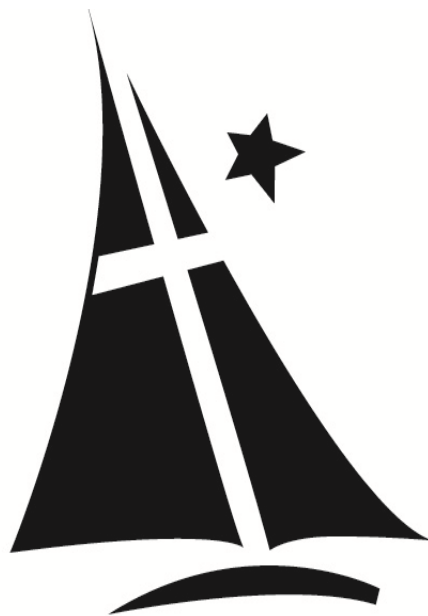


# **ST. MARY SCHOOL**

## **Student/Family Handbook**

**2018-2019**



**5450 Ohio St. Vermilion, OH 44089**

**Phone: 440 967-7911 Fax 440 967-8287**

**Website – [www.stmaryschoolvermilion.org](http://www.stmaryschoolvermilion.org)**

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**St. Mary School Faculty and Staff Roster**  
**2018-2019**

<i>Pastor</i>	Fr. Ron Brickner
<i>Principal</i>	Mrs. Barb Bialko
<i>Secretary</i>	Mrs. Joan Lima
<i>Kindergarten</i>	Miss Stephanie Mayer
<i>1<sup>st</sup> Grade</i>	Mrs. Kristine Duke
<i>2<sup>nd</sup> Grade</i>	Miss Megan Skelton
<i>3<sup>rd</sup> Grade</i>	Mrs. Birgit Fada
<i>4<sup>th</sup> Grade</i>	Mrs. Maggie Standen
<i>5<sup>th</sup>/6<sup>th</sup> Grades</i>	Mrs. Kris Livengood
<i>STEM/ Comp.</i>	Mrs. Michelle Robinson
<i>Phys. Ed.</i>	Mr. Josh Huber
<i>School Aides</i>	Mrs. Anita Kalzewski and Mrs. Mary Lou Oster
<i>Intervention Specialist</i>	Mrs. Catherine Starwalt
<i>Speech Therapist</i>	Mrs. Laura Moyer
<i>Preschool Teacher 4's</i>	Mrs. Christine Fenik
<i>Preschool Teacher 3's.</i>	Mrs. Becky Herchler
<i>Enrichment Teacher</i>	Miss Stephanie Bores
<i>Preschool Aides</i>	Mrs. Peg Thomas, Mr. Justin Hughes
<i>Art</i>	Mrs. Cindy Weeks
<i>Music</i>	Mrs. Kaye Nickoloff
<i>Band</i>	Mrs. Dianne Tucker
<i>Before/aftercare</i>	Mrs. Weeks, Mrs. Gray
<i>Cafeteria Mgr.</i>	Mrs. Sharon Fetsic
<i>Cafeteria/ Playground Monitors</i>	Mrs. Mary Lou Oster, Mrs. Jennifer Walts, Mr. Justin Hughes, Ms. Sharon Bunnell
<i>Maintenance</i>	Mr. Steve Stumphauzer
<i>Library Volunteers</i>	Mrs. Linda Kozar, Mrs. Ginny Fear, Mrs. Jean Butler, Justin Hughes

# **St. Mary School -Vermilion, Ohio**

## **Student/ Family Handbook**

### **INTRODUCTION**

*This handbook has been compiled to inform the St. Mary School Family the philosophy, policies and procedures for St. Mary School. The school's goal is to work collaboratively with families to provide students with a spiritual and academic experience that encourages and supports student growth, development and success.*

### **Faculty and Staff Commitment Credo**

*As Catholic School Educators,*

- *We believe our Catholic school is not only a school, but a community of Faith;*
- *We believe those entrusted to us are not only students, but children of God;*
- *We believe we are not only educators, but Ministers of the Gospel;*
- *We believe the values we teach are not only character development, but a call to Holiness;*
- *We believe our courses of study are not only academic pursuits, but a search for Truth;*
- *We believe the purpose of education is not only for personal gain and the development of society, but for the transformation of the world.*

Diocese of Toledo

# St. Mary School Mission

## Statement



St. Mary School, inspired by our patroness is a Christ-centered, nurturing learning environment dedicated to academic excellence and educating the whole child.

We are committed to:

- *Answering Our Lady's call to work for peace*
- *Giving service to others,*
- *Living the Gospel*
- *And being stewards of God's creation.*

*Revised 2017-2018*



# *St. Mary School*

## *Statement of Beliefs*

### *We believe...*

- 1. Students are first priority at St. Mary School.*
- 2. Challenging students in all life areas is a stimulus to growth and development.*
- 3. St. Mary students are preparing to be lifelong learners.*
- 4. All students will develop to become mindful, self-reliant, productive citizens.*
- 5. All are called to be disciples of Christ and serve as role models to others.*
- 6. All are called to give service and respect life.*
- 7. Children need a safe, compassionate and nurturing learning environment.*
- 8. All students should have the option of a Catholic education regardless of financial status, health, or learning impairment, ethnicity, race or religion.*
- 9. Social justice is important in developing and educating students in moral decision making.*
- 10. Mass attendance and participation in parish community life is important.*
- 11. Students will possess the basic skills and fundamentals of learning including an appreciation of the fine arts, and a responsible use of modern technologies.*
- 12. Stewardship is a means of supporting the future of our faith.*

*Revised 2017-2018*

## ***ADMISSION and NON-DISCRIMINATION POLICY***

*“In accordance with Christian principles St. Mary School recruits and admits students of any gender, race, color or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers and extracurricular activities. In addition, the school is not intended to be an alternative to court administrated, agency ordered, or public school district initiated, desegregation.”*

### **Registration Schedule**

**School registration begins in February.** Announcement of registration is published in the church bulletin, school newsletter, and local newspaper. In the event that a waiting list is needed, preference for admission will be given in the following order to those who have officially registered and completed their registration forms:

1. Current students
2. Siblings of current or former students
3. Children of Parishioners, in the order in which they call the school to be placed on a waiting list.
4. Children of non-parishioners are on a first come first serve basis with a paid registration.

