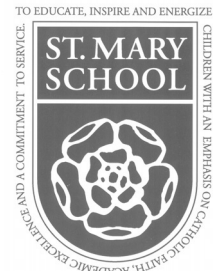


**St. Mary School Hyde Park  
2845 Erie Avenue  
Cincinnati, OH 45208  
513-321-0703**



Dear Students,

Welcome to the 2010-11 school year. The teachers and I are excited for you to return to school. We know that you will enjoy the many traditions that make St. Mary School such a special place. This handbook is written for you and I hope that you will take some time to read it with your parents. Your teachers will review these rules when you return. All of the adults in our building are here to help you have a safe, productive, and fun year.

In God's Love,

Miss Marianne Rosemond, Principal

Dear Parents,

Welcome to the 2010-11 school year. The teachers and I are looking forward to a memorable year. We are glad that you have chosen St. Mary School for your children and promise to work with you in their total education and faith formation. You have chosen a school that has a rich history defined by a strong faith community, high academic expectations, and extraordinary parent involvement. This handbook is for you and your children. In it you will find important information that will acquaint you with our practices, procedures and expectations. Even if you are a returning family, please take the time to read it with your children, as there are some changes. Your support and partnership is critical to your child's educational success.

A copy of this handbook is available online at [www.smsHP.com](http://www.smsHP.com). Should you require additional information or clarification, please contact our administrative assistant, Mrs. Becky Laudeman. She will be happy to answer your questions or direct your call.

In God's Love,

Miss Marianne Rosemond, Principal

**U. S. Department of Education Exemplary Schools Award**

1986 ♦ 2004 ♦ 2006

## **HELPFUL PHONE NUMBERS AND INFORMATION**

**St. Mary School**  
2845 Erie Avenue  
Cincinnati, OH 45208

**Principal: Miss Marianne Rosemond**  
**Administrative Assistant: Mrs. Becky Laudeman**  
**Development Director: Mrs. Beth Mock**

School Office: 513-321-0703  
Attendance: 533-5527 option 1  
Office Hours: M-F 8:00 A.M.-4:00 P.M.  
24 Hour Hotline: 533-5527  
School Fax: 513-533-5515  
[www.smshp.com](http://www.smshp.com)

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**St. Mary Church**  
2853 Erie Avenue  
Cincinnati, OH 45208

**Pastor: Father Ken Schartz**  
**Parish Secretary: Connie Erdmann**  
**Business Manager: Angie Pfaller**

513-321-1207  
Office Hours: M-F 9 A.M.-5 P.M.  
  
Rectory Fax: 513-533-5518

**Pastoral Associates:** Mary Ann Bressler,  
Maggi Hunt, Keith Pfaller, Emily Besl Henry, Margaret  
Shank

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**St. Mary Tuition Billing Office:**  
513-871-6250  
EBO Administrative Services  
PO Box # 8294  
Cincinnati, OH 45208

**Latchkey: Mrs. Donna Haitcoat**  
513-533-5520  
Hours: 7:00 AM – 6:00 P.M.

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

**Archbishop: Rev. Dennis Schnurr**  
  
**Superintendent: Jim Rigg, PhD**

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### **HOURS OF OPERATION**

#### **8:00 School Office Opens**

8:30 Doors Open to Students- check in for lunch in cafeteria then report to classroom  
8:40 Prayer, Pledge of Allegiance and announcements/tardy cut-off  
11:50 Morning Kindergarten dismissal

#### **LUNCH**

11:15 All Day Kindergarten  
11:50 Grades 6, 7 & 8  
12:20 Grades 3, 4 & 5  
12:45 Grades 1 & 2

#### **DISMISSAL**

Early Dismissal-parent must sign student out in the office  
3:30 Buses Load- Erie  
3:35 Walkers-Erie  
3:35 Pick-up dismissed from playground- Car line forms, enters and exits from Shady Lane  
3:55 Playground and Shady blocked for Latchkey use

#### **4:00 School Office Closes**

*The school reserves the right to amend the handbook at any time. All parents and students will be notified of any changes via email alert and white envelope communication. The online handbook will also be updated.*

**THE MISSION OF ST. MARY SCHOOL IS TO  
EDUCATE, INSPIRE AND ENERGIZE  
CHILDREN WITH AN EMPHASIS ON CATHOLIC FAITH,  
ACADEMIC EXCELLENCE AND COMMITMENT TO SERVICE**

**SCHOOL PHILOSOPHY AND OBJECTIVES**

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

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

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

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

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

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

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

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

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

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

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

***~St. Mary School is fully accredited by the Ohio Catholic Schools Accrediting Association~***

## **ATTENDANCE GUIDELINES**

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

### **ABSENCE**

Parents should call St. Mary Attendance/Message Line 533-5527 option 1 before 8:30 A.M. each day your child will be absent. Please state your child's name, reason for absence, and homeroom. If the school office is not notified by 9 A.M. you will be contacted to verify the safety of your child.

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

### **TARDINESS**

Students must be in their homeroom and ready for school to begin at 8:40 A.M. (Children should arrive at school by 8:25 in order to check into the cafeteria and go to their lockers.

- Students who arrive after 8:40 must report to the school office and will be marked tardy whether the tardy is explained or unexplained. If a child is late THREE times in one trimester, a note will be sent home to the parents/guardians from the principal.
- Students who arrive after 10:30 A.M. will be marked as one-half day absent.
- Students who are at school, leave for an appointment, and return will receive a tardy for attendance purposes.
- Students who are tardy for class will receive a responsibility mark (6-8) and the school office will be notified.

### **EARLY DISMISSAL**

School is normally dismissed for the day at 3:30 P.M. In the event your child requires an early dismissal, parents are asked to write a note to the teacher stating the reason. Ohio state law prohibits teachers from dismissing a child from school unless a note bears the signature of the parent(s) and approval from the principal.

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

### **VISITING HIGH SCHOOLS**

St. Mary School 8<sup>th</sup> grade students may not miss classes to shadow in high schools. Students are encouraged to attend High School recruitment evening/weekends, Open Houses, and shadow high schools on days SMS is not in session. One "shadow" day will be designated during the fall semester for the entire 8<sup>th</sup> grade to visit a high school of their choice.

