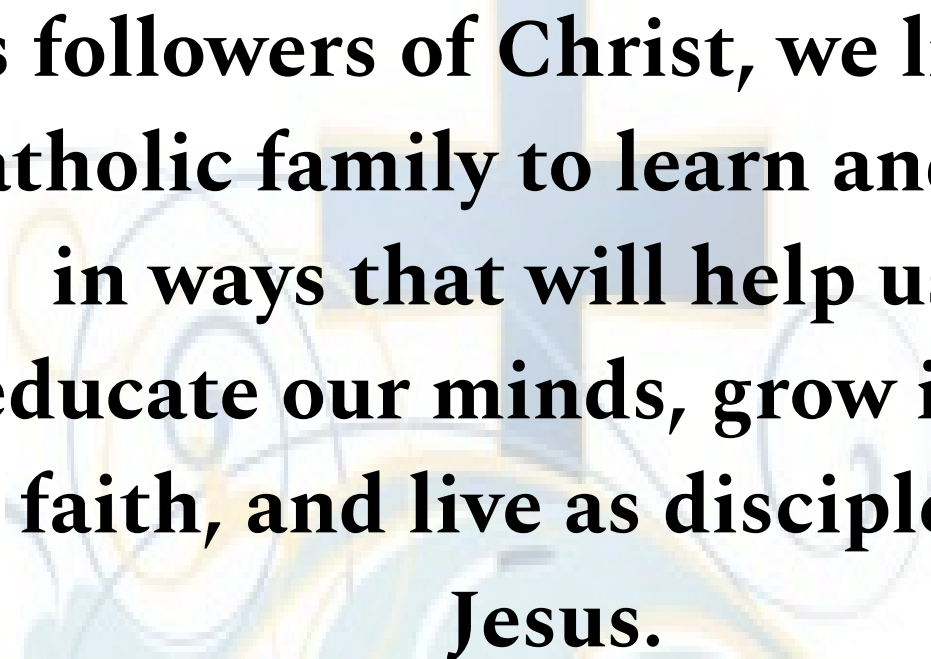




# **Student & Parent Handbook**

# **St. Mary Catholic School Mission Statement**



**As followers of Christ, we live as a Catholic family to learn and teach in ways that will help us to educate our minds, grow in our faith, and live as disciples of Jesus.**



## BELIEF STATEMENT

### Catholic Education

We believe:

- Catholic education is founded on the teaching and learning of the life and mission of Jesus Christ.
- St. Mary Catholic School is a faith-filled community providing our students with the educational and spiritual belief that all people are created in God's image, are unique, and are worthy of dignity and respect.
- St. Mary Catholic School witnesses Christ and the Gospel by living out our Catholic faith through Prayer, Liturgy, Evangelization, and Stewardship in our community.

### Students and Students' Rights

We believe:

- Emphasis is placed on lifelong learning combined with the development of caring attitudes and behavior towards others that prepare our students to be moral citizens in a global society.
- "Students' rights" include, but are not limited to, **a safe** and nurturing environment, opportunities to succeed, achievement of goals using God-given gifts and talents, development of responsibility, and mutual respect of all persons.
- Total development of a student includes the spiritual, intellectual, social, emotional, and physical aspects of one's being.

### Learning

We believe:

- Self-esteem is promoted through positive role modeling and recognition of each student's achievements.
- Emphasis is placed on preparing students with 21st Century skills that will earn them success in a global world.
- Students learn best when they can experience success through meaningful subject matter, differentiated learning, and appropriate challenges.



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## ADMINISTRATIVE DIRECTORY

<b>School Office</b>	<b>(440) 243-4555</b>	<b>(440) 243-6214 fax</b>
<b>School Cafeteria</b>	<b>(440) 243-7270</b>	
<b>School Day Care</b>	<b>(440) 234-7210</b>	
<b>Rectory</b>	<b>(440) 243-3877</b>	
<b>PSR</b>	<b>(440) 243-8221</b>	

## DAILY SCHOOL SCHEDULE

The school office is open from 8:00AM until 3:30PM, Monday through Friday when school is in session.