*\*To ensure quality education to each student, St. Mary School reserves the right to limit the number of students and administer academic testing prior to acceptance and registration to St. Mary School.*

### **Kindergarten Registration**

- Students must be **5 years-old by September 30<sup>th</sup>**
- Prospective students are requested to complete the **kindergarten screening** process in the Spring. Registered families will be notified of this date.
- State law requires schools to keep on file a copy of each **child’s immunization records**. A record of immunization must be on file at the school before a child attends school. *\*Parents who do not believe in immunizing their child must submit a letter stating to that effect each year.*
- A copy of a child’s **birth certificate and baptismal certificate**, if not baptized at St. Mary’ is required before a student begins school.
- A copy of most current legal custody documents if applicable is to be on file in school office.

### **Annual Tuition for 2018-2019**

- **Parishioner rate for K to Grade 6: \$2,840.00 per student**
- **Non-parishioner rate for K to Grade 6: \$3,640.00 per student**
- **Family rates are available for parishioner and non-parishioners.**

### **Registration**

Registration is \$100 and non-refundable. Registration is not included in tuition.

**The family registration fee for K through Grade 6 is \$100.00 or \$150 after May 1<sup>st</sup>.**

### **Method of Payment**

All tuition is paid through the use of the FACTS Payment Plan *unless* full payment is made by Sept. 30 before school begins.

**All financial obligations are expected to be met by July 30 in order to close out the school financial year.**

### **Tuition Assistance**

Tuition assistance is available through several options. The state of Ohio provides assistance or scholarships to non-public schools with specific criteria. The following are state scholarships that St. Mary School is registered for.

**1. Jon Peterson Scholarship** – for students with learning disabilities or other health impairments. Students must be on an IEP or Service Plan to qualify for acceptance.

**2. Ed Choice Scholarship** – is available for students who live in a school district that is designated as a “lower-rated” public school.

**3. Ed Choice Expansion Scholarship** – is available for families who qualify within the federal poverty guidelines. Typically families that qualify for free or reduced lunches are usually eligible. This scholarship is limited to students in grades K, 1, 2, 3, 4 and 5.

**St. Mary Parish Scholarships** are available for students in grades K through 6. Families must complete the FACTS ASSISTANCE Form which can be accessed on the school website, [www.stmaryschoolvermilion.org](http://www.stmaryschoolvermilion.org). This scholarship fund is made available through an annual fundraiser and donations.

### **Student Transfer Policy to St. Mary School**

Students transferring from another school are welcome at St. Mary School. It is our hope that parents who are transferring their children from another school to St. Mary School are aware of our mission statement and making a commitment that will last throughout the student’s elementary years. There are many legitimate reasons for transferring a student from one school to another, some which serve the parent, others which serve the student. The good of the school must also be considered. A transfer made by the parent for the good of the student which involves a long-term commitment to the school will result in the most productive educational partnership. Such transfers may be done on a probationary basis.

### **Withdrawal Policy**

- A parent or legal guardian must sign a release of information form when withdrawing a student.
- Records will not be released until outstanding debts have been honored.
- Students who are changing schools at the end of the school year must file the appropriate form by **May 30<sup>th</sup> in order to have records released in June.**

### **Daily Schedule**

#### **Grades K-6**

8:15- 8:30	Student arrival
8:30- 8:35	Student quiet time, prepare for class, lunch count, seat work,
8:35- 8:45	Prayer and Pledge of Allegiance (Mondays school meets outside in the Mary Reflection
8:45	Classes begin)
11:30 -12:15	Lunch and recess Grades 3-6
12:15- 1:00	Lunch and recess Grades K-2
3:10- 3:15	Prayer and dismissal



### Tardiness

A student is tardy if he or she is not in the classroom for the opening exercises at 8:30 a.m. Tardiness is recorded on the teacher's attendance sheet, on the student's report card and on the permanent record card. Being on time is important. **Excessive tardiness becomes an academic and character development problem. Parents will be notified to discuss the problem.**

Students arriving late must go to the school office to "report in." Students must also be "signed-out" when leaving for any reason.

### Truancy

In the event that a student accrues 10 days of absence within a school year without permission from a doctor, parents will receive a notice of excessive absenteeism. At fifteen days of absence, a conference will be held with the student, parents and principal.

### Excused Absences

Children with severe colds, coughs, contagious diseases, or other signs of illness should be kept at home. This insures the wellbeing of other students and saves the school time of contacting parents and the parents transporting the student home.

- If a child is absent, a parent must call the school by 9:30 a.m. to give notification of the absence.
- A note is to be sent the day the child returns to school.
- A child is considered absent for ½ day if the child arrives after 10:15 a.m. or leaves before 1:15 p.m.
- If a child is sick for five consecutive days or more, a doctor's excuse is required before the child can return to school.
- Families whose children suffer from a chronic health condition and miss school frequently must submit a physician's letter excusing the student from an absence record of more than 10 days **signed by their physician.**

### Unexcused Absences/ Vacations during School

If parents complete the "*Application for a Personal Convenience Absence*" and the student fulfills the requirements for missed work and tests, the student will not be considered truant.