### **ARRIVAL/DISMISSAL**

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

- Adult crossing guards are stationed at the intersections of Shady Lane and Erie; Monteith and Observatory; and at Linwood, Shaw, and Observatory. Student guards are at the intersection of Shaw and Erie.
- Traffic flows one-way, from north to south, on Shady Lane. In the morning and during noon recess Shady Lane is barricaded for the children's safety. Cars should never drive around or move these barricades.
- School buses load and unload children along Erie Avenue in front of the school. Cars are not permitted to park in front of the school on Erie Avenue before 8:40 A.M. and 2:45 P.M.
- Students may enter the school using doors on Erie Avenue or from the playground doors.

**Children are directed to always show respect and obedience to the crossing guards and teachers on duty. Children should go home promptly after dismissal. Drivers should use caution and patience for everyone's safety. If a student misses a bus or ride, they must report immediately to the school office.**

### **AFTER-SCHOOL HOURS**

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

### **LATCHKEY**

Before and after-school care is provided at a minimal expense for students at St. Mary School. Please contact Mrs. Donna Haithcoat at 533-5527 extension 5520.

## **ACADEMIC PROGRAMS**

- ❖ *St. Mary School is a parochial elementary school of the Roman Catholic Archdiocese of Cincinnati and follows the prescribed curriculum and course of study of the Archdiocese. St. Mary School is fully accredited by the Ohio Catholic Schools Accrediting Association.*

### **CURRICULUM**

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

### **ADDITIONAL OPPORTUNITIES**

St. Mary Students are given many different and varied opportunities to extend their learning. Through generous grants from the Ohio Arts Council, PTO sponsorship, and fundraising SMS offers the following:

- Speakers/Assemblies
- Science Enrichment
- Student Performances/St. Mary Players
- Field Trips
- Hyde Park Art Show
- International Student to Student Foreign Exchange
- Costa Rica extended study
- Artist In Residence Program
- Young Rembrandts
- Destination Imagination
- Stock Market Game Club
- Band/Guitar
- Choir- Grade 5-8
- Computer Enrichment
- Fine Arts Family Night and Picture Lady Program
- Yearbook

### **CO-CURRICULAR ACTIVITIES**

Students can develop leadership and creativity through activities such as Student Council, L.E.A.D., and serving as Crossing Guards.

### **MINISTRY AND FAITH FORMATION**

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

### **SCOUTS**

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

### **ATHLETICS**

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

St. Mary School students may opt to participate in Ski Club. Information is sent home via the White Envelope each fall.

### **ISSE**

Students in grades 5 and 6 are eligible to serve as hosts or delegates for the International Student to Student Exchange Program. This opportunity allows an in-depth experience with students of another culture. An information meeting is held each September and families who are interested are asked to submit letters of interest. All expenses are incurred by the families involved. Both host families and delegates share in fundraising to offset expenses.

### **COSTA RICA ENVIRONMENTAL SCIENCE STUDY AND SERVICE LEARNING**

Students in grade 8 study the rainforest of Costa Rica and may extend their study through an elective course and on-site learning each Spring. Under the leadership of Gary Morgan, students and chaperones travel to Morgan's Jungle Lodge as they explore the biodiversity and ecological needs of the rainforest. An information meeting is held in September and students and parents interested in the program are asked to submit letters of interest. All expenses are incurred by the families involved.

### **HIGH SCHOOL TEST PREP PROGRAM**

Parents of eighth grade students will be given information on test preparation programs for the November HSPT during *Back to School Night* in September. St. Mary School does not endorse or promote any specific program, but makes them available to parents who may be interested.

### **TALENTS UNLIMITED**

Since 1993 St. Mary School has been utilizing the Talents Unlimited model that allows teachers to integrate divergent thinking skills into the curriculum. The five talents of this model always come directly from the core academic material and include:

- Productive Thinking
- Communication
- Forecasting
- Decision Making
- Planning

Parents are welcome to join new staff members in training through workshops offered at SMS as a way to become familiar with the tools and terminology of Talents.

## **FIELD TRIPS**

Field trips are intended to extend classroom instruction and learning. Permission slips will be sent home to be signed by the parent and returned to the teacher. No student may leave school without parental permission given in writing on the school issued official form. Teachers will notify parents in advance of scheduled trips and associated fees. When transportation is necessary, St. Mary School will seek to utilize yellow bus service. In the event that buses are not available, parents may provide transportation. Parents must have a good driving record and proper insurance coverage. School liability guidelines insist that drivers may not divert from the field trip route or make unscheduled stops. Students traveling in private cars must be properly restrained by seatbelts at all times. Children under the age of 12 should not ride in the front passenger seat of cars equipped with airbags. While on field trips students are to be supervised by teachers and chaperones at all times.

New Ohio law requires children 8 and under to be in car seats or booster seat when traveling by car.

## **ACADEMIC EXPECTATIONS**

❖ ***Homework is an integral part of the learning process at St. Mary and is assigned to reinforce classroom instruction and promote student study habits, responsibility, and time management. Assignments are the responsibility of the students who should complete homework without parent assistance as much as possible. If students need extensive help from parents to complete their homework, teachers should be consulted. The following are guidelines and should take into account long-term assignments and reading.***

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

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

Parents can support their children in the following ways:

- Read over directions
- Arrange a study place at home
- Make homework, study time, and school a priority over other activities
- Explain the steps and let children work through them
- Keep communication with teachers positive and open
- Seek support when needed
- Call the hotline and website for daily assignments and check student planners regularly

### **HOMework INTERVENTION PLAN**

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

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

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

It is the responsibility of the student/parent to secure from the teacher(s) assignments or tests during an absence from school by calling the School Hotline. Parents should request assignments/materials daily when calling in the absence. Work will be available at the end of the school day if the homework request is made in the morning.

