



ST. MARY'S

SCHOOL

HANDBOOK

2016-2017

www.stmaryschoolwooster.com
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PREFACE

St. Mary School is part of the Cleveland Parochial School System and as such is under the direction of the Diocesan School Board and the Pastor of St. Mary Parish.

In as much as there are specific policies and regulations established by all of the above, this manual has been prepared to acquaint parents with those policies and regulations which help St. Mary School function. This manual has been approved and is accepted as the official school manual. The list of rules and regulations might not cover every situation. The policies that follow are intended to provide only a framework. Other situations may arise in the course of a school year that require special attention. These situations will be dealt with as the need arises. Parents are asked to abide by the rules and regulations as stated in this handbook. Please keep this handbook for ready reference. This handbook is a contract between the school and parents.

Realizing that the Liturgy is an important part of the religious training of the child, we celebrate Mass twice a month. The parents are invited and encouraged to share these celebrations with their children. It should be understood by the parents of children who attend St. Mary School that they assume the primary responsibility for the religious training of their children. If a child learns in school what a Catholic must do and does not find an example of such Catholic life in the home, the child will become confused.

Concerning the role that parents should play in the religious education of their children, the Second Vatican Council has issued the following statement: "Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it falls on parents to create a family atmosphere so animated with love and reverence for God and Men that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs."

MISSION STATEMENT

Growing in character, faith, and knowledge.

GOALS

1. To communicate the gospel message of Jesus.
2. To provide opportunities to build and experience a faith community.
3. To prepare young people to live in and care for our world now and in the future. We strive to teach social justice concepts and provide opportunities for service that will develop the student's sense of responsibility and critical thinking.
4. To provide students with the opportunity for growth in prayer.
5. To provide instruction in religious truths and values in such a way that they become an integrated part of the school program.
6. To develop a faculty and staff who, by their presence and teaching, express an integrated approach to learning and living their lives.
7. To provide an academic program and environment conducive to the optimal development of each student.

ADMISSIONS POLICIES

NON-DISCRIMINATORY STATEMENT

In the Catholic school, there can be no discrimination on the basis of race, sex, national origin, religion, and medical and/or handicapping condition. Handicapped children will be accepted, if with reasonable accommodation on the part of the school, the handicapped person could be accommodated.

ADMISSION OF STUDENTS

A child entering kindergarten must be five years old before July 1. The principal may exclude those applicants for Kindergarten whose screening indicates a lack of readiness. Birth certificates, baptismal certificates, Social Security number and, when appropriate, information regarding guardianship must be presented at the time of registration.

New students applying for admission to St. Mary School must present evidence of satisfactory conduct and achievement for a particular grade. A test may be required to ascertain the ability level of each new student. Students that attend a kindergarten from another school will not automatically be accepted in our First Grade and must meet our age requirement. An evaluation will be necessary to ascertain the child's readiness and skills for first grade.

A physical examination and all necessary immunizations are required for entrance into kindergarten. New students in other grades must present necessary immunization records.

Students are accepted on the following priorities: **At kindergarten registration time**, all siblings of students already attending the school (K-8) will be given first priority; the next priority is given to all actively registered parish families, followed by all others. **At re-registration time**, current St. Mary School children will be given first priority; the next priority is given to children of St. Mary parishioners (a parishioner is understood to be one who is registered in the parish, attends and financially supports the parish on a regular basis), followed by all others.

TUITION/FEEES

RELATIONSHIP OF PARISHIONER SCHOOL FAMILIES TO THE LIFE OF THE PARISH

This portion of the handbook pertains to the relationship between those families with children in St. Mary School who identify themselves as parishioners and the expectations in place that the pastor uses to confirm that a family is not just technically registered on paper as a parishioner but is truly committed to the life of the parish community as an engaged Catholic family. Being registered on paper does *not* guarantee being granted the "parishioner rate" of tuition.

The St. Mary Parish Finance Council has contributed to the policy for tuition rates. Since our actual costs of educating a child far exceed the tuition paid, the parish-at-large contributes considerably to the operations costs of sponsoring a school, principally through the Sunday Offering. It only makes sense that school families who expect to pay a "parishioner rate" of tuition make regular financial contributions to the parish, credited through the use of offering envelopes which are issued to all parishioners. Please be clear that the amount of the contribution is not per se a factor, but rather demonstrating a regular pattern of attendance at weekend Mass and a level of stewardship of treasure as well as time and talent.

Consideration is given to varying household budgeting methods. For example, one family may choose to make a monthly offering, while another family may give weekly. However, one monthly envelope does not mean coming to Mass only once a month. There is an organic connection between the mission of St. Mary School and the nourishment of the Catholic faith of the family outside of school. The commandment, "Keep holy the Sabbath," includes, for a Catholic, participating in weekend Mass.

Some families do considerable traveling, and may be attending Mass elsewhere other than at St. Mary. Nevertheless, the pastor reserves the prerogative, sensitively to approach our families about how they are demonstrating their commitment as parishioners. It ought never be presumed that once a parishioner rate has been granted, it is automatic every semester. It is the pastor's standard practice, semi-annually to review the history of envelope usage and, if necessary, initiate a conversation with a family that may in fact lead to adjusting to the non-parishioner rate. If there are mitigating circumstances (a change of employment status, traveling to relatives on weekends, and so on), this calls for an appointment with the pastor and/or principal, and this will be treated with utmost confidentiality.

GENERAL TUITION INFORMATION AND POLICIES

Tuition payments may be made: monthly (10 payments) – August 15 – May 15; quarterly - the fifteenth of August, then the first of November, February, and April; twice a year – August 15 & February 1; or in one payment due August 15. To complete registration, families new to the school are required to pay a non-refundable deposit equal to one month's tuition. This deposit will be applied to the family's tuition. Payments should be made in the school office. **All tuition accounts are to be paid in full before June 15.** Tuition payments that are late will be billed and assessed a \$10.00 late fee. For accounts that are chronically late, arrangements will be initiated to pay in advance. **Money paid for tuition (education) is not tax deductible.**

STUDENT FEES: Along with tuition is this separate student fee. This fee is due on or before the first day of school; or may be paid semi-annually with the first payment due on or before the first day of school and the balance due on or before January 10.

