



PARENT-STUDENT HANDBOOK

2019-2020



**St. Mary of the Immaculate Conception School
fosters Catholic values,
strives to achieve academic excellence
and develops civic pride.**

SAINT MARY of the IMMACULATE CONCEPTION SCHOOL PRAYER

Heavenly Father,

We call upon you to guide us,

Help us in our learning.

Empower us to use our talents wisely.

Strengthen us to learn and live our Catholic Faith.

Encourage us to serve the needs of others.

Thank you for giving us the Eucharist so we may be with you always.

We ask this through Christ Our Lord.

Amen.

St. Mary School

2680 Stoney Ridge Road

Avon, Ohio 44011

Phone: 440-934-6246

Fax: 440-934-6250

www.stmaryavon.org

School Hours: 7:35AM – 2:00PM

Table of Contents

Admission Policy pg. 6	Lunch Program pg. 14
AIDS Policy pg. 30	Medical and Dental Appointments pg. 13
Anti-Harassment, Intimidation & Bullying Policy pgs. 21-23	Medication pg. 12
Assemblies pg. 12	Mission Statement pg. 6
Attendance/Absences pgs. 16 & 17	Nurse/Medication pgs. 11-12
Auxiliary Services pg. 10	Parental Responsibility pg. 8
Birthday and other Celebrations Policies pg.14	Philosophy of Catholic Education pg. 5
Bus Transportation pg. 16	Personal Electronic Devices pgs. 29-30
Car Rider/Drop-off & Pick-up pgs. 15	Physical Education pg. 10
Communications pgs. 11 & 12	Pregnancy Policy p. 32
Conferences pg. 19	Progress Reports pg. 18
Curriculum pgs. 10 & 11	Prohibited Materials Brought to School pg. 27
Custody Documentation pg. 8	PTU pg. 9
Detentions pg. 25	Report Cards pg. 19
Discipline Code of Conduct pgs. 24-26	Retention pg. 20
Dress Code pgs. 28-30	Sacramental Programs pg. 10
Drug Policy pgs. 31 & 32	School Safety Plan/Security Policy pgs. 32 & 33
Emergency Procedures pg. 16	School Hours pg. 3
Faculty and Staff pg. 4	School Supplies pg. 11
Field Trips pg. 11	Schoolyard Safety pgs. 26 & 27
Food Allergies pg. 14	Searches pg. 32
Gang/Gang Related Activity Policy pg. 31	Sexual Harassment/Abuse Policy pgs. 30 & 31
Grading Scale pg. 19	Student Code of Conduct pgs. 20-26
History of St. Mary Immaculate Conception School pg. 5	Student Threat Policy pgs. 23 & 24
Homework pgs. 17 & 18	Standardized Testing Program pg. 10
Honor Roll pg. 19	Teacher Certification pgs. 9 & 10
Illness pg. 13	Telephone/Fax Numbers pg. 3
Immunization Requirements pg. 13	Transfers pg. 7
Library pg. 11	Transportation/Transportation Changes pg. 12
Lost and Found pg. 30	Tuition/Payment of Fees pg. 7
	Vacation Policy pg. 9
	Visitors pg. 9
	Volunteers pg. 9
	Weapons Policy pgs. 31 & 32

Pastor: Reverend C. Thomas Cleaton

Parish Office

440-934-4212

440-934-0507 (Fax)

Principal: Mrs. Colleen Schager cschager@stmaryavon.org

School Office Hours are 7:00am -3:00pm on School Days

440-934-6246

440-934-6250 (Fax)

Director of Religious Education: Mrs. Christine Brooks cbrooks@stmaryavon.org

440-934-5173

St. Mary of the Immaculate School Faculty and Staff

Pastor

Father Tom Cleaton [_tcleaton@yahoo.com](mailto:tcleaton@yahoo.com)

Principal

Mrs. Colleen Schager cschager@stmaryavon.org

Faculty

Preschool – Mrs. Megan Kilbane
mkilbane@stmaryavon.org

Kindergarten -Mrs. Tera Rauscher
trauscher@stmaryavon.org

Grade 1 Mrs. Cara Hartzell
chartzell@stmaryavon.org

Grade 2 Miss Kelley Dunegan
kdunegan@stmaryavon.org

Grade 3 Mrs. Kristy Rospert
krospert@stmaryavon.org

Grade 4 Mrs. Cindy Timmons
ctimmons@stmaryavon.org

Grade 5 Mrs. Kristen Valenty
kvalenty@stmaryavon.org

Grade 6 Mrs. Barb Stasiuk
bstasiuk@stmaryavon.org

Grade 7 Ms. Monica Freidhoff
mfreidhoff@stmaryavon.org

Grade 8 Ms. Elizabeth Miketo
emiketo@stmaryavon.org

Art Teacher Ms. Kristine Stylski
kstylski@stmaryavon.org

Technology Teacher Mr. Greg Castrigano
gcastrigano@stmaryavon.org

Music Teacher Mrs. Mary DeMarco
mdemarco@stmaryavon.org

Physical Education Mrs. Shannon Morrison
smorrison@stmaryavon.org

Spanish Teacher Mrs. Carmen Petrus
cpetrus@stmaryavon.org

Librarian Mr. Dan Arroyo
darroyo@stmaryavon.org

Aide Preschool Mrs. Eva Heinzmann
ehinzmann@stmaryavon.org

Aide Kindergarten Mrs. Kelly Ryhner
kryhner@stmaryavon.org

Aide First Grade Mrs. Erin Smith
esmith@stmaryavon.org

Support Services

Director of Religious Education
Mrs. Christine Brooks
cbrooks@stmaryavon.org

School Administrative Assistant
Mrs. Barbara Bowers
bbowers@stmaryavon.org

Maintenance
Mr. Kurt Schuetz
Mr. Tom Dacek

Cafeteria Manager
Mrs. Jessica Ondrus
lunchmanager@stmaryavon.org

KidZone (after-care)

Director: Mrs. Audrey Chatfield
achatfield@stmaryavon.org

Auxiliary Personnel

Auxiliary Clerk
larnold@stmaryavon.org

Intervention Specialist
Ms. Megan Murtaugh
mmurtaugh@stmaryavon.org

School Psychologist
Alexandra Bee
abee@stmaryavon.org

Speech and Language Pathologist
Mrs. Carolyn Richardson
RichardsonC@avonlocalschools.org

School Nurse
Mrs. Marie Browning
mbrowning@loraincountyhealth.com

HISTORY OF ST. MARY IMMACUALTE CONCEPTION SCHOOL

St. Mary of the Immaculate Conception School has existed continuously since 1885. St. Mary School celebrated its 130th anniversary in November 2015. Today, we continue the pastoral mission that began by a small group of immigrant German Catholic farmers' vision and their generous spirit they demonstrated. It is an awesome fact that they built the first multi-room schoolhouse in the town. They also valued the mission of the school so much that they built the brick schoolhouse eight years before the brick church building.

Although we are proud of our long history, we are not sitting back idly. Continuous school improvement plans are active to strengthen our curriculum, our teaching methods, and our ways of assessing student learning. Plans for a new multi-purpose Parish Center & gymnasium were presented to the parish in June 2007. Groundbreaking took place June 2008, and the building was completed in October 2010. St. Mary's opened a Preschool in August 2016, offering programs for 3-year old's, 4-year old's & Pre-K students. In February of 2017, St. Mary School received STEM dedication from the state of Ohio. St. Mary's was the first school in Lorain County to receive STEM dedication from the state of Ohio.

Academic excellence is a requirement of justice. Our families sacrifice time, treasure and talent to enroll their children here and to maintain the school's mission. All members of the staff have the proper training and certification/licensure to fulfill their roles as educators. Our history is full of accomplishments. Historically, many of the leaders in the local community have been alumni of St. Mary. Currently, two teachers are graduates of this school. However, providing a quality education is not reason enough to maintain a Catholic school. If that were our main concern, we would simply be active in assuring that the local public schools maintain excellence.

The Catholic school exists so that the Christian faith and identity of our community can be passed on to the next generation in the most effective and complete means possible. The freedom provided within the Catholic school to inform all areas of intellectual, artistic, athletic and spiritual growth with the Truth and the Person of Jesus Christ is unique and priceless. The Catholic school provides a context to grow in faith. The school works as a close partner with the family.

Philosophy of Catholic Education Diocese of Cleveland Office of Catholic Education

Philosophy

WE BELIEVE that a philosophy of Catholic Education begins with faith. God, in creating us, gifted us with life, became one of us in Jesus, and in the Person of the Spirit awaits our response to this unconditional love. Jesus remains within the human community witnessing and sharing the Good News in every age and with all people. We return God's love by a sincere response to conscience and by membership in the church. It is from the perspective that the education ministry of the Catholic community flows.

Catholic Education

WE BELIEVE that education, which is Catholic, begins with life in the heart of the family. Parents, the primary educators, seed and nourish values deeply human, deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love through involvement in the academic, cultural, social and civic concerns of daily life.

Catholic Schools

WE BELIEVE the Catholic school exists to teach the mandate of Jesus: "Love one another as I have loved you." This is the goal of all Catholic education. The school community, in sharing a global vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, physically, culturally and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life and appreciation for the American heritage. With deep concern for their sisters and brothers, young people in Catholic day schools form their personal response in truth, peace, justice and love.

Mission Statement

St. Mary of the Immaculate Conception School Fosters Catholic values strives to achieve academic excellence and develops civic pride.

Belief Statement:

Since 1885, St. Mary of the Immaculate Conception School has served as the main ministry of one of the oldest parishes in the Diocese of Cleveland. In 1913, the Sisters of Notre Dame began a long tenure with the school, which continues to this day. The education of our students has been enriched through the dedication and faith of a professional and skilled faculty and staff. As part of our mission as educators:

- We believe that each child is a gift from God and has the responsibility to use his/her God-given talents to realize his/her potential.
- We believe in the centrality of religion and faith formation to develop life-long stewards and disciples of Christ.
- We believe our school is most effective when parents, teachers, and students work collaboratively towards academic excellence.
- We believe that our school must be as inclusive as possible, requiring instruction and assessment that addresses individual learning styles, developing critical thinking skills in order to problem solve, and integrating the use of twenty-first century technology.