- Assignments and scheduling of make-up work will be at the discretion of the teacher, taking into account the length of the absence. Failure to make-up work will result in a zero.
- It will be the responsibility of the student/parent to obtain assignments. The student will have the same number of days in which he/she was absent to make up the work.
- Students who miss class or are absent without parent approval will not have the privilege of making up any work or tests given and will receive a zero grade for any missed work/test.

## **VACATION POLICY**

- ❖ Parents are discouraged from taking children out of school for vacation purposes. Instruction, discussions, media presentations, hands-on activities, and special activities cannot be made up by paper work alone. Parents are asked to respect the school calendar and shortened weeks due to Thanksgiving and Christmas breaks. Work missed during this time will not be re-taught and assignments will not be accepted late. Tests may not be made up for students who miss school on these days. Parents will be responsible for the instruction of any material missed. A doctor's note will be expected for absences due to illness. Travel during this time may result in lower grades.
  - Please notify the school office one-week in advance of an intended absence and return the schools Vacation Policy form signed, along with a note explaining the absence.
  - Teachers WILL NOT give you assignments before the rest of the class receives them, nor will they run off papers ahead of time. You are responsible to call the SCHOOL HOT-LINE (533-5527) each day of the absence for classroom information.
  - Teachers will collect the handout assignments while you are gone and issue them on your return. You will have **three (3) days** after your return to complete all the work and make up tests (outside of regular class time). **No credit will be given for work after that time.** Lower than normal grades may result and must be accepted.
  - Teachers should not be asked to re-teach the material you miss. Your parents will be responsible for the instruction of this material.
  - If the non-attendance is scheduled at the end of the school year, all assignments and tests must be completed in advance of the absence at the teacher's convenience. Report cards will NOT be given early in any quarter.

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

O Outstanding	S+ Above Satisfactory	S Satisfactory Progress
S- Below Satisfactory	U Needs Improvement	N Needs Time

## **GRADE CODES FOR 4-8**

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

## **HONOR ROLL**

An honor roll is established at St. Mary School for grades 6, 7, and 8. We are very proud of the academic excellence of the students and the Honor Roll is another way to recognize that excellence. Honor ribbons are given each quarter to students who have achieved the following criteria:

### **FIRST HONORS**

3.75 –4.0 average in Religion, Math, Science, Language Arts, Social Studies, & Spanish.  
No grades on the report card in any subject lower than a 77%  
No more than 1 DT or STEP  
No effort grade lower than satisfactory in any subject

### **SECOND HONORS**

3.25-3.7 average in Religion, Math, Science, Language Arts, Social Studies, & Spanish.  
No grades on the report card in any subject lower than a 77%  
No more than 1 DT or STEP  
No effort grade lower than satisfactory in any subject

## **REPORT CARDS**

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

## **PROMOTION AND RETENTION**

The promotion and retention of a student is based upon the recommendation of the teacher(s) involved and the principal who has the final responsibility of assigning pupils to the proper grade.

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

**Retention** may be recommended for those students who have not mastered the skills necessary to move on to the next grade level.

A student may be **placed** in the next grade level even if mastery of skills has not been obtained, but due to extenuating circumstances would not benefit from retention. A placed student will be on **academic watch** the following school year. Classroom teachers, support staff, and parents will closely monitor student progress.

A student who has missed more than 20 days of school may be placed in the next grade, but not promoted, depending upon overall academic progress and circumstances resulting in the absences.

## **TESTING**

Each fall the students in grades 2, 4, 6, & 8 take the Iowa Test

Each spring students in grades 3, 5, & 7 take the Archdiocesan Writing Sample

Each spring students in grades 5 & 8 are given the ACRE (Assessment of Christian Religious Education)

Students who are participating in the Ed-Choice Program must take the Ohio Achievement Tests as required by law. These tests are administered in the spring to students in grades 3-8.

Students new to St. Mary School are given a screening assessment to assure proper placement.

Throughout the year other standardized tests are administered to students on an individual basis at the request of the teacher(s), parents and school support staff.

Test results are provided to parents to show student progress. The overall results are reported to show the school's overall achievement.

## **Student Records**

St Mary School abides by the provisions of the Buckeye Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and other school related information on his/her child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **SUPPORT SERVICES**

School Nurse- A registered nurse is available to students daily to check vision and hearing of students, to attend to accidents and illnesses, and to keep health records for the student body.

Psychologist- Three days a week a school psychologist is on staff at St. Mary to evaluate and work with students who need assistance with academic or social adjustments. Referrals are made through teachers or the principal. Parental permission is required before a psychologist may test or work with any student.

Intervention Assistance- the IA teacher works with students to target areas of learning challenges in an effort to teach strategies for success. Services may include proctoring tests, as well, working on specific skills.

Remedial reading/math- St. Mary has a fully certified teacher assisting in the remedial areas of math and reading, as well as tutoring students. Referrals for remedial assistance are made through the classroom teacher or parent if they wish to discuss a referral for their child.

Enrichment- the enrichment teacher works with students whose learning is significantly above average in math and language based upon standardized test scores and teacher recommendations. Students are given more challenging, independent study and small group activities.

Speech/Language- A fully certified speech and hearing pathologist is available at St. Mary School two days a week. Referrals can be made through the teacher or psychologist.

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

### **STUDENT HEALTH POLICIES**

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

### **ILLNESS OR INJURY AT SCHOOL**

During the first week of school, emergency forms are sent home. It is imperative that this form be completed and returned immediately. In the event of illness or accident, the information on the form will be used. Any changes in this information must be given to the school office. In case the emergency numbers on the form cannot be reached, the school personnel will use their best judgment in the interest of the child.

### **IMMUNIZATION**

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

### **SPECIFIC HEALTH CONDITIONS**

The school office and classroom teacher should be informed about special health conditions such as allergies, reaction to insect bites or stings, asthma, diabetes, epilepsy, hemophilia, heart disease, etc... so that the school can be prepared in case of emergency.