REGISTRATION FEE: This is non-refundable per pupil fee due when registering with St. Mary's School.

PAYMENTS TO THE SCHOOL

Payments to the school should be sent in an envelope labeled with your student's name and what the payment is to be applied to. All checks returned to the school for insufficient funds will be assessed a \$15.00 additional fee. The school office reserves the right to request cash payments.

ACADEMIC POLICIES

Homework is valuable for additional practice and for the mental discipline it affords. Parents should see that the child has a suitable atmosphere in which to study. Parents can help the child, but are cautioned against giving too much help thus destroying the spirit of independence, which is so necessary in scholastic training.

The time allotment for homework is based upon the ability of the average child. The following are suggested time allotments as given by the Diocesan School Office: Primary grades - 20 minutes, Intermediate grades - 60 minutes.

When your child is absent, you may call the school and request assignments to be picked up at the end of the school day.

Conferences are held twice during the school year. Conferences are mandated by the State of Ohio. You may sign-up for fall conferences at Parent Day (the first Friday in October). If you do not sign-up, you will be assigned a time. The second semester conferences are offered in February.

REPORT CARDS

Report cards are sent home for Grades 1-8 four times a year and with Kindergarten two times a year. The report card indicates to the parent the child's academic growth and development. A marking code is given for each grade level.

The teacher generally uses the following standards as guides in making out the report card:

1. Class participation
2. Home and daily class assignments
3. Tests and examinations
4. Effort to improve
5. Ability level of the child

Informative interim/progress reports and class papers may be sent home to keep parents in touch with their child's progress. This promotes parent/teacher cooperation and works in the best interest of the pupil.

Promotion to the next grade is not based on marks alone. The child's age, maturity, intelligence, and total achievement are factors that are considered. Parents will be notified by early spring if a child is failing in his work and consideration of retention is advisable. The principal, after consultation with teachers and parents, will make the final decision as to the promotion or retention of a student.

GRADING SYSTEM

St. Mary's grading system is as follows:

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

NOTE: Grades K-6 use
O, S, and U for
gym, music, and art

O = outstanding performance
S = satisfactory
U = unsatisfactory
N = needs improvement

STANDARDIZED TESTING AND EVALUATION

St. Mary's School participates in standardized testing: IOWA Test of Basic Skills is given in the early spring for grades 1 - 8. Evaluation will always be sent home to parents. Such tests are helpful in the education process. However, in classifying and evaluating a student's ability, his/her total classroom performance is considered.

RECORDS

Each student's records are always available for viewing by their parents. Included in student's folders will be academic records. A separate folder contains a student's health records.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the 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.

We require all divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent. Written permission of the custodial parent of record would be required.

If students transfer to another school, their records will be transferred upon the request of the new school.

HEALTH

Records: The school office keeps health records on file. The law states that all students must be properly immunized or we must deny admission to school.

Infectious diseases: Children with infectious diseases such as chicken pox, measles, mumps, Acquired Immune Deficiency Syndrome, and hepatitis, shall be permitted to attend school provided:

1. The health of a child, as documented by his/her physician, allows
2. The child behaves in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores.
4. Periodic evaluations of the child's physical condition, if needed, by the physician allowing for continuing participation in regular academic activities.

The Pastor and Principal will confer with appropriate persons before the Pastor makes a final decision on each case in the school. Parents and guardians have the obligation to report to the administration when a child has been diagnosed with any infectious disease.

Illness: Children should be "fever free", without use of fever reducing medication, for 24 hours before returning to school after an illness. It therefore follows that children sent home from school with a temp should remain home the next day.

First Aid: The school aims to enforce rules that will protect your child from accidents. If an accident occurs, first aid will be administered, and if further medical treatment is necessary, you will be notified.

Emergency Forms: We require an emergency medical form for all children. In event of serious injury, the emergency squad will be called.

Medication: St. Mary School has established a policy concerning the administration of medication to children during school.

A. Prescription Medication: The medication must be in its original container. The school must have a signed physicians statement outlining the times and methods for dispensing the medication. Parents must also complete a permission form. Blank forms can be found on our website and/or can be requested from the school office.

B. Non-prescription Medication: This includes pills, creams, cough drops, and ointments. Parents must complete the parent permission form, and the medication must be kept in the office. We ask that you have your child bring any type of medication to the office and not to keep medication on his/her person or in his/her desk. We will not be able to administer any type of medication without your written permission. Telephone permission will not suffice. The teacher or school staff in the office will administer medication unless parents advise the school otherwise.

IMPORTANT: Because of the large number of students we must supervise, **it is the student's responsibility** to report to the school office at the appropriate time for the administration of his/her medication.

Medical/Dental/Misc. Appointments: If a child has to be excused from class the following procedure is to be followed:

- a. A note from the parent is needed prior to the child's dismissal
- b. The parent must pick up the child in the school office. Emergency dismissals may be made at any time by the principal when a serious condition warrants it.
- c. A parent must "sign-out" the student in the school office. Upon return to school, the parent must sign-in the student.

Drills: Fire drills are held monthly and tornado drills occur from March through June.

Family/Custodial Situations - Relationship with the School

St. Mary School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Mary School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes

but is not limited to conference appointments, report cards, interim reports, discussions with school personnel, and tuition statements.

In families experiencing separation of parents or pending divorce, or divorce the above information will be sent home with the child to which ever parent currently has care of the child. **It is assumed that this information is shared by the parents and between the parents.** Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. St. Mary School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, including the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" includes official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily classwork and papers, or routine communications sent through the children to the home of residence. **In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.**

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child, which includes sports activities and class programs. **Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.**

In cases of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that **one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.**

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding, misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties' involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by St. Mary School's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

ABSENTEEISM

Attendance at classes is a basic requirement for academic success. Absence detracts from this requirement and prevents the student from fulfilling an essential condition for earning credit for scholastic work.

There are generally four reasons for absences: illness, medical appointments, family emergencies, and vacations. Illness, medical appointments, and family emergencies are always handled as excused absences. Excused absences indicate that work may be made up. Teachers are not obligated to gather work to be made up until the student returns to school.

A school may refuse credit to any student who misses 28 days, pro-rated per marking period, whether the absences are excused or unexcused. The principal will notify parents when a student has missed 20 days. Continuous absences will be subject to review by the principal. The school may require a physician's note verifying a student's absence.