ADMISSION POLICY

St. Mary of the Immaculate Conception is a Catholic Elementary School primarily intended to provide a quality Catholic Education. The admissions guidelines of St. Mary School are in accordance with the student acceptance regulations of the Diocese of Cleveland. The school admits students of any race, color, national, and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at this school.

Admission of students to St. Mary School will be made only in those cases where the student's needs can be met. A class limit may be reached when the school cannot provide for the social, moral or educational growth of a student and admittance may be refused.

Decisions regarding the admission of students to St. Mary School will be made primarily after reviewing transcripts, report cards and testing scores; however, the pastor and principal reserve the right to digress from these guidelines where special concerns are factors. *Acceptance is given in grades two through eight only after an interview with the parents.*

St. Mary School reserves the rights to refuse admittance, suspend, or expel any student who does not cooperate with these admissions policies or the policies in the parent handbook.

Students will be considered for admission to St. Mary School on the basis of academic ability and/or readiness, conduct, and moral character. After determination is made by the administration and the student meets the above criteria, the following will then be given consideration before admission. First priority will be given to parishioners.

1. *Parishioners with siblings in the school with active parish involvement.
2. Parishioners without siblings in the school.
3. Catholic families who are non-parishioners of St. Mary Parish.
4. Children of other faith beliefs who are not presently enrolled in the school, and whose parents desire Catholic education for their family.

*A parishioner is defined as one who is registered with the parish, regularly attends weekly Sunday Mass, uses the offertory envelopes weekly, and volunteers for special events of the parish and school. Several local parishes that do not have schools of their own support their families who choose Catholic education at St. Mary School. These people receive the "parishioner" tuition rate.

Admission is made through formal registration. The following is required: evidence of active membership in a supporting parish, birth certificate, baptismal certificate, record of physical examination and all required

immunization and health forms. In the case of students transferring from other private schools, all financial obligations must be met at the previous school before acceptance.

ADMITTANCE

The State of Ohio Department of Health requires all students to have received the following immunizations: (5) doses of Diphtheria, Pertussis and Tetanus; (4) doses of IPV, Inactivated Poliovirus; (2) doses of Measles, Mumps and Rubella (MMR); (3) doses of HBV, Hepatitis B and (2) doses of Varicella (Chicken Pox). The Ohio Revised Code 3313.67 and 3313.671 for school attendance are the mandates. Pupils will not be admitted to school unless the parent/guardian has submitted written evidence that requirements have been met. **No student is permitted to begin school without the proper immunization records. All immunizations must be current by September 30th of the year of entry.** Noncompliance will result in the student's denied admission to school.

Acceptance of a child into St. Mary School is based upon a) professional input from former teachers, principals; b) current report card information; c) evidence of normal character formation and social skills development; d) professional judgment of staff and principal at St. Mary School; e) successful completion of a probationary period the length of one semester from the child's entry into St. Mary School. The final decision regarding admission to St. Mary School belongs to the principal of the school with the approval of the pastor. *All students admitted to St. Mary School are considered to be conditional for the first semester.* It is during this time period that a determination will be made as to whether the needs of the student can be met at St. Mary School.

Kindergarten

To enter Kindergarten, a student must be five years of age before August 1st. Registration will be held for incoming kindergarten students in January. Following registration, all kindergarten students will be assessed in the spring to determine their level of readiness. The principal and the pastor reserve the right to make the final decision for all admissions. A probationary status might be considered appropriate in certain cases.

New Students Grades K - 8

Transfer students are required to present their previous report card(s). Acceptance will not be final until academic and health records are received from the former school and reviewed by St. Mary School administration. Transfer of students other than moving into the area will be examined and judged on an individual basis. Interviews will be held with the student, parents/guardians and principal. *All transfer students will be admitted on a probationary basis with re-evaluation after the first and second quarter.*

TUITION

Families need to pay an annual **non-refundable Registration Fee of \$150** per child in grades K-8, paid in full upon registration and/or re-registration for the upcoming academic year to secure your child/children's placement in a classroom for the upcoming year. Tuition payments are made annually, quarterly, monthly (10 months), or by a special plan approved by the principal and finance committee. Tuition payments are monthly August through May utilizing FACTS Tuition Management system. There is a \$45 fee each year to enroll in FACTS. *Discounts are given for multiple siblings.* School records and quarterly report cards are issued only if all financial obligations (including library fees, after care fees, cafeteria fees, etc.) are kept up-to-date. Parents that are experiencing financial difficulties making payments, please contact the principal to make other payment arrangements.

Payment of Fees

You have chosen to send your child(ren) to St. Mary School and in doing so you shoulder the responsibility to abide by all financial policies. Report cards, transcripts and diplomas may be withheld for nonpayment of school debts (tuition, aftercare fees, library fees, cafeteria fees, etc.). Medical records will not be withheld.

Financial Aid

Diocesan Tuition Assistance (DTA) is available to students attending a participating school within the Diocese of Cleveland. Funds are awarded based on financial need with around a third of applicants qualifying for some assistance. In the 2018-19 academic year, nearly \$2.5 million was distributed to 3,500 students.

DTA is awarded annually. Applications for the 2019-20 academic year are accepted from January – June 1, 2019. Funds are awarded in two rounds: the round one deadline is March 15, the round two deadline is June 1, 2019.

Award ranges for 2018-2019:

Elementary: \$450-\$800

To apply: Families apply through FACTS Grant & Aid Assessment at online.factsmgt.com/aid.

Emergency Tuition Assistance Grants

Available November 1 – May 1 During the school year.

Emergency Tuition Assistance Grants are available to families with children in elementary and/or high schools in the Diocese of Cleveland, who are experiencing a major family crisis and cannot meet their tuition obligation. The school should discuss options available to the family at the local level first. This may include a payment plan and/or local financial assistance. If all of these options have been exhausted, the school can request an application by contacting Cindy Williams at cwilliams@dioceseofcleveland.org.

CHILD CUSTODY

All court documents pertaining to custody must be on file in the school office. If one parent is restricted from records or contact, we must have a copy of the decree, including the judge's signature and court seal on file in the school office. Custodial parents should understand that unless the decree specifically states otherwise, the non-residential parent has the right to educational information and records. We ask that parent-teacher conferences be scheduled together regardless of the custody arrangements. Please try to keep communication open with the school for the best interest of your child.

PARENT RESPONSIBILITIES

The primary responsibility for the education of the children belongs to the parents. However, this responsibility is shared with the school as a matter of practical necessity. The greatest single factor in building a child's intellectual, cultural, moral and spiritual attitude is the example you provide and practice in your home.

Parents are responsible for:

- Supporting school policy and the authority of the administration and teachers.
- Arranging appointments to meet with teachers. Pop-in conferences are not encouraged.
- Modeling and supporting your children's practice of your family's faith and traditions.
- Encouraging your children to complete all assignments.
- Insisting that your children obey the regulations and principles of good conduct.
- Following the policies and procedures stated in the handbook.
- Paying all fees on time.
- Reimbursing for any property destroyed (accidentally or intentionally).

Emergency Medical Authorization Form

At the beginning of each year, parents will receive a form to complete "Emergency Medical Authorization Form" stating the necessary information needed to contact the parent in case of an accident or emergency. It is important that parents complete this form each year and return it to the school office by the first day of school, so that the parent can be contacted in case of an emergency. This also gives permission to administer immediate treatment to the student.

Please inform the school of any change in authorized contacts, phone numbers, or addresses that might take place during the school year.

Volunteer Program

Volunteers are a vital part of the school's program to help benefit the children of St. Mary's School. All volunteers who work with students on a regular basis must be fingerprinted and attend Virtus Training. Volunteers who help in the school need to report to the office to sign-in and need to wear a volunteer badge/sticker.

- **Lunchroom/Playground Monitors:** Parents/guardians are welcome to assist a school faculty member in keeping students safe during lunch and recess. Please sign in the office when arriving.
- **Room Parents:** Parents/guardians are needed to help the teachers with classroom holiday activities.
- **Parent Chaperones:** as needed on field trips.

Virtus Training

- Attend the “Protecting God’s Children” Awareness Program.
- View a 7-minute introduction video; read the Diocesan Sexual Abuse Policy Manual; sign and return the Abuse Acknowledgement.
- Read the “Standards of Conduct for Ministry” and return a signed acknowledgement form.
- Complete a 12 -month consecutive on-line Virtus Training, which consist of logging on twice a month and reading a one-page article followed by one question.
- Background Check – Fingerprints FBI

St. Mary School teachers will be provided with a complete list of those parents who have completed the Virtus Training to enable them to select the appropriate volunteers.

PARENT GROUPS

Parent Teacher Unit (PTU): The PTU’s purpose is to promote and support a family spirit among parents and students, to provide fundraising for the benefit of the school, to show appreciation for and support of teachers, and to welcome new students and parents. Traditional events sponsored by the PTU include August family social, welcome to the new school year care-packages for the teachers, doing something special for the teachers during Teachers’ Appreciation Week and an end of the year luncheon for the teachers. PTU sponsors traditional student events; Father/Daughter Dance, Mom/Son Event, Catholic Schools Week, Grandparents’ Day and Field Day. PTU helps the school financially in a variety of projects decided upon by the membership in dialogue with the principal. The PTU meets once a month (the second Thursday of the month) at 7:00 p.m. in the meeting room.

CYO/Athletic Boosters

The parish sponsored Catholic Youth Organization is open to all of the children of St. Mary of the Immaculate Conception Parish. CYO welcomes the assistance of St. Mary parents. All CYO coaches must be fingerprinted and successfully complete the corresponding background investigation. In addition, coaches must receive and review a copy of the Diocese of Cleveland “Standards of Conduct for Ministry” and complete the Virtus Training.