Due to the possibility of a change in teacher plans, school work **WILL NOT** be provided before the student takes the personal convenience absence. By the end of the second day that the student returns to class, he or she must have made arrangements for taking any missed tests or completing any missed assignments. **All incomplete work must be made-up within seven days of the student's return.** It is the responsibility of the parents to inform each teacher of the planned absence and the parents and students responsibility to get the required assignments when the student returns to class. The form for personal convenience absence can be requested from the school secretary.

**Note:** *Vacations are discouraged when classes are in session. If a parent finds it necessary to take a vacation during school time, please be mindful that assignments are designed to reinforce learning and are made after instruction that is hands on or part of discussions. It is difficult for a child to complete many assignments without the benefit of these in-class learning experiences.*

*Parents are encouraged and cautioned to weigh the situation in light of the burden it places on the child.*

### **Appointments**

- Students are encouraged to attend school regularly and for the complete day. Special appointments during the school day are sometimes unavoidable. A prior phone call and/ or note from a parent to the office is needed so the child can be ready at the designated time.
- An adult must pick students up in the office and sign them out.
- If the student returns, they must be signed back in at the office.

### **EMERGENCY CLOSING**

St. Mary School uses an instant alert system that signals a phone call to inform families that school will be closed. School emergency closings will also be posted on the local television stations. This notification method will be primarily used for school closings due to weather. This is **NOT** part of the Vermilion school alert system. When weather threatens the safe arrival of students, St. Mary School will abide by the decision of Vermilion Public Schools for weather related emergency closings and delays. St. Mary School will remain open if Vermilion Public School closes for reasons other than weather.

### **TRANSPORTATION**

#### **Bus**

For those eligible, bus transportation is provided by the Vermilion Schools, Firelands, and Berlin-Milan. To make arrangements please call Vermilion: 204-1700 ext-#141

Firelands: 965-4105

Berlin Milan: 419-499-4652

- Bus riders enter and exit the Ohio Street door.

#### **Car Riders**

Car riders are to be dropped off and picked up on the playground on the North side of the school. Please obtain an Ohio Family tag to display on the rearview mirror. You may need several if more than one vehicle is used to pick up your children.

#### **Bike Riders/ Walkers**

Walkers and bike riders are released on the corner of Exchange and Ohio Streets. Students must wear a helmet to ride their bikes.

#### **Arrival**

- Students arriving by bus before 8:15 must wait in the church Gathering Space.
- Students are expected to wait quietly until the bell rings.
- Students who walk to school or are dropped off should not arrive at school before 8:15 a.m.
- Once a student is on school premises, **he or she may not leave without permission of the principal or authorized personnel.**

## **Dismissal**

Students who are **car riders** must remain in the car line until they are called or given permission to walk to their ride.

Students are not permitted to walk alone across the parking lot to cars parked outside the pick-up area. Parents who park outside the pick-up area are required to come into the office and escort their children to their vehicle.

**Bus riders** will be dismissed at the South entrance on Ohio Street.

## **ST. MARY SCHOOL UNIFORM & DRESS CODE**

All school uniform clothing should be purchased from **Schoolbelle's**. The Schoolbelle's Company provides consistency in quality and the reliability that we seek in a school uniform. They will also replace clothing that becomes torn from wear. Schoolbelle's also provides clothing at value pricing. Clothing purchased from other retailers must follow the uniform criteria that resemble Schoolbelle's. Please use the School belle's brochure to verify specific details. **The St. Mary School code is S1131.** Phone: 1 – 888-637-3037.

Email: [www.schoolbelles.com](http://www.schoolbelles.com)

### **Shirt (Boys and Girls) K to 6**

**Shirt Colors:** *white, light blue, navy blue*

#### **4 Shirt Types:**

1. **Knit polo shirts** with 2 or 3 button placket and collar, long or short sleeve
2. **Girls** may wear white **waist-banded polo** from Schoolbelles with school logo. No belt needed if wearing banded polo, **WHITE ONLY**
3. **Turtlenecks**, long sleeved
4. Tailored, button-down **oxford shirts** with collar, long or short sleeve, **WHITE ONLY**
5. Girls in grades K, 1 and 2 may wear rounded collar blouses from Schoolbelles **WHITE ONLY**.



### **Sweaters: Pullover or Cardigan and Fleece from SCHOOLBELLES**

*Any pullover or cardigan sweater in colors: navy or white solid – All grades*



**Fleece Zip Cardigans and Sweatshirt Pullovers from SCHOOLBELLES** in navy **only**; See uniform brochure for options

**Only WHITE** knit shirts, turtlenecks, or oxford shirts may be worn under sweaters and sweatshirts. A shirt must be worn underneath a sweater or sweatshirt.

### **NOT PERMITTED:**

- Hoodies with **REGULAR UNIFORM**. Spirit wear hoodies is permitted to be worn on **GYM DAYS ONLY**.
- No shrug type sweaters
- **ONLY SCHOOLBELLE FLEECE** or sweater zip or pullover cardigans are permitted to be worn with uniform. **MUST HAVE SCHOOL LOGO**.

**Schoolbelle Plaid Jumpers** – Girls only in grades K, 1, & 2

- Only **WHITE** blouses underneath jumpers.
- All jumper lengths must be no higher than 2 to 3 inches above the knee.
- *See jumper options in Schoolbelle brochure Code #S1131*

**Schoolbelle Plaid Skirts/Skorts** – Girls only in grades 2, 3, 4, 5 & 6

- *Schoolbelle plaid skirts and skorts for St. Mary School code #1131*
- *All skirt lengths must be no higher than 2 to 3 inches above the knee.*

**Leggings**

*Ankle length leggings may be worn under skirts and jumpers. They are to be of a fabric that is NOT SHINY in appearance. Follow the Schoolbelle option available.*

**Pants/ Shorts**

- *Belted, uniform dress trousers or corduroys in navy or khaki*
- *Belted, uniform walking shorts (no short shorts) in navy or khaki*
- *NO bell bottoms or cargo pant or shorts; No pants or shorts with patch pockets, zippers; No capri shorts*

