><u>Asthma Inhaler Form for Self-administration</u></a>
Appendix D	<a href="#"><u>Decree on Child Protection</u></a>
Appendix E	<a href="#"><u>Emergency Medical Authorization Form</u></a>
Appendix F	<a href="#"><u>Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector</u></a>
Appendix G	<a href="#"><u>Parent/Guardian Request for Administration of Medication</u></a>
Appendix H	<a href="#"><u>Physician Request for Administration of Medication</u></a>
Appendix I	<a href="#"><u>Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector</u></a>
Appendix J	<a href="#"><u>Responsible Use of Technology</u></a>
Appendix K	<a href="#"><u>School Calendar</u></a>
Appendix L	<a href="#"><u>Social Media Policy and Media Release Form</u></a>
Appendix M	<a href="#"><u>Tuition Information and Forms</u></a>
Appendix N	<a href="#"><u>Volunteer Confidentiality Form</u></a>

Rev. 03/30/2025

PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE

I/We hereby affirm that I have read the Family Handbook. I/we certify that I/we consent to and will follow all policies and procedures of the school, including everything contained in the St. Mary Family Handbook.

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Parent/Guardian Signature and Date

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Parent/Guardian Signature and Date

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Student Signature and Date

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