Student Athletics

At St. Mary School, boys and girls are encouraged to participate in the various CYO programs available to them (Football, Volleyball, Cross Country, Basketball, Track, & Baseball). Under the supervision of their coaches, they learn good sportsmanship, self-discipline and cooperation. All sports are coordinated through the parish and are available to all St. Mary Students - day school and PSR. Funding and program coordination is through the Athletic Association.

VISITORS TO THE SCHOOL

Visitors to St. Mary School are welcome, however, for the safety and security of our children certain guidelines must be followed:

Parents are always welcome at St. Mary School; we do ask that an appointment be made in advance to visit with the administrator or a teacher. Parents are requested to stop in the office to sign-in and receive a badge. If dropping off items such as: lunches, gym clothes, books, etc. please go directly to the office to drop off items and not to the classrooms. Students will not be permitted to call home for gym clothes or any missing materials.

Volunteers are very important to St. Mary School. We appreciate all that the volunteers do, not only for the school, but also for all of the children. When performing a volunteer activity, all volunteers must sign-in at the office and receive a volunteer badge. Please return the badge and sign-out in the office after the activity has been completed.

Alumni Students are also welcome at St. Mary School, however, not during school hours. They may visit after school. All alumni must stop in the office to sign in and the secretary will check the availability of the teacher. They must pick-up a badge and return it to the office after meeting with the teacher.

ACADEMICS

Faculty/Staff

St. Mary School has qualified professionals, deeply interested in and dedicated to the Catholic education of youth. The faculty consists of lay teachers who are certified by the State of Ohio for their respective areas of instruction.

All teachers employed at St. Mary School are of good moral character and are certified by the State of Ohio. Professional competency and efficiency are stimulated through attendance at in-service workshops and monthly faculty meetings.

Faculty Certification

All teachers are certified in Religious Education and meet the academic and professional standards set by the Diocesan Office of Catholic Education. All school employees, teaching and non-teaching, are fingerprinted and have background checks performed by BCII, FBI, and also are CPR and VIRTUS trained.

CURRICULUM

Religion is the integrating factor in the school curriculum. Religion instruction is taught daily in all grades. As a school community, opportunities for preparation and participation in the celebration of the Mass are provided on a regular weekly basis on Fridays. In addition to Holy Days of Obligation and our Feast Day. Our faculty plans our school liturgies, and the children take an active part in fulfilling various roles in the liturgy. Other religious activities include various prayer services and seasonal devotions. Parents/guardians are invited and encouraged to participate in these activities with us. Math, Language Arts, Reading, Religion, Science, Social Studies, Art, Computer, Music, Physical Education and Spanish follow the curriculum guidelines and objectives set down by the Diocese of Cleveland and meet the prescribed course of study set down by the state of Ohio.

The eighth grade High School Algebra I class follows the high school curriculum and is taught by a properly licensed teacher, so it “counts” for high school credit.

Sacramental Programs

Religion education and the sacramental program follow the Diocese of Cleveland guidelines. Parents/guardians are required to participate in the parent meetings prior to their child’s reception of the Sacrament of Reconciliation, First Eucharist and Confirmation. It is the parents’/guardians’ privilege as well as serious responsibility to assist their child in preparation for the reception of these sacraments.

Physical Education

All children participate in Physical Education. The Physical Education uniform is a requirement and must be worn for each Physical Education class. Parents/guardians are to see that their children have the official physical education uniform clothes on their respective class days. All children participate in the Physical Education program unless there is a written note from a doctor excusing the child, because of illness or accident, a note from a parent/guardian is sufficient to excuse a child from class. No jewelry may be worn during Physical Education classes.

Auxiliary Services

St. Mary School receives state money that provides for auxiliary personnel and services. These staff members, employed through Avon Local Schools and Lorain County, provide services to students at St. Mary School. A School Psychologist, a Speech Pathologist, an Intervention Specialist, a School Nurse, and a Clerk are available through auxiliary services funding. The special education staff provides intervention services and accommodations to students who require academic or other types of assistance. An intervention Assistance Team meets to discuss students who are referred for interventions by parents, teachers, or other educational staff members. This team can include: the principal, teachers, parents, intervention specialists, school psychologist, speech pathologist and student. A student may be referred for a multifactor evaluation if the Intervention Assistance Team determines that the student is not responding to interventions and a disability is suspected.

MAP Testing

The testing program is designed to serve the needs of all students. Both basic skills tests and aptitude tests are administered. The basic skills tests measure the student’s mastery of skills while the aptitude tests seek to measure the student’s capacity to acquire knowledge and skills. All formal tests are administered during school time. *Grades K-8 will be tested using the NWEA MAP test 3 time a year to monitor progress.*

Fall: September 9 - 27

Winter: January 6 - 24

Spring: April 20- May 8

School Supplies

Each teacher provides a list of school supplies needed for each particular grade level. Supplies are purchased according to this listing of requirements. If supplies are missing action may be taken per teacher discretion. Supplies need to be **replenished** during the school year. Please check your child's supplies during Christmas break.

Library

Each class has a weekly assigned time to visit the library. Other times are set-aside for students to do research or to pursue special interests. The librarian oversees the selection and charging out of books for the students and provides students with classes in library use and reference skills. No student is to be in the library unless the librarian or another adult is present. A late fee is charged for overdue books. Lost or damaged books are to be replaced by the family of the child responsible. Any outstanding balance at the end of the year will be attached to a student's tuition bill.

Computer/Chromebook/iPad Policy

Computer technology is part of the regular classroom curriculum. Students in all grades have access to the computer lab. No student is to be in the computer lab unless the computer teacher or another adult is present. See Acceptable Use policy for more information on policies and procedures regarding technology. All students upon entering sixth grade will be charged an iPad fee and payments may be made over the three years of junior high. If a student leaves St. Mary's early they will be charged the remainder of the outstanding balance.

Field Trips

Field trips of an academic nature are planned for each grade level. Fees are charged to cover admission and transportation costs. **Field trips are a privilege that may be denied to any student at the discretion of the principal or teacher.** Any student on a behavior contract or other discipline contract will not be permitted to attend a field trip without Administrator approval and with a parent chaperone. No child may participate in a field trip without a signed permission/liability slip that is signed by the custodial parent/guardian and submitted before the assigned trip. Information about each trip will be provided prior to the event. With logistics of field trips and nature of planning all field trips will be non-refundable regardless if the child is able to attend. **If cost could prohibit a student from attending due to the family's financial status, please notify the teacher in writing who will make special arrangements with the office.** We ask that parents in each classroom are fair in volunteering to accompany a class on their field trip. This can be done either by on a first come, first chosen way, or those parents who have not yet had a turn. The final decision is up to the teacher. Bus transportation is the main form of transportation for the majority of our field trips. On certain occasions, the classroom teacher may request a parent/guardian to drive. In this case, a week before the field trip takes place, a copy of the driver's license and current car insurance card need to be on file in the school office. On the day of the field trip or earlier, the parent/guardian driver will need to sign a Volunteer Driver's Statement. Students not going on a field trip must report to school. Work will be assigned. If the student does not come to school, it will be considered an unexcused absence.

Assemblies

Assemblies of an educational and cultural nature are held periodically. Guest speakers are invited to speak to the students on topics of general or specific interest. Special assemblies are planned to give children the opportunity to learn acceptable behavior in audience situations and to broaden their experiences.

Records

Parents/guardians may request to see their child's records. In regard to child custody, the parent with custody receives all reports and school communications, however, may request a copy for the non-custodial parent.

SCHOOL COMMUNICATION

Gradelink- School news, information, and pertinent school links may be accessed online through private family codes at <https://secure.gradelink.com/Gradelink> and also on the schools website at www.stmaryavon.org.

- Homework is updated by classroom teachers on a regular basis to post grades, homework and long-term assignments that are assigned to students by 3:00pm.
- Mass school communications are sent by email or text messages via Gradelink.
- Parent must have accurate information (phone numbers & email addresses) in Gradelink to receive these mass communications.

Weather School Closing: Whenever the AVON LOCAL SCHOOLS close due to inclement weather or an emergency, St. Mary School also closes. Parents will be notified when school is closed by text & email messages via Gradelink. It's imperative that your up-to-date contact information is accurate in Gradelink to receive these messages.

Weekly Principal Post: A newsletter from the Principal is emailed home weekly. Besides general news, it contains important notices, reminders and upcoming dates. School flyers, lunch menus, and other school news are sent as a mass communication via email. In addition, these forms of communication are found on the school website. Parents/guardians are encouraged to read this weekly newsletter.

Website: Our school website is our primary source for school and parish news, information, school forms, and pertinent school links at www.stmaryavon.org

Changes in Transportation

If a student is a regular bus/car rider or attends Aftercare "Kidzone" and a parent/guardian has a change in plans for the student, a note **must** be sent to the classroom teacher. Parents/guardians who come to school to pick up their children at dismissal time **MAY NOT** take another children home. A signed note from the parent/guardian of the child/children must be presented in the school office **in the morning** if other arrangements have been made. Any changes the day of must be communicated directly to the school office via phone. Please do not email the classroom teacher. If there is an emergency change in transportation that unexpectedly arises, we ask that you notify the office before 1:00 P.M. to assure prompt communication to the student.

Due to liability factors, **no student may ride a bus that is not in his or her own district.** (If you live in Avon you may only ride on Avon buses, etc.). Also, no student may ride a bus that is not his or her normal bus. (If you ride bus #38 home you **may not** ride any other bus, etc.). No parent/guardian is to drive between the school, parish office and modular buildings during school hours of operation.

HEALTH

Clinic

A part-time, registered nurse, and school personnel, administer first aid in cases of injury or illness. The school clinic exists for the treatment of minor cuts and bruises, and to confirm the illness of a student. If a student becomes too ill to remain in school, parents or guardians will be contacted. The student will be released only to an authorized person listed on the emergency card. Do not send children back to school until they have recovered at least 24 hours past recovery and are able to go outdoors for recess. *Any student sent home with a fever, is not permitted back to school until they are fever free for twenty-four hours without medication.*

School Nurse

The major responsibility of the School Nurse is to provide health maintenance programs. During the school year vision and hearing screenings are given to all students in Grades 1-8 and postural screening for Grades 6-8. When a student does not pass a screening procedure, parents are advised to consult their family physician for further evaluation. A health record is maintained for each student. Parents are to inform the school of any illness or sicknesses that requires special treatment for the students. This should be listed on the student's medical form. Parents **must report all communicable diseases** to the school office.