### **FOOD ALLERGIES**

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

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

### **MEDICATION AT SCHOOL**

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

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

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

### **INHALERS**

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

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

### **COMMUNICATION**

- ❖ ***St. Mary School stresses the importance of communication between parents and school and offers numerous opportunities to obtain information from school or send messages 24 hours a day. It is our hope that all parents will find a way to communicate easily with us.***

### **SCHOOL HOTLINE**

We ask that parents call the school hotline regularly, each day if possible, to hear the special happenings, upcoming events, learning activities, and reminders. The homework is listed as well. The principal and teachers update the messages daily by 4 P.M.

### **TEACHER WEB PAGES**

Teachers maintain a web page that can be accessed from the school website; [www.smshhp.com](http://www.smshhp.com) Curriculum overviews, special projects, helpful links and assignments are available on teacher web pages.

### **OPTION C**

Junior High teachers will regularly post student grades at [www.optionc.com](http://www.optionc.com). Parents will be provided login information at the beginning of the school year to access their student/s personal grades. Parents are responsible to use OptionC to keep current with their child's progress.

### **SCHOOL OFFICE NOTIFICATION**

You may leave a message for the school office 24 hours a day by calling the office voicemail at 533-5527 option 1. If your message is an emergency during school hours, call the school secretary at 321-0703 so that she may alert the teacher. We ask you to notify us as soon as possible if your child will be absent. Parents who are traveling out of town are asked to notify the school of the dates and the name of the babysitter who will be responsible for the children in your absence.

### **MESSAGES FOR TEACHERS/PRINCIPAL**

Messages for the principal or the teachers can be left on the HOTLINE at the end of their daily messages or by pressing # during the message. You may leave messages for teachers 24 hours a day. A list of staff names and extensions is available in the PTO Family directory, or you may listen for the list following the principal's daily message.

*Please keep in mind that teachers may not have time to access phone calls during the day, but they will check them after school. If you have an issue with a teacher, please follow the problem solving guidelines before calling the principal.*

### **MESSAGES FOR STUDENTS**

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

### **DAILY ANNOUNCEMENTS**

A.M. announcements include birthdays, Morning Prayer, and the Pledge of Allegiance. End of the day announcements will take place at 1:50 each afternoon; therefore, messages for students should be received by 1:30 in the school office.

### **WHITE ENVELOPE**

Every Wednesday a large white envelope is sent home to each school family containing important information from the school. Parents are asked to look for this envelope from your youngest child, read the information carefully, sign the envelope, and return it to school on Thursday. If this envelope is lost students must purchase a new one for \$1.00. Detentions are issued to students who habitually fail to return their white envelope.

**Any items for the weekly envelope must be submitted for approved by the principal on the Monday prior to distribution. St. Mary School does not endorse local sports/athletic clubs or other programs; however, information is made available for parents to utilize at their discretion.**

### **SCHOOL NEWS**

The office periodically publishes newsletters and news bulletins that are distributed through the white envelope and made available on the school website.

### **ONE CALL NOW**

St. Mary School will utilize ONE CALL NOW notification system in the event of school closings, delays or emergency information that needs to be quickly received. Please be sure that our school office receives any changes in phone numbers (cellular, work, or home) and email addresses. In the future, we may utilize this service for other important reminders.

### **CONFERENCES/PICK A TIME.COM**

Parent-Teacher conferences will be scheduled at the end of the first trimester. St. Mary School utilizes Pick-A-Time.com for your online scheduling convenience.

At other times in the year, parents and teachers are encouraged to contact one another whenever a conference is needed. Parents are asked to call the school and make an appointment before or after school hours.

### **ADDRESSING STUDENT RELATED PROBLEMS**

The following guidelines should be followed when seeking to resolve problems regarding students, teachers or any situation which may involve school personnel:

1. If a problem occurs in a classroom, parents should contact the teacher in charge of the particular class and arrange a parent-teacher meeting to discuss the situation of concern. The school psychologist is available for assistance, and when appropriate students may be included in the conference.
2. If a problem is not resolved with a classroom teacher, parents may contact the principal.
3. If the problem is not resolved with the principal, parents may appeal to the Pastor. At that time the St. Mary Parish Grievance Policy guidelines will be followed.

## **PARENT INVOLVEMENT**

- ❖ ***Parent involvement at St. Mary is crucial for the success of our school. As the primary educators of your children, parents are encouraged to work within the classrooms, library, cafeteria and playground. You are asked to be resource people, to attend conferences, and to give input into programs.***

## **PTO**

St. Mary School has an active Parent Teacher Organization which works for the overall welfare of the school, and promotes a spirit of cooperation and community among the parents, the faculty and staff. The PTO holds a general meeting at the start of the school year, a parish wide Day of Reflection, and several social events to accomplish its goals. Ongoing business throughout the year is handled by the Executive Board at its monthly meetings (first Monday of the month.) Each year PTO members provide assistance to the school by serving as library volunteers, classroom aides, cafeteria monitors, and playground assistants. Members offer assistance in the office with special projects. They also publish a School/Parish Calendar and a School Directory, listing family names, phones, and addresses, and sponsor a Bid' n Buy booth at the Parish Festival.

PTO generates a wide variety of cultural and enrichment programs for St. Mary children and provides funds for teachers' in-service opportunities and hospitality for parents and staff. In recent years the PTO has assisted with capital improvement projects such as new windows in the gym and landscaping around the parish/school grounds. To raise funds for these projects the PTO conducts Market Day and grocery certificate programs, sells school logo shirts and sponsors several other projects.

## **EDUCATION COMMISSION**

The purpose of the Education Commission of St. Mary Parish is to establish objectives and to formulate policies for the educational programs of the parish.

Specific Duties:

- To develop and sanction all policies under which personnel shall operate the educational programs of the parish.
- To monitor the educational activities of parish organizations.
- To act as liaison in policy matters with officials of educational bodies outside the parish.
- To foster understanding and support of Catholic education within the parish and community.
- To review parish educational programs and consult with administrators to seek ways of improving these programs.
- To advise Parish Council, its committees and commissions on matters regarding planning, operation, and maintenance of educational facilities, equipment, and programs.
- To submit an educational operating budget to Parish Council and oversee its abidance.
- To determine policies regarding compensation, conditions of employment, grievance procedures, and personnel practices for the educational personnel.
- To establish committees as needed.
- To assist the pastor in the recruitment and evaluation of the school principal.