An exception to the above is hospitalization, or an extended illness or injury, and ability to make up work through tutoring or some other type of aid is approved by the principal.

By law, parents must notify the school of a child's absence. Please call the school office (262-8671) between 8:00-10:00 a.m. if your child will be absent from school. **If you fail to report your child's absence, a written excuse will need to be presented to the school office before your child returns to the classroom.**

If it is known in advance that a student will be absent from school (scheduled appointments, vacation, etc.), it is required that the parent send written notice to the school office **and** the classroom teacher.

Any student arriving 10 minutes after the start of school or returning from an appointment **must be signed in** by a parent in the school office.

TARDINESS: A student is considered tardy if he/she is not in the classroom by: 8:00 a.m. for Grades 7-8, 9:00 a.m. for Grades K-6. Being tardy is a very disruptive way to begin a day. It tends to promote feelings of lack of control, lack of organization, and generally a very poor way to begin a school day. Socialization among peers is important and tends to start their day positively if they can be in school 5 to 10 minutes early.

The State mandates the following regarding absences and tardiness:

Students in Grades K-6 arriving between 9:01 and 10:00 a.m. are to be marked tardy.

Students in Grades 7-8 arriving between 8:01 and 9:00 a.m. are to be marked tardy.

Any student in Grades K-6 arriving after 10:00 a.m. is to be marked absent ½ day.

Any student in Grades 7-8 arriving after 9:00 a.m. is to be marked absent ½ day.

Students leaving school before 2:10 p.m. are to be marked absent ½ day.

Any student who leaves school for more than 1 hour during the school day is to be marked absent ½ day.

LEAVING SCHOOL GROUNDS: In order for students to leave school grounds, previous arrangements must be made via a note. A parent must pick-up the child in the school office and sign the child out.

END OF DAY ROUTINE: Each student must have on-file a form completed by a parent indicating a student's "usual" after school routine. Only ONE choice may be indicated for each school day. ANY DAY your student's routine will be other than what has been indicated, we MUST have a written note advising us of that change. We will need a written note each time your student is to attend a scout meeting, sports practice, etc. Each teacher has up to 28 students to keep track of and it is not in the best interest of total safety for you to expect the teacher to keep track of all the variables.

WITHDRAWALS

If you should move during or after the school year please inform the secretary of the planned day of withdrawal. You will need to sign a records release form at your child's new school to allow our records to be sent to the new school. Records will be sent when all fees are paid.

COMMUNICATION

Cooperation between home and school is essential to the proper development of the child. Cooperation begins with communication. It must be recognized that education is a joint responsibility to teachers and parents. The development of genuine communication between the two is essential, resulting in better understanding and more effective education.

LINE OF AUTHORITY

As parents have delegated a share of their authority to teachers, it is imperative that there be a genuine unity of purpose and practice between parents and teachers. LISTEN to what the student has to say, but remember that you are hearing only one side of the story. DISCUSS the situation honestly with the teacher whenever necessary. When there is a concern, please follow the chain of command by approaching the classroom teacher first. Then, if the concern is not resolved, contact the principal.

COMMUNICATION WITH TEACHER/PRINCIPAL

If you need personal contact with a teacher or the principal, please call the school office to request a return call by the teacher/principal to discuss a situation or set up a conference. All return contact will be made within 24 hours.

VISITING THE SCHOOL

Observing your child in the environment of school can be a rewarding and often enlightening experience. Parents are welcome at any time during the school day, but a prior appointment must be made with the principal. All visitors should report to the office first.

INTERRUPTIONS

Once school has begun, parents are not to go to a classroom. Parents are to check in at the office to correct a problem or to bring the forgotten item. Calls to teachers will be put through to their voicemail in order to avoid interrupting the classroom.

Students MUST come from home with notes to notify the teacher if there is a change in the student's after school routine, or if the student must leave school for an appointment. We will not accept phone calls regarding change in a student's dismissal or after school routine except in cases of extreme emergency.

SCHOOL CALENDAR & MENU

The monthly calendar and the lunch menu will be on the school WEB page (www.stmaryschoolwooster.com) Printed copies will be sent home to families who have notified us they do not have Internet access.

ORIENTATION MEETING

The orientation meeting is held during the week prior to the opening of each school year. At least one parent is required to attend this meeting as it confirms your child's registration. All pertinent information that pertains to the total education of your child is available at orientation.

GRADE LEVEL MEETINGS

Grade level meetings are held within the weeks of school to apprise parents of expectations, classroom policies, and general information pertinent to each grade.

PARENT DAY

The school generally has an open house for parents the first Friday of October. The purpose is to allow parents to observe their child in the learning environment. Parents may join their child/children for lunch. Information for this event is announced prior to the date.

SAFETY PLAN

St. Mary School is part of a program offered by the Wooster Police Department. Frequently a police officer visits our building. They check in at the office, walk the halls, and visit various classrooms. It is a safety issue and a familiarity issue for the students in viewing and associating with the police.

The school has a Crisis plan which is written and in effect. The faculty is instructing the children on fire drills, tornado drills, lock-in procedure, and various safety issues.

The school has been outfitted for the safety of the students. We have a monitor in the office that constantly watches activity on the playground, scans the entry to the lobby, the lobby, foyer of the

school office, and the main hall. The pictures are recorded. All exterior doors, except to the lobby, are locked and equipped with an alarm that will sound if anyone tries to enter or exit. In order to be assured of your child's safety we must also make demands on all parents. When entering the school building, **all** individuals must be "buzzed in" and must stop in the office, sign in, and receive appropriate identification. You will need to sign out and return the tag upon exiting the school.

All St. Mary's staff members will be wearing a "staff" ID badge prominently displayed upon his/her person.

INSTRUCTIONAL PROGRAM

GENERAL CURRICULUM

St. Mary School follows the curriculum of the Cleveland Diocese in compliance with state requirements. It includes a sequential program of learning in religion, language arts, mathematics, social studies, science, Spanish, computer, music, art, and physical education. A copy of all curriculum is kept in the principal's office. If you would like to examine our copy please contact the principal.