A part-time, Registered School Nurse is only available to give treatment to students for minor cuts, accidents, or illness occurring during the hours she is on duty. If a student is ill or injured, during the absence of our School Nurse, it will be necessary for school personnel to administer prescribed medications, the following guidelines are observed:

- **Action Plan for Health Concern Form** – This form should be completed **IF** your child has a health issue the school should be aware of (asthma, diabetes, allergies etc.). If your child has a medical condition, please complete and return this form to the school nurse **on or before the first day of school.** *New/updated forms MUST be submitted each school year.* This form is available in the school office or on the school website.
- **Medication Form** - This form is required if your child will need to receive **ANY Medication** during school hours. It is a two-sided form and **MUST** be completed by both parent/guardian and the physician. This request includes information including the medication name, dosage, route, administration times and dates and side effects. This form is available in the office or on the school website.

- **Authorization to Self-Administer Form** – The State of Ohio allows students to carry asthma inhalers and Epi Pens on their possession with parent/guardian and physician consent. In order to do this, you must complete this two-sided medication form. This form is available in the school office or on the school website.

Medication

It should be noted that a note signed by the doctor as well as a parent’s written permission must accompany any type of medication brought to school. **THIS INCLUDES ALL PRESCRIPTION AND NON-PRESCRIPTION MEDICATION.**

ALL over-the-counter medication, including non-prescription drugs (cough drops, cough syrup, eye drops, Tylenol, Midol, etc.) is **not** permitted to be dispensed by school personnel **without** a written authorization form completed by the parent/guardian and physician.

Medication should be properly identified (in the original container) and sent to the clinic for safekeeping. The student should come to the clinic for the medication at the proper time. These guidelines are rulings made by our state and local school boards, and we must be compliant. Any questions concerning this matter should be directed to the school Nurse.

Disciplinary action will be taken if a student brings prescription or non-prescription drugs to school without the doctor’s and parents written permission.

Required Immunization

Health and immunization reports are due on or before opening day of school for all new students. State law requires proper immunization for admittance into the school.

- DPT (Minimum of four; 5th dose required if 4th dose given before age 4)
- Tdap/Td (one dose is required prior to entry into 7th grade)
- Measles, rubella and mumps (on or after the first birthday/students entering grade 7 must have second MMR before the first day of school)
- Polio (all students entering K, 4 doses required/all others require 3 doses, 4th required if 3rd dose given before age 4)
- Hepatitis B (three doses)
- Varicella (one dose grade 1-4 (progressive)/two doses for students entering K (progressive))

Illness

Please keep your student home if there is evidence of a sore throat, fever, nausea, rash, swollen glands, eye infections, etc.

School guidelines are:

Condition	When to Return
Conjunctivitis	24 hrs. after treatment is started.
Cough	Cough no longer persistent especially with thick/constant nasal drainage.
Diarrhea	24 hrs. after last episode without use of medicine.
Fever	24 hrs. after fever-free & without medicine.
Head Lice	Hair is treated and nit-free
Impetigo	24 hrs. after treatment starts; sores should be covered.
Ringworm	24 hrs. after treatment starts; area should be covered.
Strep Throat	24 hrs. after treatment starts and fever free.
Vomiting	24 hrs. after last episode without use of medicine.

Doctor/Dental Appointments

Please avoid doctor or dental appointments during school hours, as this practice is detrimental to scholastic progress. If your child(ren) must leave early or come in late due to an appointment, written verification from the doctor **MUST** be submitted to the school office at the time of your child’s admittance or re-admittance into school. If verification is **not** submitted at that time, your child’s early dismissal will be marked as unexcused.

Allergies and Procedures:

Epi Pens and medications are always kept in small plastic storage bags in the office. Each bag also contains the parental and physician authorization form and directions for usage/administration of medication. These medications are locked in the office every evening. Items are also locked in the clinic for some students. Our faculty and staff have been trained to use the Epi Pen (for allergic reactions) if needed for specified children.

Allergy Free Classrooms

We have students who have life threatening allergic reactions to peanuts, tree nuts, fish, shellfish, and milk. Families need to be vigilant in respecting our “Peanut/nut/fish Free Classrooms” policy in-regards to sending your child to school with allergy free snacks during “morning” snack time.

Allergy Free Table and Procedures:

In our cafeteria, we have a designated “Allergy Free” lunch table. The table bears a sign noting that it is an Allergy Free TABLE. Students who have allergies to these items may sit at this table during lunch. A classmate is welcome to eat with him/her at this table; however, the student’s lunch will be checked by an adult that it only contains “allergy free food items” before they may sit at this table. In addition, this table is washed separately from the other tables with an antibacterial solution.

Diocesan Nutritional Wellness Policy

St. Mary School abides by the Wellness Policy. Parents are asked to pack healthy lunches and snack items and should not pack candy. Students are not to bring pop to school with their lunch. Beverages in glass bottles are not permitted.

Birthday & Other Celebration Policies

In following the Diocesan Nutritional Wellness Policy, **Birthday food item treats are prohibited.** Families will need to be creative in sending in nonfood treats (classroom game, recess equipment, pencils, pens, stickers, etc.). Unless each child in the classroom is being invited to a party, invitations to celebrations should not be passed out in school. Birthdays and on holidays or on any other special days, we ask that if a **non-food** treat (gift item, card, etc.) is brought in it be brought in for **ALL** students, not just for one or a few. This causes hurt feelings.

Classroom Parties/Celebrations

There are guidelines published for the room parents to follow that are distributed at the beginning of the year. General policies: Food that is brought in for parties should be a balance of healthy food and snacks. One dessert item may be served at a classroom party. Please consult the teacher to ensure all allergies are considered. Bottled water can be served. *Pop should not be served at parties.*

Lunch Program

We offer a hot lunch program from Tom’s Country Place on Tuesdays, Wednesdays & Thursdays for \$3.50. Jimmy John’s Subs & Moe’s Southwest Grill will provide subs on a rotation on Mondays. Neechi’s Pizza is available on Fridays. Monthly Menu calendar flyers will be sent vial email. **Online orders only and payment through myschoolaccount.com**

SCHOOL DAILY SCHEDULE

School Hours: 7:35 AM – 2:00 PM

7:00 AM	Doors open for students, students report to the cafeteria until 7:20, then they are released to their classrooms.
7:35 AM	Bell for the start of the day (students must be in their classrooms by 7:35AM or they will be marked tardy)
9:35 – 9:50AM	Morning recess grades K-4
11:30-11:55 AM	Lunch grades 5 - 8
11:35-11:50AM	Recess – Grades 1- 4

11:55-12:10	Recess – Grades 5 & 6 Study Hall – Grades 7 & 8
11:50-12:15	Lunch – Grades 1-4
2:00 PM	Dismissal - bus students
2:05 PM	Dismissal – car riders
2:10 PM	Dismissal – walkers

School Office Hours: Monday – Friday, 7:00 AM – 3:00 PM

For the safety of our children, it’s imperative that you follow our drop-off & pick-up procedures.

Morning drop-off Procedures (7:00 AM – 7:35 AM)

- For the safety of the children, **Do Not Use the Parish Center entrance**; this is to be accessed by **buses only** & Preschool.
- Enter through Church Ave (off Detroit Rd.) or the Rectory drive (off Stoney Ridge).
- Single file line along the West end of the parking lot to main entrance cafeteria door (#1)
- Students should be ready to exit car quickly.
- **All students must exit cars in the coned off drop-off area between the cafeteria door #1 & door #2.**
- Pull-up to the end of the coned off area to allow 4-5 cars to depart at the same time.
- Students should enter the closest door.

Pick-up Procedures

- **Enter through Church Ave ONLY (off Detroit).**
- **Do not use Rectory driveway,**
- Form 3 single file lines in parking lot & park car.
- Kindergarten families *only* pick-up child at main entrance cafeteria door (#1) from teacher.
- Students in grades 1-8 will walk to cars & meet parents.
- For the safety of our children, cars won’t be dismissed until all students & family members are in their cars.
- Staff will signal when cars may begin dismissing.
- Dismissal will begin with lane #1, then lane #2, and Lane #3.
- **Please be patient & EXIT ONLY onto Stoney Ridge.**
- Do not use the back exit onto Church Ave. (it’s a one-way street for drop-off & pick-up).
- Students left on the premise past 2:10 P.M. will be placed in our after-school program (Kidzone) and after care fees will apply.

BUS TRANSPORTATION

Avon Local Schools, Avon Lake Schools, North Ridgeville Schools and Sheffield/Sheffield Lake Schools are responsible for transporting our students from home and school, and from school to home. Parents are encouraged to speak to their children regarding good conduct on the bus. Students riding the bust **MUST** obey all bus rules.

- Sit in assigned seat.
- No cell phones are to be out, unless there is an emergency.
- Quiet talking and (Silence at all railroad crossings).
- No rude or inappropriate language to driver or other students.
- No eating or drinking.
- No throwing things in or out of the buses.
- Sit properly in the seat: feet to floor, bottom to seat and back to back of seat. Students should not sit with their backpacks on their backs.
- Keep all aisles clear.
- No rough playing or damage to any property while on the bus.

In the event of misbehavior, students will receive a Bus Report from the bus driver to be signed by both the administration and parents. Students riding the bus **MUST** obey all bus rules. When a violation is reported to the school the following consequences will be put into effect.

Bus Consequences

- 1st offense – warning
- 2nd offense – seat change on the bus
- 3rd offense – one week off the bus
- 4th offense – loss of bus privileges

Due to liability factors, **no student may ride a bus that is not in his/her own district** (if you live in Avon you may only ride the Avon buses, etc.). Also, **no student may ride a bus that is not his/her normal bus** (if you ride bus #38 home you **may not** ride any other bus, etc.).