### Kindergarten – Grade 8

8:30AM Teacher present in classroom

9:00AM Bell for opening exercises

11:50AM 1<sup>st</sup> Lunch Period Gr. 6-7-8

12:10AM 2<sup>nd</sup> Lunch Period Gr. 3-4-5

12:30PM 3<sup>rd</sup> Lunch Period Kdg.-Gr. 2

3:10PM Prepare for dismissal (Kdg. dismisses at 3:10PM daily)

3:20PM Gr. 1-8 Car riders & walkers dismissed followed by buses

### Preschool

P3 (M/T) 9:00AM-11:00AM

P4 (W/TH/F) 9:00AM-11:30AM

PK (T/W/TH/F) 12:45PM-3:05PM

## SCHOOL CALENDAR

The calendar, for the following school year, will be posted on the school website and presented to the parents in the spring. We ask you to keep it in a convenient place for reference. Please be aware that days may be added to the end of the school year to accommodate excessive calamity days. The calendar lists holidays, professional days, and parent-teacher conference dates.

## CONFIDENTIALITY STATEMENT

School officials including teachers, administrators and other paraprofessionals in the performance of their duties will have access to student educational records. PARENTS/GUARDIANS, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE AND CONSENT to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

## ADMISSIONS

### Acceptance

St. Mary School admits students of any race, color, national and natural origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and natural origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

1. Three-year-old Preschool entrance (P3), a child must be **three years old** on or before **August 1<sup>st</sup> of the current year**. Four-year-old Preschool entrance (P4 - PK), a child must be **four years old** on or before **August 1<sup>st</sup> of the current year**. (Preschool students are required to submit a completed immunization form and physician signed physical form).
2. Kindergarten entrance, a child must be **five years old** on or before **August 1<sup>st</sup> of the current year**. (Kindergarten students are required to have an updated immunization form.).
3. First grade entrance, a child must be **six years old** on or before **August 1<sup>st</sup> of the current school year**.

### Acceptance Procedure

1. Students in PreK & Kindergarten take an Early Childhood Screener prior to acceptance. This information serves as a baseline for our PreK students, and allows our Kindergarten team to establish if the child is ready for the traditional Kindergarten curriculum.
2. Students in grades 1 - 8 take the MAP screener in both math and reading, depending on the time of year the student attends school. Or the school will request the most recent MAP scores from the family or current school the student attends.
3. Students are encouraged to shadow for either a half or full day at St. Mary School, if applicable. Part of this day will be to meet with administration and parents to discuss how the day went and to discuss any questions or concerns that the student may have, or the parents/guardians may have.
4. If St. Mary School is able to support the students' individual social, emotional and academic needs, and there is space available, the student can be accepted to the school. If there is no space, the student will be put on a waiting list.
5. If students have Individual Education Plans, administration and the intervention specialist will review the students plan to determine what services are available at the school, and to discuss with the parents what services can be provided at the school.
6. St. Mary Catholic School complies with the regulations required by state and federal funding.

### Registration

Please contact the school administration office for proper procedure for completing initial

registration. Proper documentation, including proof of guardianship, proof of residency, and child's birth certificate is required before acceptance.

The registration process can be completed digitally through our school website, [www.smsberea.org](http://www.smsberea.org).

For more information and guidance please contact our school office at 440.243.4555.

## **Returning Students**

Each year the parents of the students attending St. Mary Catholic School will be asked to re-register their children for the coming school year. At the time of re-registration:

1. Tuition payments should be current.
2. The Registration/Education fee for the following year is due.
3. Completion of the online registration process is required. This process is through Digital Academy.
4. Commitment to participate in fund-raising activities.
5. The pastor, along with the principal, has the right to determine who will be admitted to St. Mary.

## **Withdrawal/Transfer**

Parents withdrawing a child from St. Mary Catholic School, are required to notify the office in writing and sign a form, for permission, to forward all records directly to the new school. Transfers to a new school are granted with written parental/ guardian approval only. Records will only be transferred if tuition and fees are current.

Scholarship transfers take place at the school the student has transferred to. The parents/guardians can inquire with the new school regarding this paperwork or log onto the Ohio Department of Education website to download the specific scholarship transfer document.

## **TUITION & FEES**

St. Mary Catholic Church Parish has an established policy of charging tuition in accordance with Diocesan guidelines. Tuition is not to be equated with parish support. Families are expected to attend weekly Mass and use donation envelopes provided by the parish. The suggested contribution is one hour's wage per week.