**Belts**

- *Conservative belts in brown, black, or navy*
- *NO decorative buckles, rivets or medallion type buckles with logos/pictures*
- *Girls wearing banded polo shirts need not wear a belt.*

**Shoes**

*Shoes are to be “conservative” and functional for physical activity. Certain shoes are more conducive for recess activity and safety which is why some shoes are not permitted. They may be gym shoes or leather with the limitation listed below.*

**SHOES PERMITTED:**

TYPE: gym shoes, Maryjane (shoe with a strap), saddle shoes, leather tie or loafer-type slip-ons

COLOR: SOLID COLORS in brown, black, navy, white, tan, grey

*\*A small logo like a Nike swoosh, a strip is or small details in another color is permitted.*

**SHOES NOT PERMITTED:**

TYPE: hightops (anything covering the ankle), boots, ballet slipper-type, sandals cros or clogs, light-up, with wheels, glittered décor, shoes with any characters or superheros

COLOR: pink, purple, green, blue, yellow, orange, red, gold or silver, patterned, multicolor, glittered

*\*If a tie shoe is worn, the shoe laces may not be any of the colors listed above.*

**Socks**

- Girls: tights in navy, white or black, knee socks, or ankle length socks **in solid white, black, or navy.** NO SHORT SPORT SOCKS. SOCKS MUST COVER THE ANKLE BONE.
- Boys: crew socks, solid white or to match pants ( black, brown, navy or khaki) NO SHORT SPORT SOCKS. SOCKS MUST COVER THE ANKLE BONE.

## **Gym Uniform**

*Students must wear gym uniform on gym day and wear it all day with gym shoes. Shoes must comply with the colors listed above.*

*Gym uniform consists of a navy or gray, short or long sleeve t-shirt with the school logo which must be purchased from Schoolbelles. Athletic navy shorts or pants must be worn with t-shirt which can also be purchased from Schoolbelles. (See uniform brochure for other options.) Shorts must be appropriate length. NO short shorts.*

*St. Mary Spirit Sweatshirts may be worn with gym uniform.*

## **Additional Information**

- *Any clothing not purchased from Schoolbelle's should conform to the uniform policies of the school regarding styles, and colors.*
- ***Hair:** NO dyed or color treated hair. Hair should be worn or styled in a way that is not covering the eyes. Boys' hair may not cover the collar, ears or be falling in the eyes or worn in a way that is distracting to others. Extreme trendy styles are not permitted for boys or girls, i.e. Mohawk*
- *No tattoos or piercings other than ear. NO make-up; clear nail polish only; single ear-piercing; NO dangling earrings; NO glitter; jewelry should be kept to a minimum.*
- ***Non-uniform sweatshirts, jackets or coats MAY NOT be worn in classrooms during school hours.***

## **Dress-up Day Attire**

Students are encouraged to wear MODEST clothing in length and style.

Girls may wear dresses, skirts or dress pants. Skirts and dresses should not be shorter than 2 inches above the knee. Tops and pants must not reveal back, midriff or underclothing at any time including standing and sitting. NO JEANS, jeggings, leggings only if a dress is worn with the leggings or tight form fitting pants.

Boys must wear dress pants with belt. **JEANS or athletic wear such as sweat pants ARE NOT permitted on these days.** A collared dress shirt is encouraged. Ties are optional. Sweaters may also be worn over a dress shirt. If students do not wish to dress up, then the student must wear their uniform clothing.

## **Dress-down Day Attire**

Students occasionally have the privilege of dressing down. Students may wear jeans or casual pants that are not "too low riding" or can be concealed by a long top. Midriff skin or undergarments should not be visible when a student stands or sits. NO Flip flop sandals. No thin straps, tank, off the shoulder or halter type tops. Clothing should be neat, clean and without holes or tears. No Athletic wear such as sweatpants or athletic shorts.

No SHORT shorts. Shorts must be 2 inches from knee or longer during warm weather.

## **Birthday "DRESS DOWN" Privilege**

Students may dress down on their birthday or other celebrated day according to the "dress-down" guidelines.

## ACADEMIC INFORMATION

### Academic Standards

The individual needs of each child are the framework around which St. Mary's educational structure is built. The curriculum is based on the Toledo Diocesan Courses of Study issued by the Superintendent of Catholic Schools, in cooperation with Diocesan Educational Consultants and representative faculty members of Diocesan schools. It is also based on the current Ohio State and National Core Standards. The guidelines prescribe concepts to be taught in each grade. The curriculum meets and exceeds the standards set by the State of Ohio.

### State Accreditation

St. Mary School is fully accredited by the State of Ohio. The school sets two goals for improvement which is approved by the state. The school works to make progress in these goals and must demonstrate progress in five years. Each five year cycle the school identifies weaknesses and creates a new school improvement plan based on gathered data from surveys and test scores.

### Academic Assistance/ Tutor/ Individualized Service Plan

Parents may refer students for an evaluation if there is a suspicion that a student may be learning disabled, or impaired in a way that prevents a student from learning at the appropriate level. After a conference with the parents, teachers and public school representatives, a decision will be made to determine if an evaluation is needed. Evaluations are processed through the Vermilion School District. If a student qualifies for services after an evaluation has been made, a service plan may be implemented with parental consent.

### Tutoring

Teachers may refer students for academic assistance to re-teach, or remediate on an intermittent basis. Parents will be informed if this is a consistent intervention strategy necessary for student success.

### Religious Education

**With Parents as primary educators, it is presumed that parents will bring their children to the weekly Sunday celebration of Mass as part of the formation as Christians and Catholics.**

All students are expected to fully participate in Religion classes and other religious activities. Non-Catholic students are not required to be involved with the extra Sacramental programs or the reception of the Sacraments. During the course of the school year each class is responsible for liturgy along with the liturgical director.