School Bus Route Information

School bus routes and pick-up times are available on the districts website as well as published in the local newspapers. Further information is available by calling the district bus coordinator: Avon 440-937-0503, Avon Lake 440-933-9802, North Ridgeville 327-442, Sheffield/Sheffield Lake 440-949-4215.

Bicycle Riders

Students may ride bicycles when weather permits. Bicycles are to be parked in the area between the principal's office door and door #3. The school is not responsible for damage or stolen bicycles. Bike riders are to walk bikes on school property, cross at the street crosswalks and abide by the traffic rules.

EMERGENCY PROCEDURES

Inclement Weather/School Emergency

Whenever the AVON LOCAL SCHOOLS close due to inclement weather or an emergency, St. Mary School also closes. In the case of an emergency *affecting only* St. Mary School, a mass announcement will be sent via text and email communication regarding school closings. **Do not** call the school, rectory or parish office to inquire about school closing.

Children are to **wear boots** when the weather is **cold/snowy**. Students have outdoor recess unless the temperature is below 25 °F. All students have outdoor recess unless they have a note from their physician. Since we encourage outdoor recess, parents are respectfully requested to send children to school appropriately dressed for the weather (boots, hats, gloves etc.).

Emergency Procedures

St. Mary School follows the compliance regulations for the state of Ohio regarding emergency practice drills. Students and faculty practice fire drills monthly, tornado drills monthly (during tornado season) as well as practice emergency safety drills (lock-down & evacuation) at least 3 times per year.

ATTENDANCE

The State requires a record be kept of parental notification of students' absences and the reasons for the absences. Parents/guardians may call the office at 440-934-6246 or email the secretary at bbowers@stmaryavon.org before 7:35 A.M. Please give your name, student's name, grade, and the reason for absence. If a student is to be excused from school during any part of the regular school day, a written note by the parent/guardian is required stating the reason and must be authorized from the school office. If the school is not notified of a student's absence a parent will be contacted at home or at work. A record of absences will be maintained. *A student is considered truant until a parent/guardian contact has been made and will be recorded as an unexcused absence.* A call to the local police will be made if the office has not been made aware of the reason for the student's absence by 8:30 a.m. This is done for the safety of the child. Failure to comply with attendance procedures will result in disciplinary action or referral to the Lorain County Juvenile Court.

The State of Ohio report card standards require school districts to average an attendance rate of 93% or better. In order to meet this standard, students of Avon local schools are allocated a sick bank of 13 days per year. A student

who has been absent from a class or school more than 13 times or days during the school year, will not be permitted to make-up assignments or tests and will be considered unexcused, unless a doctor's excuse or funeral verification is provided. If your child has exceeded or is close to exceeding the allocated number of absences, the school will notify you via a letter.

Unexcused Absences

Senate Bill 181: A copy of the summary of Major Provisions of this Bill is available in the school office.

Tardiness/Absence

Since tardiness interferes with the teaching-learning process, it is important that children be helped to cultivate the habit of punctuality. Students are to arrive before 7:35 A.M. **Students are to be in their classroom by the 7:35AM bell or they will be considered tardy.** Any student arriving to school after the 7:35am bell, but before 8:25am is considered tardy. Chronic tardiness (5 or more times per quarter) may result in the following:

- A parent letter sent home
- Parent conference
- Student consequence (loss of recess)

Absent ½ day

- Students who attend school, but goes home after 9:10 a.m.
- Students who attend school, but goes home after 12:00 p.m.
- Students absent from school more than 2 hours due to a medical or dental appointment

Absent a whole day

- Students who attend school, but goes home before 9:10 a.m.
- If a student is absent and is active in an extra-curricular activity, he/she may NOT participate in that extra-curricular activity that day.

Vacations taken during school days are strongly discouraged. This includes the last day or two before long breaks. If vacations are planned, parents must provide the principal and homeroom teacher with written notification a week in advance of the child's upcoming absence. ***Teachers will not provide assignments ahead of time.*** You are responsible for the make-up of missed work with your child. It is the student's responsibility to contact the teacher to receive the missed assignments and complete the assignments within the time agreed upon by the teacher. *A copy of the vacation request form can be obtained in the school office and is required to be forwarded to the school office one week prior to the vacation.*

HOMEWORK

Homework is assigned on a consistent basis as an important part of classes. Students will be expected to turn in their assignments neatly and on time. The age, grade and attention span are considered in assigning homework; a total of 10 minutes per grade level for all subjects (i.e. 30 minutes total for 3rd grade, 80 minutes total for 8th grade). Parents are encouraged to contact the classroom teacher if their child is spending too much time on completing regular homework assignments. A parent/teacher conference may be necessary to discuss the concern and address the problem.

Homework

- Students are responsible for writing assignments in their daily planner.
- Class time will be given daily for students to update their planners.
- Prior to dismissal, students will have 5-10 minutes daily to organize & pack-up homework assignments.
- Teachers will post daily homework assignments on Gradelink, under teacher page, by 3:00pm each day as a second reference for students.

Late/Incomplete Homework grades 1-5

- Points will be awarded for all completed homework that is turned in on time.
- If homework is late or incomplete students will be required to complete the assignment during recess/study hall.
- If the student is unable to finish the assignment during recess/study hall, then they must complete the assignment that night.
- If a student makes a habitual habit of not completing assignments on time, the teacher will contact the parent.

Late/Incomplete Homework grades 6-8

- First time excused per subject - no point reduction & missing assignment slip sent home
- 1 day late: 10% grade reduction & missing assignment slip sent home
- 2 days late: 20% grade reduction
- 3 days late: 50% grade reductions
- More than 3 days late: 0%
- If a student makes a habitual habit of not completing assignments on time, a parent/teacher conference will be scheduled

Missed Assignments

When a student is out sick one day, it is recommended that the child stay home, rest, recover and not worry about missed assignments. When a student is absent more than one day due to illness, **please call the office** (440-934-6246) **by 9:00 am** to make arrangements for pick-up of homework in the office. Homework can be picked up between 2:00pm – 3:00pm by a parent, sibling or classmate, as long as a call has been made to the office. Students are responsible for making up all work missed due to an excused absence. Two days per absence is allocated for the students to complete and turn in missed assignments. Work missed due to an unexcused absence, e.g., a “skip” day or an out of school suspension, may not be made up and will result in a grade of zero.

Make-up Work

While it is the responsibility of the student and the teacher to see that make-up work is completed, make-up work is primarily the **responsibility of the student**. The student is responsible to get make-up assignments and to complete and submit work assigned within the designated time (2 days per absence).

Teachers are required to post all homework assignments in Gradelink under their teacher page by 3:00PM on Mondays for the week or Daily by 3:00 PM. Students **who chronically fail to complete their homework on time may be placed on an academic contract**. Time allotments for homework depend on the type of assignment and on the age and grade level of the student. Except for H.S. Algebra I, a total of 10 minutes per grade level can be expected nightly, e.g., 3rd grade, 30 minutes total, 8th grade, 80 minutes. If a student is experiencing difficulty, parents are encouraged to contact the teacher directly by email, a note, or by a phone call.

Records

Parents/guardians may request to see their child’s records. In regard to child custody, the parent with custody receives all reports and school communications, however, may request a copy for the non-custodial parent

REPORT CARDS

The quarterly report cards are given to the students as a measure of their academic progress. Each student is evaluated according to his/her own performance, progress, and ability. Daily class participation, home and class assignments, tests, study habits, and effort to improve are also taken into consideration. Quarterly Report cards will be sent home on the Friday following the end of the quarter. Report cards are to be signed by a parent/guardian and returned the following Monday. Final report cards will be distributed to each student in Grades K-8 on the last day of school.

PROGRESS REPORTS (K-8)

Progress reports can be found online (Gradelink) each mid-quarter of the school year. These reports indicate student progress: if a student is in danger of failing a subject; if a student has dropped significantly in a subject; or if behavior or other factors are affecting the student’s education.

A student who earns a grade of (C or below) in any subject will receive a paper copy of their Progress report. This progress report will act as parent notification and it must be signed by a parent/guardian and returned to the teacher the following Monday.

Parent Concerns with Grades or Discipline

Any difficulties that may arise concerning a child’s schoolwork or discipline should be discussed with the child’s teacher first. Parents/guardians are *encouraged* to contact a teacher or staff member by email or written note. Dropping by without an appointment is not regarded as an appointment to be honored by any teacher or staff

member. Teachers will respond within 24 hours of the time contacted. Parents/guardians may email teachers and staff. Please do not call/contact teachers at their home by phone.

Parent Conferences

Parent conferences are held toward the close of the first grading period. All parents have a right to be scheduled for this conference. A second optional conference, usually offered early in the third quarter, is only for parents/guardians whose children have demonstrated significant academic deficiencies. **Additional conferences may be requested and scheduled at any time during the school year by contacting the student's teacher.**

GRADING SCALE

98-100 = A+	90-92 = B+	82-84 = C+	75-76 = D+	69 and below = F
95-97 = A	87-89 = B	79-81 = C	72-74 = D	
93-94 = A-	85-86 = B-	77-78 = C-	70-71 = D-	

O, S, N, U will be used for Effort and Conduct grades.

For specific questions on weighting of grades, please refer to teacher syllabus given out at the time of Curriculum Night.

Subjects

Religion, Reading, Math, English, Spelling, Science, Social Studies, Health, Art, Computer, Music, Physical Education, and Spanish (grades 1-8).

Primary Grades

O Outstanding N Needs Improvement
S Satisfactory U Unsatisfactory

O, S, N, U will be used for effort and conduct and may be used for Art, Computer, Music, Physical Education, and Spanish (K-3).