DAILY SCHEDULE

8:00 a.m.	Classes begin for Grades 7-8
8:50 a.m.	K-6 Pupils go to Home Room
9:00 a.m.	Classes begin for Grades K-6
11:55 a.m. - 12:35 p.m.	Lunch and Recess
3:15 p.m.	Prayer Service
3:20 p.m.	Car Dismissal
3:25 p.m.	Walker Dismissal
3:30 p.m.	Bus & Latchkey Dismissal

Children arriving at school between 7:00-8:50 a.m. must go to Latchkey where a supervisor will be in attendance. School policy prohibits loitering outside of the school building or in the lobby prior to 8:50.

Our Prayer Service at the close of school is part of our school day. Any student leaving before prayer service **MUST** be signed out in the school office.

AUXILIARY SERVICES

Funding provides us with the services of a speech therapist and tutor. The speech teacher and tutor are available for those students with a specific need as determined by state qualifications.

The children in the speech and hearing program are taught by the speech therapist in small groups. Hearing tests are provided for these children and for pupils referred to the therapist for special testing.

RELIGION

St. Mary School is a Catholic school whose very reason for being is to further the message of Christ. All students who attend St. Mary School are required to pray with the class, to attend Mass, to take religion courses (meeting academic standards of the course), and to promote the general moral and spiritual climate of the school. Masses are held on the first and third Friday of each month unless noted otherwise on the calendar found on our WEB site.

FIELD TRIPS

Field trips are taken to enrich the learning experience of the pupils. These are considered part of the curriculum. Permission slips will be given to the children several days prior to the trip. They are to be signed by the parents and returned before the day of the trip. Telephone calls will not be accepted in lieu of proper forms. There is usually a fee to cover basic expenses.

If a parent denies a student permission to attend the field trip, the student is required to be in attendance at school. An absence will be marked as unexcused.

ASSEMBLIES

We have assemblies during the school year to enhance the education of the students. Some are whole school assemblies and some are grade-level assemblies. Parents are always invited and notices will be sent home.

PROCEDURES

Procedures are defined as the process, conduct and manner in which different activities are executed. We have several procedures that are designated in our school day. Each grade level has certain procedures for turning in papers, ordering lunches, early morning assignments, restroom privileges, and attention getting procedure by the teacher (i.e. "1-2-3 Look at Me!"). The school as a whole group has several procedures. These procedures are meant to help students and staff progress effectively through a school year. We practice procedures until they become "automatic" and thus enhance our educational environment.

SCHOOL PRODEDURES

The classrooms for Grades 7-8 open at 7:50 a.m. The K-6 classrooms and school office **do not open until 8:50 a.m. and close at 3:30 p.m.** No one – student or parent – is allowed up into the school before the start of class or after the last bell at 3:30 p.m.

Ordering lunch - Students will be able to purchase tokens only on the first school day of the week. Students may not use money to order lunch in the classroom. Parents may purchase tokens any time that the cook is available (8:45 – 11:45 a.m. or 12:35-1:00 p.m.). Charging in the cafeteria should be limited - Please buy tokens in advance.

Tardy slips - Anyone who is tardy must first go to the office before entering the classroom. (A student must be in the classroom before the second bell.)

Hall procedures - Students will walk on the right side of the hall, single file and pay attention to the "Quiet Zones."

Lunchtime in cafeteria - bell rings, FREEZE, whistle blows, dispose of tray, clean up table, and line up.

Lunch recess - bell rings, FREEZE, whistle blows, run.

Greeting visitors and adults - all students are encouraged to greet all adults they see in the building - ACTS OF KINDNESS AND RESPECT.

Bus Dismissal - All bus students escorted to the Bowman Street exit and released to their bus as it arrives.

Car Riders - We would appreciate if parents would use the pick-up lane to get their children. We will bring the students outside and make sure they get to the cars. If you have a child that is generally slow in coming out of school, please park in a regular parking spot. The pick-up lane must be free to allow for continuous flow of traffic.

Latchkey - Latchkey emergency forms must be filled out for each student. All students that come on school grounds prior to the first bell (8:50 a.m.) MUST enter the latchkey room. 8:45 a.m. is the end of charging time for latchkey. The children must enter latchkey to facilitate a smooth beginning to the day. THIS IS NOT AN OPTION!

Students are not permitted to call home for "forgotten" items.

NO GUM chewing is allowed in school.

NO ELECTRONIC DEVICES (i.e. cell phones, ipods, handheld games, etc.) are permitted in school.

DISCIPLINE

The purpose of discipline in every school is to promote mature self-control, enhance the learning climate, and foster respect and care for each other. The staff at St. Mary's agrees that discipline and respect go hand-in-hand and that these values are a necessity to helping each child achieve happy, productive years. All discipline is consequence based in this school.

The efforts of the school to have students practice good responsible habits of behavior will have no lasting effect without the support of parents. Parents will be involved as often as needed to correct the discipline situations which occur. The growth and welfare of your child will best be served by working together with the school toward the solution of problems. Education is not only a right, but also a privilege and must be guarded by appropriate behavior.

INAPPROPRIATE SCHOOL BEHAVIOR

Inappropriate school behavior includes but is not limited to:

1. Fighting
2. Use of vulgar and/or improper language
3. Use of vulgar and/or obscene gestures
4. Theft

5. Treating faculty or peers with disrespect
6. Destroying school property, others property, or own property
7. Leaving school without permission
8. Possession, distribution or use of tobacco, alcohol, illegal narcotics, or dangerous articles that can be used as weapons

POSSIBLE CONSEQUENCES FOR MAJOR OFFENSE

The teacher and Principal will discuss the incident with the student. At this time all parties are given the right to discuss their actions. The guiding principle in any discussion of discipline and due process should be the desire to act in a Christian manner characterized by fairness and compassion.

The student is removed from the classroom for the remainder of the day.

Parents will be contacted by phone or in writing. A conference including the teacher, principal, parent, and student will be scheduled. A contract regarding future actions must be set up and reviewed.

If the student is suspended, he/she may not return until a separate conference is held with parents, teacher, principal, and student. A contract is set up or revised as necessary.

PROFANE LANGUAGE

Improper language is an increasing problem and is not tolerated at our school. It is against our philosophy and mission statement. Any child that uses inappropriate language while at St. Mary's will visit the principal. That child will write their parent a letter explaining their violation and the principal will sign the letter. You will need to sign and return the letter. The second offense will necessitate a conference between the child, the parents, and the principal along with an in-school suspension. The third offense carries an out-of-school suspension. Parents, please talk to your children about proper language!