The parish Education Commission meets the first Monday of each month at 7:00 P.M. in the Seton Center. Meetings are open to all parishioners and school families.

### **ATHLETIC ASSOCIATION**

All parents are encouraged to join the St. Mary Athletic Association, which coordinates a comprehensive, quality sports program for the children of St. Mary School and Parish.

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

**Athletic Association's voicemail: 533-5500, ext. 5780**

## **ADMISSION PROCESS**

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

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

### **PRIORITY OF REGISTRATION**

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

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

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

No parish child will be denied an education at St. Mary School solely on the basis of financial need. Parents are asked to complete a PSAS form and meet with the principal to discuss tuition support.

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

### **DEADLINE**

We encourage families to register as soon as you decide to send your children to St. Mary School. St. Mary parishioners and families with children attending St. Mary School will receive priority consideration for available class openings until **December 1**.

### **OHIO EDCHOICE PROGRAM PARTICIPATION**

The Ohio Educational Choice Scholarship (Ed Choice) Pilot Program is administered by the Ohio Department of Education and was created to provide students from under-performing public schools the opportunity, through scholarship funding, to attend participating private schools.

St. Mary participation in the Ohio Ed Choice program is consistent with and, indeed, exemplifies the mission of our school in its broadest sense. It embodies our Catholic values and enriches the SMS community. As such, the St. Mary Education Commission endorses our school participation in this program subject to existing operating policies and procedures of St. Mary School.

With participation comes the need to comply with all program policies and procedures required by the state as outlined in the Ohio Educational Choice Scholarship Program, Policy and Procedure Manual, available online at [www.ode.state.oh.us](http://www.ode.state.oh.us) under the school operations tab. St. Mary Education Commission approved 12-03-07.

## **TUITION COLLECTION PROCEDURE**

St. Mary School has partnered with FACTS Management Company to manage tuition payments. Your Initial Invoice (Tuition Account Invoice) from FACTS Management Company will list your total tuition due and some classroom fees for the upcoming school year along with instructions on how to create an online FACTS account and enroll in a payment plan.

Go to <https://online.factsmgt.com> to learn more about managing your tuition.

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

## **TUITION AND FEES FOR 2010-11**

### **In parish 1-8 \$3025.00**

Kindergarten- full day- \$4510.00

Kindergarten half day- \$ 2450.00

### **Out of parish K-8 \$5625.00**

Out of parish K half day- \$3210.00

Extra-curricular activities, electives, and field trip fees will be determined at the start of the school year by class/grade. Student fees for art, technology, and other materials and supplies will be determined at the start of the school year by class/grade.

## **FINANCIAL AID**

Families who are in parish and seeking financial assistance should complete the PSAS form at the time of registration. A letter stating financial need should be addressed to the principal.

The Wieland Scholarship application is available in the school office each fall. Students who are awarded the scholarship are notified in December.

Out of parish students may apply for an August scholarship. A letter indicating financial need and the value of a Catholic education are required along with the PSAS form.

## **FUND RAISING**

St. Mary School students and families are encouraged to participate in fundraising throughout the year. Families are best suited to determine which events they are most able to support. The Magazine Drive kicks-off each September. This program provides valuable dollars for student activities and special programs. During the spring, SMS students rally for the Raffle Drive. The money raised supports the parish and the FunFest. Each event is intended to be fun-raising with raffles and incentives for student participation. Every level of participation is welcome and each child is made to feel part of the team in working toward a common goal. Programs such as ISSE and Costa Rica often sponsor events or items to assist in offsetting expenses for the families who participate. PTO sponsors Sally Foster gift wrap and cookie dough sales. Market Day, St. Mary Shop and other programs raise money for St. Mary.

## **ANNUAL FUND DRIVE**

A unique opportunity for families, friends and alumni to support St. Mary School exists in the AFD. The drive runs from October through June. Donations are divided among operating expenses and a reserve account. This fund allows us to keep tuition affordable and offer additional academic opportunities for our students.

## **CAFETERIA AND LUNCH PROGRAM**

St. Mary School is pleased to offer students the option of a healthy hot lunch. The price of lunch is \$2.50. Milk will be sold for \$0.50. Parents are to set up an account with MealPayPlus.com to monitor their child/ren's cafeteria account balance. Any purchases made may only be done with an account that is current. Parents may pre-pay online or by sending a check to school. Checks should include the student's name and account number. Children will check in for lunch in homeroom. Late arrivals must check in by 10:30 to allow adequate time for the preparation of meals. At the beginning of the school year, information will be sent home regarding free and reduced lunch programs. Paperwork must be completed and returned by the date indicated.

### **BIRTHDAY CELEBRATIONS**

We are happy to share in the celebration of children's birthdays. Healthy, **nut-free birthday** treats may be shared with an entire class after prior discussion with the child's classroom teacher. Invitations to private parties are not to be issued or distributed at school and private or select celebrations at lunch or recess may not be held at school. Birthdays are recognized each morning over the announcements and students may visit the office for a birthday card from the principal.

### **STUDENT PARTIES**

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

### **VISITORS**

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

### **BUILDING SECURITY**

The school building will be locked during school hours. Parents and guests are to enter through the front doors on Erie. Please ring the bell and you will be "buzzed" in. All visitors must sign in and out at the front office. A visitor's tag should be worn. Regular volunteers must comply with the Archdiocesan Decree on Childhood Protection. This includes having fingerprinting done and completing a course on child abuse. Certification will be issued by the Archdiocese.

### **SCHOOL SAFETY ISSUES**

Adult crossing guards are stationed at the intersections of Shady Lane and Erie; Monteith and Observatory; and Linwood, Shaw, and Observatory. Student safety guards are stationed at the intersection of Shaw and Erie.