Kindergarten/Preschool Grading

M Mastered skill
S Satisfactory progress
D Developing
NP Needs practice

HONOR ROLL

Honor students reflect a desire to learn, achievement in learning, and exceptional personal and social skills. Students are eligible for honor roll at the end of each quarter. ***There is no honor roll for grades K thru 5.*** Each grade is worth the following points:

Grade Point Value for Honor Roll in Grades 6 - 8

A+ =4.0	B+ =3.33	C+ =2.33	D+ =1.33
A =4.0	B =3.0	C =2.0	D =1.0
A- =3.67	B- =2.67	C- =1.67	D- =0.67

GPA

The point value for grades received in the subjects listed below are added together and averaged by the number of subjects. All specials including art, computer, music, physical education, and Spanish factor into these calculations. The average determines the honors received. GPA will only be calculated for students in grade 8 on report cards. The point average needed for Honors is as follows:

3.0-3.59	Honors
3.6-3.9	High Honors
3.9-4.0	High Honors with Distinction

PROMOTION AND RETENTION

Promotion

Consistent with the Ohio Revised Code, the principal, after the consultation with teacher and parents, makes the final decision as to the promotion of students. A student may be retained only if it is presumed, he/she will profit by it. Retention will be considered for the following reasons: 1.) Failure in three or more major subject areas. Failure is defined as receiving a grade of an F for more than two quarters and daily work consistently shows failing marks. 2.) Failure to master fundamental skills of reading in the primary grades. If parents refuse to accept the principal's decision that the student be retained, re-admission may be denied for the following school year. Absence in itself is not acceptable cause for retention if the child can make up the work that has been missed. The principal has the right to determine the number of days a student may be absent before retention is advised. This is done on an individual basis after consultation with the student, parents, and pertinent staff taking into consideration the needs and abilities of the student and the efforts that were expended to assist the student in continuing the learning process while absent from the school setting.

Kindergarten Promotion to Grade One

All areas of growth will be evaluated. These areas will include cognitive, physical, social, and emotional readiness. A student will be expected to complete satisfactory work in both reading and math readiness and exhibit a positive self-image for promotion. Students will master fundamental skills of letter and sound recognition, and counting and number recognition. The final decision will be in the best interest of the student and will be made by the school. The administrator, teacher, and parents will meet if a decision of retention is to be made. The final decision will be made by the administration.

Retention

- It is the policy of this school that if the teacher, principal, and psychologist have decided that it would be beneficial for a student to be held back in the same grade level, the student will be retained if he/she is to remain at St. Mary School. The administration makes the final decision. Retention will be examined on an individual basis.
- Retention is usually considered for failure in three or more major subjects.
- Failure to master the fundamental skills of reading in Grade One is sufficient reason for retention.
- Retention may also be considered for excessive absence, poor grades, and general immaturity upon the approval of the administration.
- A student in jeopardy of a second retention will be recommended for further testing.
- A team meeting shall be held to determine what additional steps need to be taken to increase the chances of academic success. A follow-up team meeting may be held to examine all factors, including progress made since the initial meeting, in order to make a final decision regarding the possibility of retention.
- Failure in Grade 7 may result in a professional review of the student's academic/behavior record. After consultation with teachers, staff, and parents one of the following decisions will be made: 1) the student's needs would be best met in another school; 2) an appropriate plan of action would be agreed upon and a contract signed enabling the student to continue if the student and parents meet the conditions of the contract.
- Failure in Grade 8 will result in a request that the student's needs be best met in another school environment.

Each retention case will be treated individually and may involve steps not mentioned above, depending on the circumstances. Final decision as to the process will be determined by the administration.

Graduation

A graduation certificate is earned from St. Mary School when the student successfully completes the course of study for grades kindergarten through eighth, as prescribed by the State of Ohio, the Diocese of Cleveland and St. Mary School.

STUDENT CODE OF CONDUCT

St. Mary School students should conduct themselves in a Christ-like manner at all times. In order for learning to take place, a certain amount of self-discipline is imperative. Each teacher sets the rules and standards for his/her class, and the student must comply. Discipline is recognition of human dignity and of the rights of others. School regulations are not an unfair personal restraint on freedom, but rather a respect for others and their right to learn. Action will be taken if a student seriously interferes with the work, play, and activities of other students.

Students come to school to develop their potential to the fullest and become, for their benefit and that of others, the best person that is possible for them to be. To achieve this the student should:

- Express his/her individuality and find acceptance in a competitive atmosphere
- Recognize individual talents as coming from God, yet accept the responsibility of developing these talents to become a productive member of his/her school and community
- Grow competent in decision-making; develop a sense of responsibility to self and others
- Learn and apply basic truths of Catholic Faith to daily life, participate meaningfully in Liturgy (both during school and on weekends)
- Be aware of Christian values and acquire the self-discipline needed to live them
- Perceive life as one of personal service - to God, family, Church, school and country
- Provide opportunity to experience community so as to be able to build community
- To acquire basic skills
- Learn to think independently, be capable of making sound judgments based on Christian principles
- Use the communication arts effectively in life situations
- Develop desirable attitudes and behavior in inter-personal relationships
- Learn to live intellectually with change
- Accept responsibility for his/her own actions

As a responsible member of St. Mary's School I will:

1. Respect myself and the rights and safety of others.
2. Respect both school and private property.
3. Adhere to the code of conduct.

Anti – Harassment, Intimidation and Bullying Policy

St. Mary School strives to create and foster a place in which all individuals are treated with dignity, integrity, respect and compassion. St. Mary School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees, and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance. All faculty, staff, and students are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Harassment of any kind impedes this development and will not be tolerated.

Harassment, intimidation, or bullying behavior by any student/school personnel in St. Mary School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, from any computer not on school property, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Definition

Harassment, intimidation or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other. The following are examples of inappropriate use and activity:
 - Not respecting the rights and privacy of others
 - Sending or displaying offensive messages or pictures to internet or to others
 - Using obscene language
 - Harassing, insulting or attacking others

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts, and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
 - Posting slurs on Web sites where students congregate or on social media; sending abusive or threatening instant messages;
 - Using camera phones to take embarrassing photographs of students and posting them online or sending them;
 - Using social media sites to circulate gossip and rumors to other students;
 - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Harassment occurs when individuals intimidate, tease, bully, threaten, or discriminate against others based on race, religion, age, gender, physical appearance, economic status, sexual orientation, or academic pursuits. It creates an offensive, hostile, and intimidating environment. Examples of harassing behavior include, but are not limited to, the following:

•**Verbal Harassment:** derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.

•**Physical Harassment:** unwanted physical contact, touch, impedance, blocking movements, assault, hazing, or any intimidating interference with normal activity or movement.

•**Visual Harassment:** derogatory, demeaning, or inflammatory drawings, written words, cartoons, posters, gestures, or altered photographs physically produced or posted.

•**Sexual Harassment:** unwelcome sexual advances, insults, and other verbal or physical conduct of a sexual nature.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, aide or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should: Tell a teacher, aide or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, aide or principal including:
 - What, when and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the student said or did, either at the time or later;
 - How the student felt; and

- How the harasser responded

Complaint Procedure

St. Mary School expects students and/or faculty to immediately report incidents of bullying to the principal. Staff members are expected to immediately intervene when they see a bullying incident occur.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator. In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The faculty member will reasonably and promptly investigate upon the complaint. The faculty member will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The teacher may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the faculty member will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal as well as provide a copy of the findings.

Resolution of the Complaint

Following the investigation report, the principal may investigate further, if deemed necessary, and makes a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information that is necessary to comply with Ohio Department of Education reporting procedures.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Student Threat Policy

Any and all student threats to inflict any harm to self or to others must be taken seriously. Whoever hears the threat should report it immediately to the principal. The police may be notified immediately. The student will be kept in the principal's office under supervision until the police arrive. The parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.

The student may be suspended and not considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

The principal shall provide the mental health care professional (Psychiatrist and/or Ph.D. Psychologist) with all relevant facts, including but not limited to aggressive behavior, details of threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report, and a documented treatment plan in accordance with ORC 2305.51 from the mental health care professional stating the basis (factual and risk factors and testing results) upon which he/she has determined that the student is not/does not pose a danger to self or others. The report shall address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school.

The mental health care professional listed shall provide a follow-up assessment of the student within 30 days. If the student is readmitted to school the family shall provide the principal with a copy of that follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling, and/or treatment will be needed and/or provided.

Corrective Measures

In the event of an infraction of rules, the following methods of correction will be implemented. The teacher will counsel and/or reprimand the student, and if necessary, issue a disciplinary behavior referral. If a major infraction of rules occurs, a detention or referral to the administration for a higher disciplinary correction may be necessary. When a student is experiencing difficulty in adjusting to the school program the school will attempt to aid the student by:

- Identifying the underlying problem
- Working with the parent(s)/guardian(s) in an effort to help the child;
- Using available school and community resources to resolve problems; and
- Instituting appropriate disciplinary actions

Whatever action taken should reflect the severity of the problem and should be designed to improve the student behavior. The action taken should not humiliate the student.

In requesting admission to St. Mary School, both students and parents agree to comply with and support the discipline policies and regulations of the school. Serious failure in this area by either students or parents may result in the dismissal of the student from our school.

CODE OF CONDUCT

Sometimes a student may choose to violate these standards and needs to understand and be responsible for the consequences of his/her behavior. Below is outlined what would happen if a student chose to violate these standards.

Infractions:

Two infractions will result in the issuance of a referral

- Uniform violation

Student Behavior Referral

Student Behavior Referral (grades K – 4)

A disciplinary Student Behavior Referral is an infraction of the classroom and/or school rules. A Student Behavior Referral is only a parent notification of a student's behavior. It is not an immediate detention.