SEARCH AND SEIZURE

In the event of theft, the school retains the right to conduct a reasonable search of the desks, bins, lockers, and backpacks. If a personal search is warranted the parent will be contacted to assist in the search.

HARASSMENT/BULLYING POLICY

The Pastor, administration, and staff of St. Mary of the Immaculate Conception School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment/bullying. 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 harassment include but are not limited to verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group.

PROCEDURE TO FILE A HARASSMENT COMPLAINT

Students or employees who believe they have experienced harassment shall report such matter to the Principal, who shall be the investigator for harassment complaints.

1. A complaint of harassment is to be made to the Principal, or pastor if the principal is the alleged harasser, and shall be as specific as possible regarding details. If the complaint is made by an employee, it shall be in writing.
2. The Principal shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge of harassment.
4. Stress the need for confidentiality with due regard for the need to conduct a thorough investigation.
5. No reprisals will be tolerated against complainants, witnesses, or of individuals involved in the investigation.
6. The Principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

HARRASSMENT INVESTIGATION PROCEDURE

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, against whom, names of witnesses). It is the responsibility of the principal to investigate promptly all claims of harassment and to take action as deemed appropriate.

Information regarding an investigation of harassment shall be confidential to the extent of possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because he/she filed a harassment complaint, assisted or participated in a harassment investigation, proceeding or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy.

All complaints are to be taken seriously and shall be investigated.

If the investigator is the alleged harasser or a witness to the incident, an alternate investigator shall be designated.

When a crime has been committed, the designated administrator immediately notifies the local police department. After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the privacy of student records. Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment.

LATCHKEY PROGRAM

In order to accommodate our school families, St. Mary School offers a Latchkey program in both the morning and after school for our students. Doors open at 7:00 a.m. and we have personnel on hand to watch your children and ease them into their day. Any student entering the school before their classroom is open must report to Latchkey. Students in grades 7 and 8 are dismissed from Latchkey to the classroom at 7:50 a.m. Students in grades K-6 are dismissed from Latchkey to the classroom at 8:50 a.m. Our program resumes at 3:30 p.m. and closes at 5:30 p.m. PLEASE NOTE: Latchkey hours are subject to change based on need and attendance. Definite hours will be announced at orientation.

In the event of a 2 hour delay, morning latchkey will not open until 10:00 a.m. as I feel I cannot ask the staff to be on the roads before they are safe to travel

To insure your child's safety, we must insist that our Latchkey staff signs in each child at the correct time and that you sign your child out when leaving Latchkey, no matter how short the stay. Any child not signed out will be charged until 5:30 p.m.

We ask that **every** family complete a Latchkey information form. Even if you do not intend to use Latchkey on a regular basis, the information will be available in the event of an occurrence that might necessitate placing your child in Latchkey. Please be sure that you supply all information requested on the Latchkey information form. Be sure to supply the names and phone numbers of any person who may be picking up your child from Latchkey. If you need to have someone pick-up your child from Latchkey who is not on your information sheet, this request **MUST** be in writing and the person will be required to show photo I.D. This is a **MUST**, as it is required by the State of Ohio.

Our fee for Latchkey services is \$2.00 per hour per child with a minimum charge of one dollar. The billing is posted outside the school office on the bulletin board the afternoon of the first school day of each week. It is your responsibility to check the billing - **statements or reminders are not sent**. Payment of the amount due (no matter how small) is to be made weekly. Weekly payments are necessary as we have to cover Latchkey salaries. Please be considerate of this need! **Any balance carried into the next week will automatically be assessed a \$1.00 fee.** If charges are not paid within a two-week period, we will have to ask that the parents remove their child from Latchkey. **In the event it is deemed necessary to send a bill because of unpaid charges, there will be a \$5 statement fee.** Siblings of junior high students will not be charged for morning latchkey after 8:00 a.m.

Latchkey closes promptly at 5:30 p.m. Any late pickups will be assessed a \$1.00 late fee for each minute. Your cooperation in following these guidelines is crucial for the program to exist!

LATCHKEY RULES

1. All 7/8 grade students coming into school before 7:50 a.m. must enter the Latchkey room. All K-6 students entering before the first bell at 8:50 a.m., **must** enter the Latchkey room.
2. All students remaining at school after 3:30 p.m. who are not a direct part of a supervised activity must check into the Latchkey program and must be signed out by a parent.

3. No disrespect for elders, persons in charge, or peers. We must always respect each other and other's property.
4. Absolutely **NO** violent physical contact will be tolerated (no hitting, pushing, shoving, kicking, biting, etc.).
5. **NO** balls allowed in Latchkey Room. No throwing of any object.
6. **NO physical play is allowed indoors during Latchkey.** Physical play is only allowed when the students are outside or have playtime in the gym.
7. Indoor Latchkey time will consist of homework and reading, games (card games, board games, and building blocks), conversation, and television.
8. Students are not to operate any of the electrical equipment in Latchkey (i.e. television, VCR).
9. All latchkey participants must remain in Latchkey except for bathroom privileges.
10. At the sound of the whistle, all children will cease activity, stop talking, and listen for directions.
11. **All students will line up to be signed-in for afternoon Latchkey.**
12. Before leaving Latchkey, all equipment must be put away and the area cleaned up.
13. Weather permitting, **everyone** will go outside for "free play".
14. When the weather does not permit going outside, a portion of afternoon Latchkey may be held in the Activity Center. When Latchkey is held in the Activity Center:
 - a. **Climbing on or in the bleachers is strictly forbidden.** Playing on the bleachers is forbidden.
 - b. **No climbing on or sitting on the kitchen windows.**
 - c. **The stage is "off-limits".** No one is allowed on the stage for any reason.
 - d. Activity must cease at the sound of the whistle.
 - e. Throwing/kicking balls against the walls and/or ceiling is **NOT ALLOWED.**
 - f. Students are **never** allowed to hit another person with a ball, except as a part of a supervised activity.
15. Students are not allowed to use the phone.
16. Students are not permitted back into the school building once they are in Latchkey.
17. All children must be together during Latchkey activities (i.e. all outside, all in the Latchkey Room, all in gym)
18. Students must have breakfast before coming into Latchkey.