#### ***Worship: Attendance and Participation at Mass***

*All students in grades K to 6 attend the school Masses each week. Kindergarten students attend on a gradual basis as they are instructed about the importance of Mass*

#### ***Sacramental Preparation: Reconciliation and Eucharist (Gr. 2)***

*This is a family activity. Parents will be notified of meetings regarding the sacraments that address the meaning of the Sacrament and the method of relating the meaning to your child. Study of the sacraments is done in the classroom also.*

#### ***Daily Prayer: Daily prayer is priority at St. Mary School. Each***

*school day begins and ends with the class praying together, along with meal prayers at noon.*

#### ***Prayer Services/ Religious Activities***

*During the seasons of Lent and Advent, the school conducts weekly prayer services. Prayer services are also held for other occasions. The students pray the rosary during October, the month of the rosary.*

### Service

In living out the Gospel, the school organizes activities that involve student participation to give service to others. We feel it is an important part of a student's education to learn how to give to others. Some activities are mission collections, food collection, and special activities to help others particularly during the holiday seasons. Students visit the nursing homes and make crafts for the elderly. They also make cards for our servicemen.

### Assessments

- Religion Competency Tests (A.C.R.E.) for Grade 5.
- MAP Test administered to grades K to 6 in Spring and Fall.
- Ohio State Test for students on Ohio Scholarships

### Homework

The purpose of individual assignments for home is to strengthen and reinforce the student's grasp of material and skills that are presented in class. Homework trains students to develop independent study habits which are important to the learning process.

### Promotion

Promotion of pupils from one grade to another is dependent upon continuous progress made in learning and completing the academic standards for each grade. The principal, with consultation of the teacher has the right to assign pupils to grade levels. Parents should be notified and consulted in reasonable time prior to the decision when retention becomes a consideration. The right to retain a student at a certain level is dependent upon the school's judgment, thus the permission of the parents is not required. If the school decides on placement due to parental request, the principal/pastor may require that the parents request the placement in writing. In such a case, the movement to the next grade should be regarded as a transfer and not as a promotion.

### Report Cards, Interim Reports and Conferences

Interim reports (sent midway of each quarter) and quarterly report cards are meant to inform parents of their child's progress. Teachers and parents should be in communication especially if there is a concern. An "*Incomplete*" is converted to an "*F*" if it is not made up by the following grading period unless a teacher thinks circumstances warrant an extension. **Parents will meet with the teacher for the First Quarter Conferences.** Third Quarter Conferences are *optional*. If a parent chooses not to meet for an in-person conference, the parent will be contacted by the student's teacher either by phone, or in writing regarding their child's progress.

### Report Card Grading Scale

#### **Grades K and 1 use the following:**

- S+ Exceeds mastery of objective
- S Masters objective consistently
- S- Has difficulty meeting objective

#### **Grades 2 through 6 use an A - F Scale**

A=93-100 B=85-92 C= 77-84 D=70-76 F= 0-69

**ST. MARY SCHOOL DISCIPLINE POLICY**

It is necessary that an atmosphere conducive to learning be maintained in the school. Our aim is to cultivate Christian virtues of honesty, integrity, justice and charity and to assist the child in acquiring a sense of responsibility, a respect for authority and a consideration of the rights of others.

Any Parent or guardian concerned with an educational or disciplinary problem is urged to first consult with the teacher most directly involved with the situation in an attempt to resolve the problem at that level. If the matter is not resolved to the satisfaction of parent and teacher, the next step is for the parent and teacher to meet with the principal. The final recourse is a meeting with the pastor.

St. Mary School believes that each student has a right to know the actions which are considered violations of school rules. Property damage resulting from carelessness, negligence or intent on a pupil’s part will be charged to the parents. If a group is guilty, each one of the group will be required to share the expense. Corporal punishment is not a form of discipline advocated or used at St. Mary School.

**BEHAVIOR MANAGEMENT**

St. Mary School utilizes a behavior management system that is designed to discourage negative behaviors and provide consequences for unwanted or unacceptable behaviors.

**CITATIONS and DETENTIONS**

Any student who violates the rules of appropriate behavior may receive 1 Citation. Students who commit more serious offenses may receive more than one Citation as indicated on the Citation Notice. Administrators and teachers are the only persons authorized to give citations to students. For every 5 Citations, a student must serve a before school detention. Failure to be present at a scheduled Detention will result in an additional Detention.

Parents or guardians will receive a Citation Notice and/ or Detention Notice for their child if the student has demonstrated inappropriate behavior. This notice is a hard copy written notification that must be signed and returned to school.

1 Citation	5 Citations	10 Citations
<ul style="list-style-type: none"> <li>- Chewing gum or candy,</li> <li>- Conduct unbecoming of a Christian student</li> <li>- Deliberate disobedience</li> <li>- Dress Code violation_____</li> <li>- Excessive misbehavior</li> <li>- Excessive talking</li> <li>- Excessive tardiness (2 or more per week)</li> <li>- Failure to return signed paperwork</li> <li>- Inappropriate language</li> <li>- Misbehavior in church/field trips/ bus</li> <li>- Misuse of school property</li> <li>- Outside classroom w/out permission</li> <li>- Throwing any object</li> <li>- Unprepared for class</li> <li>- Disrespect towards others</li> <li>- Other_____</li> </ul>	<ul style="list-style-type: none"> <li>- Cheating</li> <li>- Damaging another student’s property</li> <li>- Damaging school property</li> <li>- Disrespect to any school personnel</li> <li>- Failure to appear for detention</li> <li>- Fighting/physical entanglements</li> <li>- Forging any document/parent signature</li> <li>- Lying to teacher or staff member</li> <li>- Profanity</li> <li>- Stealing</li> <li>- Threatens harm or injury to a person or property</li> <li>- Unauthorized or inappropriate use of technology; including cell phone</li> <li>- Verbal disrespect to a student or adult</li> <li>- Other_____</li> </ul>	<ul style="list-style-type: none"> <li>- Bullying</li> <li>- Deliberate injury to another student or adult</li> <li>- Leaving school grounds without permission</li> <li>- Physical or sexual harassment</li> <li>- Possession of matches/ignitable items</li> <li>- Other_____</li> </ul>

**Serious offenses are subject to suspension or expulsion. See Serious Offense section. Any act that is listed under the “10 Citations” may also be considered as a “Serious Offense” subject to suspension or expulsion.**



## **Behavior Policies**

Respect will be shown for people and property at all times.