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

**Students are not permitted to leave the school grounds once they arrive at school for the day, during class time, recess, or before class begins. Field trips and Electives classes require parent permission before students may leave school grounds.**

### **SAFETY PREPARATION**

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

**Fire Drill:**

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

**Tornado Drill:**

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

**Shelter In Place:**

1. A PA announcement will be made that we must shelter in place.
2. Students will assemble with their homerooms in a designated area.  
Grades K – 3M will go to the gym. Grades 3D-8 will stay in their classrooms.
3. Students may use the water fountains and bathrooms on the second and third floors with teacher permission.

## STUDENT EXPECTATIONS

### ***EXPECTATION: TO RESPECT THE DIGNITY OF OTHERS***

**Students are expected, as members of this school community, to live up to the school's Code of Courtesy in order to show pride in self, to be aware of other's feelings, and to respect the property of the school and classmates. Students will reflect St. Mary pride both in and out of school.**

### **ST. MARY SCHOOL CODE OF COURTESY**

1. I will be sensitive to other's feelings. I will not exclude other kids from playing games on the playground or sitting next to me in the cafeteria, at assemblies, or in class.
2. I will walk in a quiet, orderly manner in line, in hallways and between buildings.
3. I will show respect for other people, especially adults, by the way I speak and respond to them.
4. I will show respect for other people by waiting quietly until their conversations have been completed before I speak. I will also be careful not to walk between two people who are talking.
5. I will show respect for all school property by conserving supplies and taking care that our school's facilities are kept orderly and without harm. I will also respect the personal property of others, just as I expect others to respect my personal property.
6. I will make an extra effort to hold doors for others and to knock before interrupting a class.
7. I will make an extra effort to be attentive in the cafeteria lunch line. I will keep my hands to myself and my feet on the floor while standing in line.
8. I will always protect my health and the health of others by remembering to wash my hands and properly dispose of tissue. I will properly use the bathroom facilities and refrain from spitting at all times.
9. I will show respect at all times especially at all religious services and at all assemblies.
10. I understand that major infractions of discourtesy will not be accepted and I will receive appropriate consequences.

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

*NAME-CALLING or BULLYING related to one's physical appearance, mental ability, religion, nationality, sexuality, or for any other reason, is a very serious offense because it violates a student's right to dignity and respect. Generally, 3 detentions will be given and, if you continue name-calling, you will be placed on the Step Program.*

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

*PHYSICAL CONFRONTATION in any grade will result in 3 DT's or suspension. Hitting will result in a suspension.*

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

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

- ❖ *In order to provide an environment for learning at St. Mary School, you are expected to enter, leave, and move about the building in an orderly manner, with no running, pushing or shouting.*
- ❖ *You are expected to remain out of parts of the building not ordinarily open for pupil activity. You may NEVER BE IN THE GYM without adult supervision – before, during or after, school – even on weekends and evenings.*
- ❖ *At all times you are expected to cooperate with the school rules in and out of the classroom and to be respectful to fellow classmates and ALL teachers, even those who do not teach you. You are also expected to show courtesy to people and property on your way to and from school.*
- ❖ *Everyone must work to reduce interruptions and distractions to the learning process.*
- ❖ *Truth- tell the truth. This is a common courtesy. Honesty allows us to trust one another.*
- ❖ *Trust- We must trust one another so we can engage in cooperation without fear.*
- ❖ *Respect- Give up put downs and praise people instead. Always show concern about each other's feelings and needs. We must encourage one another.*
- ❖ *Active Listening- Show consideration for others by listening. Our ears listen, our eyes focus, our mouth is closed, and our bodies are still.*
- ❖ *Personal Best- Make a commitment to lifelong learning. Knowledge and wisdom are gifts from God.*

**MESSAGES**

You may not be called out of class or to the telephone for a message. Messages or articles must be left for you in office. Students will be called during afternoon announcements to retrieve messages prior to dismissal.

**TELEPHONE USE**

With permission and a phone pass, you are permitted to use the "school phone" on the wall inside the cafeteria entrance. This is the only phone available to students. School office phones are for school business only.

**CELLULAR TELEPHONES**

Students are not permitted to use cell phones or pagers on school property. Exception: Emergency or immediate danger to self or class. If a parent wants the student to bring a cell phone to school the phone must be turned off in a backpack or turned in to the school office during school hours. Cell phones must be labeled with the student's name. Unauthorized possession or use of a cellular telephone will result in being placed on the Step Program. The school is not responsible for the theft or damage of a student's cellular telephone.

**ELECTRONIC DEVICES**

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

**GUM CHEWING AND EATING**

In an effort to achieve good manners, chewing gum on school premises is prohibited. **As a safety precaution, eating on the playground during recess is not permitted.** Students are not permitted to eat on buses.

## **EXPECTATION: TO RESPECT THE PROPERTY AND RIGHTS OF OTHERS**

### **PERSONAL PROPERTY**

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

### **DESTRUCTION AND THEFT**

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

### **LOST AND FOUND**

*Bring valuable articles (like glasses, jewelry, and watches) to the Main Office as soon as you find them. Take clothing and other articles to the hall behind the cafeteria. You may claim a lost article by identifying it. Articles not claimed within a month will be given to an appropriate charity.*

### **CARE OF BOOKS**

*All textbooks that go home must be covered and in a book bag. You must pay for any damage or loss of books. **If you find the book after you paid for it, all but \$5 will be returned to you.***

### **REPORT CARDS AND FAMILY ENVELOPES**

*A fee of \$1.00 will be charged to replace a report card envelope or a family envelope.*

*A family envelope is sent home each Wednesday filled with important school communication. If you are the youngest in your family, you are responsible for returning the family envelope on Thursday with your parent's signature on it. Failure to do so will generally result in a detention.*

## **EXPECTATION: ATTENDANCE AT SCHOOL**

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

### **TARDINESS**

***You must be in your homeroom at 8:40 AM prepared to begin your morning classes. Students who arrive after 8:40 AM must report to the School Office before going to their classroom and will be marked tardy. If you are tardy THREE times in one quarter, the principal will send a letter to your parents reporting these occurrences and requesting parents to ensure your prompt arrival at school in the future.***

### **ARRIVAL AT SCHOOL**

School begins at 8:40 AM daily. **Students must be in the classroom and be prepared to begin class at 8:40 AM.** Students may not be in the building before the 8:30 bell rings, except for a pre-arranged appointment with a teacher. Then you must return to the playground IMMEDIATELY. Before school you may NOT run or play games on the playground. You MUST BE ON THE PLAYGROUND, no other part of the school property.