LUNCH PROGRAM

St. Mary School provides a hot lunch program. The price for a school lunch is determined yearly. Children should purchase tokens to use when ordering their lunch in the classroom (money may not be accepted in the classroom). Students may only purchase tokens on the first school day of each week. Parents may purchase tokens any time (except over the lunch hour) that the cafeteria is open. Milk and juice are available for those who wish to pack their lunches. The Lunch Menu can be found on our WEB page: www.stmarywooster.org

The last of each month you will receive notice of any lunch charges your child has accrued. Please be prompt in paying any charges. **Credit in the cafeteria to students charging lunches or extras may not exceed \$15.00 for a single student and \$25.00 for a family.** You will be notified immediately if your student's charges exceed this amount. Snack milk/juice fees are assessed on a semester basis for Kindergarten students.

If you have signed up to work in the cafeteria (see St. Mary School Volunteer Service section of the handbook), a reminder notice is sent home with your student the week prior to the day you signed up to work in the cafeteria. The names of cafeteria helpers are also listed on the menu that is posted

on our web site (www.stmaryschoolwooster.com). If for some reason, such as illness, you are unable to work on the day you signed up for you **MUST call the school office no later than 9:30 a.m. that morning**. This allows the school adequate time to find a replacement. You will then be required to sign up for another day if you wish to fulfill your obligation of working three days.

If you are scheduled for cafeteria duty on a day school is canceled you will need to call the school/cafeteria to reschedule if you wish to fulfill your obligation of working three days.

Health Department regulations forbid anyone under the age of 18 being in the kitchen so parents of little ones must make arrangements with a sitter.

VIRTUS training (see Requirements for Volunteers) is not required to work in the cafeteria.

Wellness, Food and Beverage Policy

Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical and social development of the individual as well as the community.

A major theme of Catholic social teaching, *Human Dignity and the Value of All Life*, carries the responsibility to care for the health and well being of not only oneself, but of others. The **concept of wellness** is a core principle undergirding both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes calls us to *Care for God's Creation*. There is a direct relationship between the health of the planet and the health of its human inhabitants.

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. The schools of the Diocese of Cleveland, and the community itself, have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns.

Statement of Policy

The schools of the Diocese of Cleveland are committed to providing school environments that promote and protect children's health and well-being. It is the policy that:

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis and school staff will be encouraged to role model healthy eating behaviors;
- To the extent practicable, schools will participate in available school meal programs and students will be provided access to a variety of affordable, nutritious and appealing foods that meet their health and nutrition needs, while accommodating the religious, ethnic and cultural diversity of the student body in clean, safe and pleasant surroundings with adequate time to eat.
- Food and beverages sold or served throughout the school day will meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulations as well as, to the maximum extent possible, incorporate the *Dietary Guidelines for Americans*;
- Schools will maintain a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system implemented with the intent of preventing food-borne illnesses.

ST. MARY SCHOOL VOLUNTEER SERVICE

This policy is currently under revision. Please be sure to check for the update before signing the Handbook Contract for Orientation in August.

REQUIREMENTS for VOLUNTEERS

Per policy of the Diocese of Cleveland, all volunteers working directly with children MUST have completed a VIRTUS training session and all other VIRTUS requirements. All St. Mary parent volunteers need to meet the requirements of this policy.

Anyone, age 18 or older, who works with children on a regular basis (and has not taken a session in the past) is required to take a VIRTUS training session. A “regular basis” is defined as more than once a year and/or more than three hours. Those required to attend are all employees and volunteers in programs within a Catholic school setting (i.e. room parents, classroom helpers, volunteers in the library, art room or science lab, and drivers for field trips).

Please log onto www.virtus.org and click on the register/registration button and follow the prompts. If you have any questions or problems, please call the St. Mary Religious Education and Youth Ministry Office at 330-264-5838.

Once you have completed the training, please present a copy of your certificate of completion to the school office. No parent will be able to volunteer without proof of completing the VIRTUS training program.

We need and enjoy parent volunteers but must insist that no younger siblings are permitted in the various areas with the parent volunteer. We strongly feel this is not in the best interest of the various classes and the student's learning needs.

RECESS

The students play outside at recess daily unless weather is inclement. Children are not allowed to participate in outdoor recess if the temperature is below 20 degrees. Frostbite is a legitimate concern.

Children need fresh air as they are inside for such long periods of time. You are requested not to send notes asking for a child to stay in at recess unless it is for a serious reason.

PLAYGROUND RULES

Personnel are on duty during recess. A list of rules for students' safety is to be followed. Their homeroom teacher informs students of these rules. Students disobeying playground rules will lose their privileges. Parents will be contacted on repeated offenses. Because no one can anticipate the many things that might occur on the playground, the playground supervisor is only required to use common sense to deal with any activity that might seem out of order. If anything serious happens, they will notify the principal or teacher.

SPECIFIC EQUIPMENT RULES

SWINGS:

1. Do not walk in front or behind swinging equipment.
2. Only one person on swing, and you must sit down in the center of the seat. Never stand or kneel.

TIRE SWING:

1. Only 3 people on the swing at a time.
2. Only 1 person may push the tire swing.

FENCES:

1. No climbing on the fences.

CLIMBING EQUIPMENT:

1. Stay well behind the person in front of you, and avoid swinging your feet.
2. Watch carefully when climbing down. Avoid other children climbing down.
3. Teachers will not allow too many people on the equipment at the same time.
4. All children shall start at the same end and move in the same direction on the horizontal ladders and bars.
5. Students should drop from the bars with knees slightly bent and landing on both feet.
6. Never use equipment when it is wet.
7. Do not climb on tops of bars.
8. Do not hang upside down on bars.

EQUIPMENT FROM HOME

Use of all sports equipment from home must be authorized by the principal before bringing it to school for playground use.

Rollerblades and skateboards are not permitted on the playground.

SUMMARY

Children sometimes use playground equipment in ways which the equipment is not intended, even after design and mechanical hazards have been addressed and information and education programs undertaken. Public playground equipment may still be associated with some accidents and injuries.