1. Appropriate behavior will be observed in restrooms and all other rooms that students may have access.
2. Students are to be in the classroom before the morning bell rings.
3. Playground rules must be obeyed.
4. The following items are not permitted:

**electronic devices:** *hand held video game devices, radios, ipods, cell phones*

<i>skateboards</i>	<i>roller blades</i>	<i>hard baseballs, trading cards</i>
<i>weapons</i>	<i>guns/bullets</i>	<i>matches/lighters</i>
<i>cigarettes</i>	<i>firecracker</i>	<i>Super glue</i>
<i>water pistols</i>	<i>Silly string</i>	<i>water balloons</i>
<i>drugs</i>	<i>nails</i>	<i>sharp objects</i>
<i>knives</i>	<i>cell phones</i>	

\*\*Any items or materials of a dangerous or immoral nature

5. Students are expected to leave school when dismissed, unless special arrangements are made.
6. While moving from one area to another, students will proceed quietly.
7. Students will not leave classrooms, cafeteria, etc. without a teacher's/ supervisor's knowledge of their whereabouts.

## **Classroom Behavior**

Each teacher will conduct the classroom as best seen fit by the teacher for that particular grade level. Parents will be informed of rules at the beginning of the year. The teacher will handle offenses such as these listed below, initially. If there is no improvement, parents will be contacted for:

- Any papers to be sent home to be signed by parents and not returned within three days. This includes parent envelopes, report cards, and interim reports.
- Misbehavior in the classroom, areas of the school, church, on bus or field trips.
- Chewing gum candy, etc. without the teacher's approval.
- Excessive talking and/ or misbehavior detrimental to the teaching and learning process.
- Unprepared for class: lack of books, equipment, supplies.
- Missing assignments (class or homework)
- Copying from a book or student or supplying information to a student without permission.

## **Courtesy Code**

1. When the pastor, principal, or an adult visitor passes a student, the student will greet them.
2. The proper address is to add the person's name e.g. "Thank you, Mrs. Smith or Good Morning, Mrs. Smith." "Yah" and "huh" are not forms of response.
3. Step aside in narrow spaces and let an adult pass first.
4. Offer to help teachers or parishioners, especially if they are carrying things.
5. Make a request by using "please."
6. Say "thank you".
7. When the teacher is speaking, listen.

### **Serious Offenses**

The following serious offenses may be referred to the principal, such as:

Physical abuse/ fighting	Harassment
Continuous disruption	Bullying
Vandalism	Disrespect for authority
Threatening others	Cheating
Stealing	Forging signatures
Inappropriate use of technology	Inappropriate language

Serious violations of disciplinary standards may result in maximum sanction of suspension or expulsion for the first offense if so designated. Repeated minor violations of disciplinary standards may also result in suspension or expulsion. Depending on the seriousness of the offense, the principal may notify parents to pick up the student from school immediately.

### **Bullying**

#### **Bullying is prohibited.**

- Bullying is prohibited at school, or any place used by the school, or at a school sponsored activity.
- Bullying is prohibited through the use of technology or electronic device owned or not owned by the school if it creates a hostile environment at school for the target, infringes on the rights of the target at school and materially and substantially disrupts the education processor orderly operation of the school.

**Definition:** Bullying is harassment or intimidation through written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student has exhibited toward another student which:

- Causes physical or emotional harm to the target or damage to their property
- Places another student in reasonable fear of harm or of damage to property
- Creates a hostile environment at school for another student
- Infringes on the rights of another student at school
- Disrupts the education process or orderly operation of a school or classroom
- Is a form of retaliation meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying,
- Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or electronic communication

### **Bullying Prevention and Intervention Plan**

St. Mary School has a policy whereby bullying education for each grade level will be conducted annually and documented by each teacher.

#### **Reporting**

- St. Mary School strongly urges any student or family to report each or any incident that may appear to be an incident involving bullying by the above definition to the teacher, principal or adult in charge at the school so that a thorough investigation can be conducted. It is through this process we can best respond to and address such issues.

#### **Intervention**

- Student victims will be counseled and an intervention plan developed if necessary to support student level of comfort at school along with periodic evaluations.
- Students who have been identified as a bullying aggressor after a thorough investigation will be addressed or disciplined on a case by case basis. Possible consequences are counseling in-school or required professional counseling outside of school to educate aggressor about appropriate behaviors.

A behavior/ intervention plan may be implemented pending the severity of such behavior. Serious bullying behaviors will result in possible suspensions or expulsion.

### **School Response/ Discipline**

- Any retaliation towards a victim by an aggressor for reporting a bullying incident is grounds for automatic suspension or expulsion.
- Parents/ Guardians of the victim(s) and the aggressor(s) will be notified of any such incidents and disciplinary actions.