During inclement weather students will be permitted to wait inside -- IN THE CAFETERIA. The teacher on duty will determine the seating and dismissal of students from the cafeteria to their homerooms.

### **EARLY DISMISSAL**

In the case of an early dismissal, your parents must write a note to your homeroom teacher preferably one day before to state the reason for your early dismissal. The school may dismiss you from class only when the note bears three signatures: your parent, teacher and the principal. You must meet your parents in the Main Office. The adult or appropriate driver must sign you out and back in upon your return. Early dismissal is generally permitted for doctor appointments or family emergencies. Parents will be responsible for the instruction of any material missed.

### **STAYING AFTER SCHOOL**

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

### **THE GYM**

Students may **NEVER** be in ANY part of the gym, including the stage and balcony, unless an adult is present *and* has agreed to be responsible for you. If your team has practice, you may not be in the gym **until YOUR COACH is present**. You may NOT hang around after school unsupervised waiting for your team practice.

### **EXPECTATION: DRESS CODE**

- ❖ **All students are expected to dress neatly and appropriately at all times – even on out-of-uniform days. Neat and appropriate appearance includes, but is not limited to cleanliness, good repair, free from holes, size of clothes and modesty, as well as logos, graphics or messages printed on clothes.**
- ❖ Uniform shorts and skirts must come **TO THE KNEE**. **Out-of-uniform shorts and skirts must reach further on the student’s leg than the fingertips of his/her extended arm. Uniform and out-of-uniform slacks, shorts and skirts may not hang below the waist or be rolled at the waist. Undergarments and midriiffs may not show at any time.**
- ❖ For health and safety, socks or tights are to be worn. Girls may wear white, navy, or black ankle/athletic socks, white, black or navy opaque tights, or white knee socks. Footless tights may be worn. Boys may wear white, navy or black ankle/athletic socks or dress socks. Shoes with low heels and closed toes must be worn at all times. Sandals, crocs, and clogs are not allowed. Boots may be worn beginning on November 1 but not after April 1 of a school year.
- ❖ Girls will wear the uniform plaid jumper or skirt/skorts (Grades 6, 7, 8) **TO THE KNEE**. Socks, tights, and leg wear worn under the uniform must be white, navy blue or black. Pants may not be worn under the uniform during the school day.
- ❖ Uniform pants worn by male and female students must be navy blue **DRESS PANTS** with NO rivets or patch pockets. Capri pants and stretch knit pants are not permitted. Jeans, any style, are prohibited.
- ❖ Navy blue DRESS SHORTS worn **TO THE KNEE** are acceptable before Nov 1 and after April 1.
- ❖ White uniform shirts worn by female students are dress shirts or one of the *approved* soft knit shirts with a St. Mary logo. These soft knit shirts *must* have the SMS logo and can be purchased through approved vendors. Dress shirt collar may be monogrammed with SMS in navy. Collars should be free of ruffles. Junior High girls may wear green or white uniform shirts purchased through school or approved vendors. **Shirts are to be tucked in at all times, unless the banded style is purchased.** Only the top button may be open.
- ❖ White uniform shirts worn by male students are *approved* soft knit shirts with a St. Mary logo. These soft knit shirts *must* be purchased through school and *must* have the SMS logo. Junior High males may wear green or white uniform shirts purchased through school or approved vendors. **Shirts are to be tucked in at all times.** Only the top button may be open.
- ❖ Uniform fleece vests or half-zip tops may be worn in place of a sweater or sweatshirt. These may be purchased through Lands End and have the St. Mary School logo. All students may wear navy. Junior High students may wear dark green. A uniform shirt must be worn under the fleece.



- ❖ Uniform sweatshirts must be one of the approved *uniform* sweatshirts with the St. Mary logo, NOT a “Spirit Wear” or “Cougar Gear” sweatshirt. Sweaters must be plain navy blue cardigan style with no hood, decorations or ruffles. The logo is not required; if any monogram is to adorn the sweater it is to be SMS or St. Mary School stitched in white. A uniform shirt must be worn under the uniform sweatshirt/sweater. White turtleneck sweaters may be worn UNDER the required uniform shirts. T-shirts worn under the uniform shirt must be plain white and no graphics may show through.
- ❖ Both boys and girls must wear a belt with shorts or pants in grades 3-8. Belts may be navy, brown or black leather for boys/girls. Girls may opt to wear the uniform plaid ribbon belt available through Lands End. Other styles may not be worn.
- ❖ Hair styles for boys and girls are to be neat and well kept. Hair must not cover the eyes.
- ❖ Make up is to be modest and natural and may be worn by Junior High girls only.
- ❖ Jewelry is to be minimal and modest. Earrings should be no larger than a dime and only one per ear. Large hoops or dangling earrings are prohibited. One bracelet per wrist may and no more than one chain length necklace should be worn. Body piercing and tattoos are not permitted.

**ON GYM DAYS** all students must wear gym shoes. Shorts and slacks are also recommended.

### **SPIRIT WEAR DAYS**

On the first Friday of every month, and other special days, which will be announced, Spirit Wear, Cougar Gear and sports uniforms may be worn. Students may wear a designated shirt in place of the uniform shirt or designated pants in place of uniform shorts, pants, or skirt. Pajama pants may not be worn. The regular uniform shirt or pants must be worn if Spirit Wear or Cougar Gear does not replace it. The boxer shorts and sweatpants may be worn under the uniform jumpers or skirts, or on their own during gym classes. The sweatpants may be worn on either Spirit Days or out-of-uniform days. Spirit Wear and Cougar Gear will be available for purchase at St. Mary School.