Consequences

- Verbal warning
- 1st notice written warning (issued after a verbal warning)
- 2nd notice loss of morning recess
- 3rd notice loss of morning & afternoon recess
- 4th notice loss of both recesses for 2 days
- 5th Detention issued for after school with parents' prior knowledge

Student Behavior Referral (grades 5 – 8)

Referrals are issued by a teacher or staff member, and then given to the student for parent signature. Referrals must be signed and returned the next day. Not returning a referral will result in another referral. By signing a referral,

you are acknowledging that you have seen it. Referrals do carry over from quarter to quarter for the entire school year. Students will have a fresh start the following school year, unless a student is on a behavior contract. Causes for a referral include but are not limited to:

- 2 uniform infractions
- Failure to observe school rules
- Destructive to school property
- Contact with another student
- Foul or inappropriate language
- Throwing objects such as food, snowballs, etc.
- Disrespectful behavior to any member of our St. Mary Community
- Excessive talking
- Disruptive behavior
- Chewing gum
- Littering
- Any other behavior that does not model what is expected from a St. Mary Student
- Failure to return referral slip signed by parent/guardian the school day following issuance
- Inappropriate use of Chromebook during the school day

Detention

The teacher or administration may handle disciplinary detentions. Detentions are given as a result of the accumulation of Student Behavior Referrals and/or disciplinary infractions. Detentions are served on Tuesdays from 2:00-3:00 PM. Students serving detentions are supervised by teachers and escorted to main entrance doors at 3:00 to be picked up. If parents don't pick up the student by 3:10 p.m. then the student will go to Aftercare (Kidzone) and the parent will accrue the expense. Detentions accumulate for the entire school year. Causes for a detention include but are not limited to:

- Receiving 3 Referrals in a school year
- Failure to cease disruptive behavior after receiving a referral
- Lying, Cheating, Stealing, Gambling, and other deceitful behavior
- Cell Phone violation
- Vandalism
- Forgery/Plagiarism
- Disruption of classroom instruction
- Disrespectful behavior to any member of our St. Mary Community
- Misconduct away from school functions (Field trips, or sponsored activities)
- Misconduct on the school bus
- Violating a restricted area
- Failure to return detention slip signed by parent/guardian the school day following issuance
- Bullying/Harassment
- Any other behavior that does not model what is expected from a St. Mary Student

Suspension and/or Expulsion

In the event of a major infraction (e.g. physical fighting, extreme disrespect toward authority, defiance of authority and/or school rules), an IN-SCHOOL SUSPENSION will be issued depending on the circumstances as determined by the administration.

The following cases are some examples of infractions that will result in suspension/expulsion:

- Persistent defiance of authority and/or school rules and regulations.
- Physical and Verbal Assault
- Sending or displaying offensive messages or pictures on social media
- Smoking, vaping, drugs, or alcohol
- Damage to school property or the property of others
- Violation to our Acceptable Use Policy
- Not respecting the rights and privacy of others

- Sending or displaying offensive messages or pictures to internet or to others
- Harassing, insulting or attacking others
- Threats - verbally or physically on another pupil or authority figure. Student threat policy will be followed including elimination from the classroom until appropriate steps are completed. Immediate expulsion could be issued depending on circumstances.

Suspension Policy

- Administration will investigate the student's infraction and follow protocol
- Students will call his/her parents/guardians to inform them of their infraction
- Administration will send home a written notification of student's infraction, signed by student & administration
- This written notification letter is to be signed by parents/guardians and returned, the next day – this written notice documents the parent notification of student's inappropriate behavior & consequence, this will be filed in the principal's office and will not be added to the student's permanent record
- Students will complete missed classroom assignments during the in-school suspension; however, the student will receive 0% credit for these assignments, including tests & quizzes. In addition, this work must be completed in an acceptable manner and is required to re-enter the classroom.
- An in-school suspension will be issued *depending on the offense or frequency of the offense by the principal.*
- In very serious cases, suspension for a period of time is at the discretion of the principal and pastor.

ADDITIONAL DISCIPLINARY MEASURES

The following disciplinary measures are used, depending on the offense or frequency of the offense:

- ***Behavior Contract:*** This document is completed by the student and signed by student, parent/guardian, principal and teachers.
- ***Probation:*** When reasonable measures have been taken to correct a problem and no significant improvement is noted, a student may be placed on probation by the principal. The terms of the probation will be clearly stated in writing.
- ***Suspension:*** After parents/guardians are notified of an offense, students may be suspended from school by the principal. The student, not the teacher, is responsible for work missed. This work must be completed in an acceptable manner and is required to re-enter the classroom. However, all missed work be given 0% credit, including tests & quizzes.
- ***in-school suspension*** - student work in the school office, but is excluded from classes.
- ***Expulsion:*** In cases of extreme offense, or lack of parental support, students may be removed from school. The principal makes this decision after conferring with the pastor and the teacher(s).
- ***Damages:*** If a student is at fault and responsible for property damage, or loss to any extent (school or personal), the student is required to pay for or replace it.
- ***Other Options:*** In some instances, (such as bullying or extensive meanness) in addition to the disciplinary measures above, students are referred to assisting agencies for additional help or counseling. Any drug related problem requires an assessment. Students who pose a serious threat to self or others, or who make threats to a student or school staff will be removed from the classroom and school premises immediately. He/she will require a professional assessment.

SCHOOL SAFETY

The school takes normal precautionary measures (reasonable care) to ensure the safety of all students. Supervision of students in the classroom, in the lunchroom, in the schoolyard, and on school property in general, is provided. Should accidents occur on the school property, parents/guardians assume the responsibility for the accidents.

School/Schoolyard Safety Policy

- Students may not leave the school premises for any reason from the time they arrive in the morning until they go home in the afternoon. The school will not accept responsibility for a student who disobeys this regulation. Violations of this rule are considered a very serious matter.

- Students must stay in the areas designated for their use by the faculty and staff. Students are prohibited from entering all other areas.
- Students are not to retrieve playground balls that go into the neighbors' yards.
- All adults or playground monitors are to be treated with respect.
- Throwing snowballs or other dangerous objects in the schoolyard, the bus line, or on the way to or from school will not be tolerated.
- Rough playing or fighting in the schoolyard is never permitted.
- No food should be eaten in the schoolyard during recess.
- Gum chewing is not permitted on school premises.
- Profanity is never permitted.

Prohibited Materials Brought to School

If inappropriate or harmful materials are brought to school, they will be taken from the student. Materials may not be returned in some instances. These materials include (but are not limited to) the following items and are prohibited in school, on the bus and on school grounds. Some prohibited materials are as follows:

- small toys (plastic cars, trucks, etc.) brought to school for recess
- sports cards, Pokemon cards, or any other trading cards
- stuffed animals
- anything that resembles a weapon (including toy guns, swords etc.)
- cleaning solutions
- White-Out

Drugs/alcohol/tobacco/vaping

Students are prohibited from the use, possession, or sale of drugs, "look alike drugs", drug paraphernalia, alcohol, tobacco, vaping, and explosive materials or weapons on St. Mary property, at St. Mary-sponsored events whether held during or outside of school hours, and on public school buses. Violations may warrant notification of the Avon Police Department, immediate suspension, and mandatory conference with parents before the student's return to school. Intervention by trained professionals may be required as a condition for the student to remain at St. Mary School. Lack of cooperation on the part of either the student or parents in this matter will result in the student's expulsion.

Student Cell Phone Policy

Parents who feel there is a compelling safety reason for their child to have a cell phone, iPod or other electronic device in school it is with the understanding that the phone is kept off and in the student's locker/book bag.

- If these electronic devices are seen or heard they will be confiscated by faculty/staff and sent to the office where it will need to be picked up by a parent.
- If a student repeatedly violates the cell phone policy further action will be taken by administration.
- If a student uses a cell phone, Smart phone, or any such electronic device during school hours or on school property inappropriately, detention issued.

Personal Electronic Devices

*All Personal Electronic Devices are **PROHIBITED** in school, on the bus, and on school grounds.*

- MP3 players, iPods, CD players, Gameboys, Nintendo, lasers, laser pointers, radios etc.
- Cell phones, Smart phones, etc., Smart watches
- Digital cameras

Violations

The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations will result in disciplinary and/or legal actions. Possible disciplinary actions may include, but are not limited to, any or all of the following:

- Removal from selected school activities and/or extracurricular activities
- Behavior/Probation contracts
- Possibly requiring professional intervention
- Suspension
- Expulsion

SCHOOL DRESS CODE

Girls Dress Uniform

- Plaid jumper (grades K-4) length 2" above the knee
- Plaid skirt/skort (grades 4-8) length 2" above the knee
- White or blue blouse with collar

Girls Casual Uniform

- Plaid jumper or skirt/skort from Schoolbelles
- Dress slacks navy or khaki from Lands' End or Schoolbelles (or identical slacks)
- Polo shirt in white, yellow, navy, light blue
- Socks white, khaki, navy, or black (ankle or knee high)
- Tights: white, navy or black
- Leggings (tight like) in white, navy or black – ***ankle length only*** and worn with socks

Girls Jewelry & Hair

- May wear only 1 pair of earrings (No dangling)
- Only 1 bracelet, ring, and necklace may be worn
- No hair extensions
- All hair accessories must be conservative
- No nail polish
- No makeup of any kind
- No hair dying or bleaching
- No ankle bracelets

Boys Dress Uniform K-8

- Dress Pants navy or khaki from Lands' End or Schoolbelles (or identical pants)
- White dress button down shirt with collar
- Tie (neatly tied & appropriate) grades K-4 optional
- Belt must be worn if pants have belt loops (grades K-4 optional)

Boys Casual Uniform K-8

- Dress Pants navy or khaki from Lands' End or Schoolbelles (or identical pants)
- Polo shirt in white, yellow, navy, or light blue
- Belt must be worn if pants have belt loops (grades K-4 optional)

Boys Jewelry & Hair

- No earrings
- Only 1 bracelet, ring, and necklace may be worn
- No extreme or trendy hairstyles (Mohawk, shaved head etc.)
- Hair length must not touch shirt collar or cover ears or eyebrows
- No hair dying or bleaching