*\*\*This bullying policy was created based on the comprehensive plan and recommendations of the Catholic Diocese of Toledo which is also consistent with the Ohio and federal laws for the establishment of a prevention and intervention anti-bullying plan for schools.*

**\*The principal is the final resource in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.**

### **In-school Suspension**

Sometimes an *In-school Suspension* is imposed for a violation. Parents or guardians will be called before this happens, but circumstances may warrant an immediate in-school suspension. A follow-up call will be made as soon as possible if immediate action must be taken. A conference with parents/ guardians is mandatory before student returns to regular classes.

### **Suspension**

Parents will be notified prior to an outside suspension. Parents must meet with administrator and teacher before suspension is imposed. A meeting is also required with parents upon the student's return. Temporary removal from school (not to exceed five days) is given for a serious reason. After completion of the suspension, the student must:

1. Remain on probation for the rest of the school year, with automatic dismissal possible for repetition of unacceptable conduct.
2. Submit all missing outside class assignments within the same length of time of suspension.
3. Accept a zero for any test missed during the suspension.
4. Complete all long-range assignments by assigned due date.

### **Expulsion**

Students who receive an expulsion are permanently dismissed from the school. Expulsion results from a grave violation of school regulations. A conference will be held prior to an expulsion determination with student, parent and school administrators.

### **Due Process**

Some instances call for immediate suspension or expulsion. These would include but are not limited to: Acts of vandalism, possession, use or sale of illegal substances or weapons, assault or battery of a student or staff member. In these instances, an Intervention Assistance Team will consider the gravity of the situation.

Where disciplinary action is necessary, the following procedures will be followed:

1. Formal written notice of reasons for the action will be sent to the parents. Parents will also be notified by telephone in the event of immediate suspension. Notification shall include the opportunity for parent appeal, a statement of the possible consequences, and the reason for the consequences.

2. An informal hearing may be held at which the student has the opportunity to state his/her case. Since this is an informal hearing, students are not allowed counsel other than guardians or a licensed staff member.
3. The pastor may not be involved in the first hearing, but will be available for appeal and final disposition of the case.
4. In all cases the pastor remains available as counsel to the principal, teachers, parents and student and has the ultimate responsibility for expulsion.

Since St. Mary School is a private school, the school authorities reserve the right to refuse admission to any student who is judged unable to comply with school policies. They also have the right to expel a student for a grave matter. The code of conduct is enforced to uphold the rights of our faculty, students and parents.

### **Search and Seizure**

For the safety and protection of all students within their care and custody, certified staff members have the privilege to search for and seize weapons or other dangerous or illegal objects in areas such as lockers, desks, books and book bags. Anything brought onto the school premises by a student in a book bag or on their person is subject to search.

### **PLAYGROUND AND CAFETERIA**

Children who are well enough to attend school need fresh air and exercise for good study and classroom attitudes. Therefore, weather permitting the children will be outside for recess. Children should dress appropriate for the weather with hats, scarves, gloves and boots as needed. **Students are required to have an outerwear jacket if the temperature is below 50 degrees.** Children will stay indoors for recess when it is raining, or the wind chill is below 20 degrees.

During lunch period and on the playground, appropriate behavior is required. There are supervisors in charge of the playground and cafeteria. These supervisors are to be obeyed at all times. Students are informed at the beginning of the year of lunch and playground rules.

### **Lunch**

Students purchasing a lunch should bring their money in an envelope with their name grade and amount of money. Students that do not have lunch or milk money may borrow. A note will be sent home informing parents of the debt.

\*NO FAST FOOD LUNCHES or POP are permitted.

\*Micro-waving is not permitted for student lunches.

### **Bus Conduct**

Our students are transported on Vermilion and Firelands Public School buses. The students are expected to observe proper bus behavior and must obey the bus driver who is responsible for the safety of all. Students will not be released from the bus except at their scheduled bus stop.

Disorderly conduct on the bus results in a bus write-up signed by the parents and principal. Three write-ups result in a child being suspended from the bus for 3 to 5 school days. Alternate transportation must then be arranged by the parent.

### **Internet Use**

When students enroll at St. Mary School, parents and students are asked to sign an internet use agreement which infers responsible use of this educational tool. Internet is available for student use throughout the school.

### **Cell Phones**

Students are not permitted to use cell phones, pagers, beepers, etc. during the school day. In the event that a parent provides a child with a communication device to be used after school hours, the device must be turned off and stored in a secure location during the school day. Usage of a cell phone during the school day by a student may result in confiscation by a school staff member. Only a parent may come and retrieve the phone once the phone has been used during the school day.

### **Procedural Lines of Authority**

The following is the general procedure for parents to follow when a question or problem occurs:

1. Talk to the child about the problem.
2. Contact the teacher by note, phone or e-mail.
3. Arrange a personal conference with the teacher.
4. Contact the principal to discuss the problem. The principal will make arrangements for a conference with the teacher, parent and principal.
5. Contact the Pastor.

## **COMMUNICATION**

### **School Newsletters**

The school provides a monthly and weekly newsletter for St. Mary School Families that is e-mailed on Wednesdays. Other important information that cannot be sent electronically will go home on Wednesdays as well including lunch menus. The newsletters are posted on our website each week. A hard paper copy may be sent home on request.

### **Telephone Calls**

- *Contacting Teachers or Principal:* Please leave a message with the office if the teacher or principal is not immediately available. They will return your call within 24 hours.
- *Contacting Students:* Only urgent telephone messages will be delivered to students during the school day. Please honor this policy.
- *Students' use of phone:* Students may use the office phone in case of emergency and only with the permission of the teacher, principal, or secretary. Calls by children to their homes requesting forgotten books, homework, are not considered an emergency.

### **Messages**

Messages to students or staff members will be passed on by the office as soon as warranted. The office will notify the student of any changes in transportation. Please try to allow the school as much time as possible to deliver the message by calling early.

## **HEALTH and SAFETY**

### **School Nurse**

The nurse conducts student vision screening, hearing tests, updates health records, scoliosis screening and is consultant for other diagnostic and informational needs. The school nurse is available one day a week.