### **OUT of UNIFORM DAYS**

Students must observe school guidelines for clean, neat and modest attire when they are “out of uniform.” Some examples of current fashion trends which are NOT acceptable include but are not limited to waistbands hanging low on the hips, writing on the rear, hats, clothing with cuts or holes, tank tops or camisoles with spaghetti straps, any clothing that reveals undergarments or midriffs and basketball shirts without a shirt underneath Shorts may not be worn during the 2<sup>nd</sup> trimester on out-of-uniform days. Parents will be called to bring appropriate clothing to students who fail to follow this policy.

Teachers may ask students to remove or change **anything** that they find distracting or disturbing to others.

***Parents will be notified if students repeatedly disregard the school’s dress code. Students will receive a DT and be restricted from attending classes until they change into appropriate dress***

**EXPECTATION: BE SAFE, RESPONSIBLE, AND COURTEOUS IN SPECIAL AREAS**

**CAFETERIA**

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

1. Each class will sit together at assigned tables. No "saving" seats.
2. Please WALK at all times in the cafeteria.
3. No moving from place to place or visiting other tables.
4. Loud noises and throwing objects of *any* kind are not permitted.
5. When the bell rings for dismissal, silence is to be observed and all movement stop.
6. Each table and surrounding floor area must be clean before table captains are dismissed.
7. Please walk directly to the playground. You may not stop at lockers, classrooms, drinking fountains, or restrooms on any floor.
8. If you fail to do your part in keeping the cafeteria a clean and a courteous place, you will not be allowed to use the cafeteria. Your parents will be notified.
9. Speak with respect to all cafeteria staff and volunteers.
10. Do not eat food containing tree nuts or peanuts in the designated "Peanut Free Zone."

**RESTROOMS**

You may not linger, make loud noises, play, throw paper or water, spill soap, climb on the stalls or sit on the sinks. You must have your teacher's permission to be in the restrooms, or any other part of the building, during school hours, including lunchtime. Be quick, be clean, and be courteous.

**PLAYGROUND**

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

**You may NOT:**

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

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

**LIBRARY**

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

**COMPUTERS**

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

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

**EXPECTATION: NO SMOKING, DRUGS, WEAPONS**

- ❖ ***St. Mary School is a smoke-free, drug-free and child-safe facility. Any violation of school rules regarding smoking, drug use or weapons will result in extremely serious consequences including placement on the Step Discipline Program and possible suspension or expulsion from school.***

**NO SMOKING**

Students may not smoke on the grounds of St. Mary School or Parish at ANY time. Even possessing matches or lighters, as well as tobacco in any form, are prohibited.

**NO DRUGS**

You may never have drugs, alcohol, mind-altering substances, or medicine at any time on St. Mary School property.

**NO WEAPONS**

You may NEVER use or have in your possession any weapon, including but not limited to a gun, knife, or any object that could be used as a weapon or is a weapon look-alike. Possessing or using firecrackers, stink bombs, or any other disruptive or explosive device is prohibited.

**NO THREATS/ BULLYING**

No verbal threats of any kind will be tolerated.

Students who are being bullied or intimidated are asked to report such acts to the teacher/supervising adult on duty. Students may also file a "Student Violation of Rights Report" with the principal. These forms are available in the school office. Likewise, parents who are aware of bullying should also contact the teacher/supervising adult who will report the behavior to the principal.

To adequately protect victims of bullying, intimidation or harassment, St. Mary School has intervention strategies in place depending on the type of behavior. Such strategies include: providing adult supervision during lunch and recess, monitoring bathroom breaks, and in the hallways during times of transition; maintaining communication with the parents of all involved parties; providing counseling to both victim and perpetrator, and informing school personnel of such incidents and instructing them to monitor the victim and offending party to limit further incidents or retaliation.

**The school will notify the police if any student is suspected of an unlawful action. You may be suspended or expelled by the principal or pastor for violating any school rules regarding smoking, drugs, or weapons.**

**EXPECTATION: DISCIPLINE**

**The Step Program**

St. Mary School instituted the Step Discipline Program to ensure a positive environment for academic achievement for all students.

Classroom teachers will create a classroom management plan for students to assist them in knowing and following expectations necessary for learning. In the event that all steps have been utilized and a student is not able to correct his/her behavior, it may be necessary to be placed in the Step Program.

A student may be placed on Step for repeated disrespect to authority or disturbances in the classroom, major infractions of rules such as physical abuse to others, damage to property, or leaving supervised areas without permission.

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

**Step 1** – The students will have a one-hour detention with the principal and will miss a field trip with the class. The student will be removed from the honor roll that quarter.

**Step 2** – Conferences with parents, teachers, principal and student.

**Step 3** – Suspension for three days.

**Step 4** – Long-term suspension. (Length will be determined by the principal.)

**Step 5** – Expulsion from St. Mary School.

**DETENTION**

Students in grades 2 through 8, whose behavior is not appropriate to the school environment, will receive a detention slip that is to be signed by their parent and returned to the teacher who issued the detention. Teachers determine the time detention must be served. Students who continually or severely disregard the Courtesy Code or the regulations in this Student Handbook will receive a detention. If a student receives **three** detentions in a trimester or **five** per year, he/she will be considered a candidate for the Step Program.

**ALTERNATE FORMS OF DISCIPLINE**

Alternative disciplinary action shall be proportional to the offense and may include physical labor and assistance with school maintenance. For example, vandalism to school property may result in cleaning the school property; littering or making a mess in the cafeteria may result in clean up duty. Parents will be notified when alternative measures are utilized.

**SUSPENSION**

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

**EXPULSION**

*In extreme cases the principal/pastor may expel a student for academic or disciplinary reasons. Students will have an opportunity to explain their behavior and the parents will be called in for a conference.*

**This Student Handbook presents the conditions and expectations for parents and students attending St. Mary School.**

**Your signature and your parents' or guardian's signature are required to confirm your agreement to abide by the rules and policies of St. Mary School.**

**The school administration reserves the right to add to or alter the Student and Parent Handbook at anytime.**

**Parent Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Student Signature \_\_\_\_\_ Date \_\_\_\_\_**