Both Girls & Boys grades K-8

Physical Education Uniforms

- All students must wear an official St. Mary School P.E. uniform with our logo sold by Lands' End or Schoolbelles
- Solid navy-blue shorts (knee length) w/paw print or wildcat logo from Lands' End or Schoolbelles
- Navy blue T-shirt w/paw print or wildcat logo from Lands' End or Schoolbelles
- Must wear tennis shoes to participate in P.E. class
- No earrings for P.E. class due to safety reasons
- Navy sweatpants/warm-up pants with paw print or wildcat logo from Lands' End or Schoolbelles

(Nov. 1-April 15)

- Long sleeved T-shirt w/paw print logo from Lands' End
- Sweatshirt /Warm-up Jackets w/paw print or wildcat logo from Lands' End & worn over P.E. T-shirt

Shoes

- Dress shoes black, brown or navy (hard sole Oxford, loafer or dress Sketchers)
- No heels & No shoes considered a “gym shoe”
- No sandals, flip-flops, clogs, crocs, wedge shoes, or moccasins are permitted

Socks

- Socks must always be worn with shoes including dress down/up days
- Solid Color: white, khaki, navy or black

Boots

- Boots must be worn during inclement weather & school shoes brought to change into
- Students will go outside for recess unless below 25° F (with the wind chill)

Warm Weather Months (August-September 30 & April 15 – till the end of the year)

- Dress shorts (Bermuda style or walking shorts) navy or khaki & knee length (no cargo)
- Polo shirts (white, yellow, navy, or light blue)
- Belt must be worn if pants have belt loops (grades K-4 optional)
- White socks
- School dress shoes only

Winter Months

- Long sleeved polo shirts (white, yellow, navy or light blue)
- Turtleneck shirts, plain solid (white, navy or light blue)
- Sweaters (no hoods) in solid colors (white, navy, black or gray) worn over blouse or polo shirts
- Tights/leggings (white, navy or black)
- Dress appropriately during cold weather for recess (hat, gloves, winter coat, boots etc.)

Spirit wear & CYO Athletics

- **Spirit Day last Tuesday of the month – Any SMS Spirit wear may be worn over school uniform**
- Sweatshirts, warm-up jackets may be worn to and from school & during recess
- No sweatshirts are to be worn during Mass – please have proper jackets for Mass days
- Game Jerseys may be worn over uniform tops on game days or Fridays for weekend games
- Game jersey & spirit wear is to be taken off when they attend Mass
- No Avon sport shirts are permitted

Dress-Down Days

- Non-uniform day
- Students may dress down on their birthday or “un-birthday” for those whose birthdays occur during vacations
- Appropriate attire must be worn
- Neat blue jeans or other pants/slacks
- **NO LEGGINGS OR TIGHT-FITTING PANTS (we encourage modesty)**
- **NO JEGGING PANTS THAT FIT LIKE LEGGINGS (we encourage modesty)**
- T-Shirts/sweatshirts must not contain negative advertisements
- No hoodies
- No tank tops, muscle shirts, midriff shirts
- Athletic shoes may be worn
- No sandals, flip-flops, clogs, crocs, moccasins or shoes with higher than normal heels are prohibited
- Neatness remains a requirement on dress down days

Dress-Up Day

- Non-uniform day

- Picture Day or Birthdays
- Appropriate attire must be worn
- ***No denim jeans permitted***
- ***NO JEGGING PANTS THAT FIT LIKE LEGGINGS (we encourage modesty)***
- Skirts and dresses must be of uniform length no mini skirts
- No tank tops, midriff shirts etc.
- If leggings are worn with skirts or dresses, they must be worn with peds or socks
- Socks must always be worn

Holiday Attire

- Holidays: Halloween, Christmas, Valentine’s Day, St. Patrick’s Day
- Holiday attire may be worn over their uniform the day of the holiday or on Friday if it falls on weekend (after Mass)
- Holiday socks - bearing decor of that holiday or patterned socks may be worn
- Santa hats may be worn during the week of Christmas break for recess
- St. Patrick’s Day accessories may be worn during day over uniform (after Mass)

Dress Code Violations

- Failure to follow any of the above-mentioned dress code
- Students in grades 1-8 must wear their shirts/blouses tucked inside pants, shorts and skirts at all times
- If a shirt/blouse is too short to be tucked in
- Repeated “correctable violations” shirts that are not tucked, missing belts, etc.

Consequences of Dress Code Violation (3 strikes)

- Verbal warning
- Written warning
- Detention issued

Identification

All articles of clothing, boots, lunchboxes, etc. are to be marked clearly with the child’s name. The school is not responsible for articles left on school property.

Lost & Found

Lost articles are kept for a few days in a container located by door #1. Parents/guardians are invited to check the lost and found at the school during school hours. All unclaimed articles will be donated to charities.

DIOCESAN POLICIES

Aids Policy

St. Mary School does not discriminate against students with Acquired Immune Deficiency Syndrome, AIDS related Complex or Conditions, or those who carry the Human Immunodeficiency Virus (HIV). Each case is treated individually with charity and compassion. The school recognizes its obligations to the common as well as the individual welfare of the students and personnel. This requires decisions that respect both the person with AIDS and the welfare of students served in the school. A detailed explanation of this policy is available through the office.

Sexual Harassment and Sexual Violence Policy

St. Mary of the Immaculate Conception School is firmly committed to providing a safe, positive learning, and working environment that is Christ-centered for all employees and students. All employees have received and reviewed a copy of the Diocese of Cleveland “Standards of Conduct for Ministry.” In addition, all employees have received Virtus training and have successfully completed a criminal records check.

Sexual Harassment

For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one’s possession in the school, on school property or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading

sexual rumors/innuendoes; obscene T-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment. Procedures for filing a sexual harassment complaint are located in the school office.

Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (ORC 2151.421). The Department of Human Services and the police will be contacted immediately if there is any “reason to believe” (ORC 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Department will be contacted immediately in these situations.

Generally sexual harassment should be construed as sexual violence when the recipient: is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender’s sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment. Procedures for filing a sexual harassment complaint are located in the school office.

Sexual Abuse Policy - Protecting God’s Children

Students and/or parents need to report the abuse to a teacher or principal. State laws mandate that certain persons report suspected incidents of child sexual abuse to civil authorities. All clergy, staff and volunteers, even those not mandated by state law, **must** report knowledge or belief that a child is the victim of abuse to child protection or law enforcement authorities and the appropriate Church official or supervisor.

Student Sexual Harassment Policy

The administration and staff at St. Mary School believe that all employees and students are entitled to work and study in school related environments that are free of sexual harassment. St. Mary School will **not** tolerate harassment of **any type** and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of peer harassment include, but are not limited to, verbal or written taunting, bullying, or other offensive intimidating, hostile or offensive conduct, jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, insult, abuse or demean an individual or group.

Youth Gangs & Gang Related Activity Policy

Youth gangs and gang related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. St. Mary School follows the policy of the Diocese in regard to gangs. This policy is available through the office.

Weapons/Drug Policy

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale, display or discharge of any

weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by (ORC 2923.11 A), “deadly weapon means any instrument, device or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed carried, or used as a weapon.” By definition, (ORC 2923.11 B) states that “firearm means any deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant. Firearm includes an unloaded firearm, and any firearm that is inoperable but that can readily be rendered operable.”

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan Legal Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Drug Policy Regarding Possession, Sale, Use or Abuse

As educators in the church, we in an effort to provide a drug free environment, call ourselves to charity and compassion for the sick and concern for each student. Continuing educational programs for the parents/guardians, teachers, and students convey the message that drug and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented at all grade levels. Appropriate sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substances.

Parents will be notified immediately if a student is found to have or be under the influence of tobacco, vaping, alcohol, drugs, or to have drug paraphernalia in his/her possession on school property, on the bus, or during off-campus activities sponsored by the school. A mandatory conference with both parents will be arranged before the student returns to school.

Intervention by trained professionals may be required as a condition for the student to remain at St. Mary of the Immaculate Conception School. Lack of cooperation by either the student or parents in this matter will result in the student’s suspension or expulsion. If a student gives evidence of signs of chemical dependency, the Principal and teachers will contact the parents, and an appropriate course of action will be decided upon. Parents who are aware of these or similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency.

Under no circumstances is a student ever permitted to carry or give an over-the-counter medication. This includes, but is not limited to, Tylenol, Motrin, Advil, Midol and cough remedies. This constitutes a disbursement of Drugs.

Searches

St. Mary of the Immaculate Conception School is firmly committed to providing a safe, positive, family style learning and working environment that is Christ-centered for all employees and students. School lockers and desks are the property of St. Mary School. For the safety of all, school administrators reserve the right to search lockers, student desks, and personal property (if there is a reasonable suspicion).

SAFETY / SECURITY POLICY

- 1.** All school entrance doors are locked at all times.
- 2.** All parents, volunteers, and visitors must be buzzed in by the office (office has security cameras on these doors) to enter the building and report to the office to sign in.
- 3.** Students have a monthly fire (evacuation) drill, so that if they ever need to evacuate the building because of a threat, they can do so in an orderly fashion.
- 4.** Backpacks may not be worn or carried from class to class. They are emptied in the morning during homeroom period, and the students proceed to carry their books and supplies in their arms, so that nothing can be concealed in a backpack.
- 5.** Purses may not be carried from class to class as part of the uniform.

SCHOOL SECURITY POLICY

To help promote a safe, secure, and supportive learning environment the school has in place a Crisis Response Plan. This plan provides procedures to handle natural disasters and other potentially harmful events at the school. The school safety plan and crisis response procedures have been established and are available for review in the school office.

The information contained in this handbook is solely for the benefit of the members of St. Mary School. Any other use is expressly prohibited. Under no circumstances may this handbook be used as a mailing list or sales tool for any individual, group or organization. The administration of St. Mary School reserves the right to amend this handbook at any time and will promptly notify parents in writing of any changes in policies or practices.



Parent/Student Handbook

2019-2020 Academic Year

I have read the Parent/Student Handbook for the 2018-2019 academic year, located on our website at www.stmaryavon.org under Parent Resources tab and agree to comply with and support the procedures and policies of St. Mary School.

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

***Please sign and return this page to the office on the first day of school ~ Thank you.**