BUS TRANSPORTATION

"It is the responsibility of the state to provide safe transportation to and from school for all elementary school pupils who live more than two miles away from the school of attendance, if such school is subject to the minimum standards required by the state board of education unless, in the judgment of the local board, confirmed by the state board, such transportation is unreasonable and unnecessary." (Ohio School Law 35.11)

St. Mary School provides Wooster City School's and Triway's transportation department with a list of our students who reside within their district. If you have specific questions regarding bus transportation, please call the proper transportation department. There is usually a representative from WCS transportation department available at Orientation. Bus students assemble in the gym at dismissal. The Wooster City Schools Bus System does not authorize friends riding home with friends "except in cases of emergency or regular attendance (five days a week) at a baby-sitter's residence within the school district boundaries." Parents must call the bus garage to get the "okay" and the personnel from the bus garage will call the school and have the school issue a pass to be presented to the bus driver.

Because of state policy regarding liability and funding, students not residing within the Wooster City School district may not use the Wooster City School's bus system.

CAR TRANSPORTATION

If you are going to be bringing your child to school in the morning, please adhere to the following procedure. All vehicles will come into the parking lot via the entrance at the south end of the lot, and should exit at the east end of the lot. All cars dropping-off should pull in front of the school doors. Students should exit the vehicle on the driver side ONLY.

If you are picking your student up in the afternoon, please follow the following procedure. The rope into the south entrance to the playground will be removed at 3:15 p.m. so that cars may enter the playground and form a single file lane that has the first car in front of the doors to the school. You must stay in the lane, and there will be absolutely **NO PARKING in the playground area**. Children will be dismissed at 3:20 to cars as the vehicle arrives at the school entrance. Once you pick up your child just exit out the normal exit drive. If you wish to come into the school for pick-up, you must park in the designated parking area outside the playground and walk up to the school. During drop-off or at dismissal, do NOT pull out of line.

The playground area of the parking lot is roped-off between 6:30 a.m. till 3:05 p.m. and again from 3:30-5:30 p.m. To ensure the children's safety as they enter the school and play on the playground during these hours, **do not enter** the roped off area anytime between 6:30 a.m. and 4:30 p.m. except for car pick-up (3:00-3:25).

NEVER park your car along the rope or in the fire lane between 6:30 a.m. and 5:30 p.m. If you must leave your vehicle, we must insist that you park in a parking space.

If you wish your child to occasionally ride home with a friend or neighbor, we must have a written permission slip stating your intentions and giving permission. Without this permission we will not allow your child to leave with another person.

BAD WEATHER

If it is necessary to close school because of inclement weather or another emergency, this information will be given to: WWST (104.5 FM), WQKT (960 AM), and cable TV channel 10 (Wooster local), for early morning broadcast. **St. Mary's School will ALWAYS CLOSE FOR EMERGENCY SITUATIONS WHEN THE WOOSTER CITY SCHOOLS CLOSE.**

In the event of a 2 hour delay, morning latchkey will not open until 10:00 a.m. as I feel I cannot ask the staff to be on the roads before they are safe to travel

DO NOT call the school regarding closings or early dismissals due to weather. We always follow the Wooster City Schools regarding closings or delays. Please listen to the radio or local TV cable station if you question the possibility of our closing.

LOST AND FOUND

Our "Lost and Found" box is located in the school lobby. Please encourage your children to check this area, as many items are never claimed. Throughout the year we send unclaimed items to "People to People." Parents are strongly encouraged to mark all items.

EXTRA-CURRICULAR ACTIVITIES

LIBRARY

The library is open daily for the use of students and teachers. Extra time may be taken for research work. Most grades have a time allotment each week to find and check out books. Books, which are lost, must be replaced at the end of the year.

SCOUTS

A program for both boys (grades 1-6) and girls (grades K-6) is offered by the scouting programs after school or in homes. A great majority of our students participate in these excellent programs. Information is available at Orientation Day.

SPORTS

St. Mary School offers the students an opportunity to participate in sports thru Wooster Parks and Recreation and the Wooster YMCA. Flag football, soccer, baseball, and basketball are offered for both boys and girls. The school itself offers several sports opportunities to the middle school students.

All practices that are held at St. Mary Activity Center must be under the supervision of the coaches. All students are directed to listen and follow the rules of the coaches. Failure to do so will result in the student's removal from the team. No student shall be allowed to leave the gymnasium and enter prohibited areas of the lobby, hallway, stage area, or kitchen.

All students are to be picked up by parents promptly at the end of practice. Please be prompt, as coaches must remain until a parent picks up every student. Repeated tardiness by parents in picking up their child can result in removal from the team. If a student is admitted to Latchkey following practice, it will be at the expense of the parents.

BIRTHDAYS

We do not allow birthday party invitations to be delivered in the classroom unless every child is invited to the party or boys invite all boys in the class and girls invite all girls in the class.

ST. MARY SCHOOL SUPPORT ORGANIZATION

As a parent with a child attending St. Mary School, you are automatically a member of St. Mary School Support Organization. The purpose of this organization is to support the educational goals of the school. This includes open communication, financially supporting activities, publicity, and promoting public relations. The membership shall include all staff, parents, guardians, and interested parishioners. Meetings are held throughout the year and are announced on the school calendar on our WEB page.

SHARING AND CARING PRESCHOOL AND DAYCARE

A preschool and daycare for three to five year-olds is housed in St. Mary School building. For information concerning the preschool or daycare, please call 330-262-2752; or check their link on our school WEB site. Mrs. Michelle Hostetler is the director of the program.

Acceptable Use and Internet Safety Policy For the computer network of

St. Mary of the Immaculate Conception School
Diocese of Cleveland

St. Mary of the Immaculate Conception School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating **St. Mary** students and setting standards which will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

All users are expected to use the technology available at **St. Mary School** in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Technology includes but is not limited to: cellular telephones; CD/MP3/DVD players; personal data devices; computers, hardware and peripherals; software including operating system and application software; Internet; digitized information including stored text, data, email, digital images, video and audio files; internally or externally accessed databases, applications, or tools (Internet- or school-server based); school provided Internet access; and new technologies as they become available.

Users are expected to be appropriately responsible for and use technology to which they have access. Actions considered inappropriate are prohibited and will result in revocation of the student's access to the computer/network/Internet.