### **Immunizations**

The laws of the State of Ohio require that all pupils be successfully immunized against poliomyelitis, diphtheria, rubella, pertussis, tetanus, measles and mumps. A parent must give written evidence that their child meets or exceeds the minimum immunization requirements. This is usually done at first entry into St. Mary School.

### **Illness or Injuries at School**

Students injured during school hours will be treated appropriately. Any cut or wound will be washed, a bandaged applied and/or an ice pack provided if needed. If an injury appears to require more care, a parent will be contacted. For any reported head injury, whether it involves a cut or swollen area or not, we will call to inform the parent of such occurrence.

If appropriate, a parent will be notified if a child needs to be sent home or require any additional medical attention. In the event of a serious condition and the family cannot be contacted, care will be given as directed by the parent on the Emergency Medical Authorization Form. The expense of the EMS, if needed, is that of the family.

### **Sickness**

If your child is sick for 5 consecutive days or more, a doctor's excuse is required before the child can return to school. If you feel your child is too sick to participate in recess or physical education class, we must have a written note to that effect from you or your doctor. If a student has a contagious disease (i.e. head lice, chicken pox, pink eye in the contagious stage,) we request that parents inform the school. A child with a contagious disease must stay at home until they are no longer contagious to others.

### **Lice**

Students who have contracted lice must remain at home until they are "nit" free. Students must be checked by school personnel in the office before they return to class.

### **Diabetic Care Plan**

St. Mary School has on file a Diabetic Medical Management Plan in the nurse's office.

### **Administration of Medication at School**

If a child needs to take any medication at school, the medicine must be in its original container with a form from the doctor regarding administration. The parent must bring in the medicine and take it home when the treatment is complete. All medicine will be kept in the school clinic. Forms to request administration of medication at school are available in the office. These forms must be completed each year before medicine can be administered.

### **Emergency Medical Form**

All parents, according to State Law, must complete an emergency medical form and have it returned to the school within the first three weeks of each school year. It is very important that the school be informed immediately of a change in address or phone number.

### **Emergency Evacuation (fire)/ Tornado and Lockdown Drills**

St. Mary School complies with the laws of the State of Ohio that require schools to conduct emergency evacuation, tornado and lockdown drills. The school has an Emergency Operations Plan and procedures to follow should an emergency event occur.

In the event of an Emergency Closing, parents will be notified by phone when students are at school.

## **FIELD TRIPS**

Field trips are meant to be educational, enhance the curriculum and are determined appropriate for the class by the teacher and approved by the principal. **Permission slips are required to be signed by parents for each trip and the emergency medical portion of the field trip form filled out each time. Verbal permission or a handwritten note is NOT acceptable.**

**\*\* If parents or other adult are driving on a field trip, at no time should parents or drivers consume alcoholic beverages while participating in the field trip event. Drivers must also return directly to the school without stopping at any other location except for gas.**

## **PARTIES**

If a special occasion calls for some type of celebration, permission must be obtained from the Principal. In school parties are discouraged; however, exceptions are made for Christmas and Valentine's Day. A child is certainly welcome to bring a birthday treat to share or to give a birthday book to the library.

## **SCHOOL PROGRAMS**

School Programs are an integral part of the curriculum and students are expected to attend even if the performance is held in the evening.

Please contact the principal if your child cannot participate. Unexcused absences mean a failing grade for the performance for that student for that evening. If school is cancelled for the day, an evening event is also cancelled. You will be notified of a rescheduled date if necessary.

## **SCHOOL ADVISORY COUNCIL**

The School Advisory Council is an advisory body overseeing educational facilities at St. Mary's School. It is subject to such regulations that might proceed from the Ordinary of the Diocese and/ or the Diocesan Board of Education. Membership is for two years with an option for an additional two year consecutive commitment.

## **PSO/ PARISH SCHOOL ORGANIZATION**

PSO is made up of any parishioners or school parents interested in the school. Participation in this organization's activities and attendance at its meetings are a powerful expression of interest in our school. PSO sponsors many activities during the year and uses the proceeds during the year for the students. An active membership is the key to the success of the PSO and all interested individuals are encouraged to join in.

## **INFORMATION REGARDING ST. MARY SCHOOL FACULTY AND STAFF**

- Each teacher on staff holds an Ohio State License to teach.
- Trained in CPR, AED, First Aid, and Heimlich Maneuver every 2 years.
- Has passed a BCI and FBI background check
- Has received training about child abuse according the mandates established by the Toledo Diocese
- Has had religious certification and/or training regarding the Catholic faith.

## **FUNDRAISERS**

Fundraisers are an important part of our financial resources, but we try to limit the number held. The Bike-a-thon, Annual Fund and the Sixth Grade Trip fundraisers are established fundraisers each year. Fundraisers that are conducted on behalf of the school must have the permission of the school administration.

**DIOCESAN MANDATES**

Our school accepts, approves and adopts the school policies established in this year's edition of the Diocesan Principal's Handbook, except as specifically modified or extended in this School Handbook based on our local needs and circumstances. You are welcome to review the Handbook in the School Office.

**VOLUNTEER COMPLIANCE and SAFE SCHOOL POLICY**

St. Mary School abides by the Toledo Diocesan Policy regarding Safe Schools. This policy mandates that all volunteers who work with students must complete the compliance process that has been designed by the Toledo Diocese. This process includes accessing the online Virtus program and completing the background check, signing an Expectation Form and completing an online class regarding abuse. A certificate must be printed and given to the school for their files. Anyone NOT in compliance may not work with St. Mary School students at the school.



**PARENT SIGNATURE PAGE**

I have read the St. Mary School 2018-2019 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_

Parent signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent signature

\_\_\_\_\_

Date

**\*\*\*Signed form due to the school office by: Oct. 6**

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