Inappropriate Use: Inappropriate use includes, but is not limited to: those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: cyber bullying; threatening, pornographic, harassing, defamatory or obscene material; or other inappropriate use of technology such as e-mail, social networking, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Students must:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school administrator, teacher or network administrator.
 - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and Internet users.
 - e. Refrain from accessing the network with personal devices without approval of school administration.
 - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomforting materials (cyber bullying) to a school administrator, teacher or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

- d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
- f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
- g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

***Numbers one through four are not an all-inclusive list of inappropriate uses and activities.**

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Agreement form: In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at **St. Mary School** before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

**ST. MARY SCHOOL DRESS CODE
2016/17 SCHOOL YEAR
Grades K-5**

BOYS

- SHIRTS –** Plain white knit shirt with collar and placket (long or short sleeve)
White dress shirt (long or short sleeve), **MUST** be worn with navy blue tie
Plain white turtleneck
- PANTS –** Navy blue dress pants (twill, corduroy – **NO cargo pants**)
- SHORTS –** Navy blue dress shorts **not shorter than 2” above the knee (NO cargo shorts)**
- SOCKS –** Plain white, gray, black or navy blue
CREW socks only – NO anklets or footies

JEWELRY is **NOT** part of the uniform – religious symbols are permitted.

GIRLS

- SHIRTS –** Plain white button-front blouse with collar (long or short sleeve)
Plain white knit shirt with collar and placket (long or short sleeve)
Plain white turtleneck
- SKIRT/JUMPER –** Solid navy blue or uniform plaid
- SLACKS –** Navy blue dress slacks (twill, corduroy – **NO cargo pants**)
- SHORTS & SKORTS –** Navy blue dress shorts or skorts (**NO cargo shorts**)
not shorter than 2” above the knee
- SOCKS –** Plain white, gray, black or navy blue
CREW socks, knee socks, or tights – NO anklets or footies

HAIR ACCESSORIES are to be uniform colors (navy, gray, white), silver or gold

JEWELRY is **not** a part of the school uniform – the **ONLY** acceptable jewelry is small pierced earrings (not dangling)

MAKE-UP is not allowed during school hours. Nail polish is not part of the uniform and is not acceptable.

ALL STUDENTS

NO HOODS on any classroom apparel – “Hoodies” **MAY NOT** be worn in the classroom

HAIR – NO bleached or dyed hair – NO “extreme” hairstyles

SHOES – **TOTALLY BLACK** athletic shoes or leather dress shoes in black, brown, tan, navy blue, or traditional saddle shoes
- **NO** sandals or clogs – **NO** heels over $\frac{3}{4}$ inch - **NO** extreme styles such as “lighted” shoes – **NO** colored shoe strings

BOOTS/FASHION BOOTS are to be worn outside **ONLY** – **they MAY NOT be worn in the classroom**

SWEATERS – solid white, navy blue, or gray (pull-on, cardigan, vest)

SCHOOL SWEATSHIRT and FLEECE (gray) – The “St. Mary’s” sweatshirt and fleece purchased from the uniform company are the only sweatshirt and fleece to be worn in the classroom.

GYM CLOTHES – Navy blue shorts, white knit shirt or green school spirit shirt, and tennis shoes – Navy, gray, royal blue, or black sweatsuits may be worn during cold weather

If something is not listed within the dress code it is NOT part of the dress code.

NO BACKPACKS WITH WHEELS

Parent, please note: If any part of your child’s apparel does not meet dress code, you will receive a notice that must be signed and returned to school. With a second infraction, you will receive a call and be required to bring your child the proper apparel. If an issue is questionable, the final decision rests with the school administration.

**ST. MARY SCHOOL DRESS CODE
2016/17 SCHOOL YEAR**

Grades 6-8

BOYS

- SHIRTS –** Plain navy blue knit shirt with collar and placket (long or short sleeve)
Plain navy blue turtleneck
- PANTS –** Khaki dress pants (twill, corduroy – **NO cargo pants**)
- SHORTS –** Khaki dress shorts **not shorter than 2” above the knee (NO cargo shorts)**
- SOCKS –** Plain white, navy blue, or khaki
CREW socks only – NO anklets or footies
- JEWELRY –** No pierced earrings; moderate use of necklaces

GIRLS

- SHIRTS –** Plain navy blue knit shirt with collar and placket (long or short sleeve)
Plain navy blue turtleneck
- SKIRT –** Khaki - **not shorter than 2” above the knee**, may be floor length
- SLACKS –** Khaki dress slacks (twill, corduroy – **NO cargo pants**)
- SHORTS & SKORTS –** Khaki – **not shorter than 2” above the knee (NO cargo shorts)**
- SOCKS –** Plain white, navy blue, or khaki
CREW socks, knee socks, or tights – NO anklets or footies
- JEWELRY –** moderate use of necklaces and bracelets; earrings acceptable (not dangling)
- MAKE-UP –** moderate use of makeup is acceptable; fingernail polish is acceptable

ALL STUDENTS

- NO HOODS** on any classroom apparel – “hoodies” MAY NOT be worn in the classroom
- HAIR – NO** bleached or dyed hair – NO “extreme” hairstyles
- SHOES –** white tennis shoes and dress shoes - **NO PLATFORM SHOES, SANDALS OR CLOGS** – no heels over ¾ inch
- BOOTS/FASHION BOOTS** are to be worn outside ONLY – **they MAY NOT be worn in the classroom**
- SWEATERS –** solid navy blue or khaki (pull-on, cardigan, vest)
- SCHOOL SWEATSHIRT and FLEECE (green) –** The “St. Mary’s” sweatshirt and fleece purchased from the uniform company are the only sweatshirt and fleece to be worn in the classroom.
- GYM CLOTHES –** Navy blue shorts, gray knit shirt or green school spirit shirt, and tennis shoes- Navy, gray, royal blue, or black sweatsuits may be worn during cold weather
- BELTS –** are to be worn with ALL pants/slacks and shorts – brown, tan, black, or navy blue

If something is not listed within the dress code it is NOT part of the dress code.

NO BACKPACKS WITH WHEELS

Parent, please note: If any part of your child’s apparel does not meet dress code, you will receive a notice that must be signed and returned to school. With a second infraction, you will receive a call and be required to bring your child the proper apparel. If an issue is questionable, the final decision rests with the school administration.