Tuition payments are made through the FACTS Tuition Management Company or payment in full directly to the rectory. Tuition payments are to be made monthly, semi-annually, or all at once. Delinquent payment tuition is sufficient cause for withholding report cards. Effective August 1st of each new school year, two NSF (non-sufficient fund) notifications from the bank for any tuition or fee payment, will mandate future payments to be made in cash or by certified check.

Questions regarding payments should be directed to Mary Beth Hennessy at (440) 243-4555 x11 or [mhennessy@smsberea.org](mailto:mhennessy@smsberea.org). Special arrangements/ problems with the payment of tuition must be discussed with the Pastor at (440) 243-3877.

## **FINANCIAL ASSISTANCE**

Financial aid is offered through the Diocese of Cleveland and St. Mary Catholic Parish. All families enrolled at St. Mary for the upcoming academic year are eligible to complete the necessary Financial Aid application on the FACTS Management website. By utilizing FACTS, the most challenging and complicated elements of

determining financial need for families are professionally managed. FACTS Mgmt will verify all documents and be sure the application is complete. The Cleveland Diocese and the Pastor of St. Mary Parish then reviews this one application to determine if any financial assistance can be provided..

## **STATE SCHOLARSHIPS:**

St. Mary School is a provider for the EdChoice/EdChoice Expansion, Cleveland, and Jon Peterson state scholarships. As part of the registration process, we ask that every family apply for a state scholarship. For more information on scholarships, please visit our school website at [www.smsberea.org](http://www.smsberea.org).

- EdChoice/EdChoice Expansion - Students in grades K-8 can apply. Awards are based on family income.
- Cleveland Scholarship - Students in grades K-8 can apply. This scholarship is residence based, the student must reside in the City of Cleveland.
- Jon Peterson Scholarship - Students who are in grades K-8, who have a current IEP can apply for this scholarship. Awards are based on the students goals and services outlined in the students Individualized Education Plan.

## **CHROMEBOOK FEE AND ASSIGNMENT NOTEBOOK FEE**

Students in grades 4-8 will receive a chromebook for school and home use during the school year. An insurance fee (to be announced prior to the first day of school) will be issued for damages that may occur. Grades 4-8 students will also receive an assignment notebook. The assignment notebook fee will be announced before the first day of school. Please separate the fees and make checks payable to St. Mary School.

## **CURRICULUM**

The curriculum at St. Mary Catholic School attempts to provide the total development of every student so that they may use their talents in the world of tomorrow and exert a Christian influence on this world. The curriculum, as outlined by the State of Ohio and the Cleveland Catholic Diocese, emphasizes the use of common core and a range of educational experiences that will best prepare St. Mary students for the 21<sup>st</sup> Century. To ensure each student's success, reform initiatives include: critical thinking skills, collaborative problem solving, performance-based learning and assessment, meaningful parent and community involvement, and the incorporation of instructional technology.

## **RELIGIOUS EDUCATION**

St. Mary Catholic School's staff acknowledges that parents are the primary religious educators of the child. Attitudes toward religion and the practice of religion within the family context have a much greater effect, on the faith development of a child, than any formal religious instruction. To assist parents with the responsibility, the teachers provide daily instruction in Catholic doctrine and practice. Our religious education program is designed to foster a knowledge and appreciation of the richness of our Catholic heritage. Parent/student meetings and retreats for First Communion, Reconciliation, and Confirmation help to prepare your child for the reception of the sacraments. Children are formally prepared for the sacraments as part of their daily religious classroom instruction. All students are expected to participate in religion class to the best of their ability, no matter their religious background.

Religion class is considered a major subject and is taught daily. In addition, students are involved in Holy Day liturgies and school Masses. The students also attend prayer services, an annual May Crowning, Eucharistic



Adoration, and Reconciliation during Advent and Lent.

## TESTING

A variety of methods are used to assess student's progress at St. Mary Catholic School. These include the following:

1. Teacher-made tests.
2. Printed tests that accompany specific textbook programs.
3. Standardized tests to measure achievement:
  - a. MAP Testing (Kdg-Grade 8)
  - b. STAR Reading & Math (Kdg. - Grade 8)
  - c. Dibel Testing (Kdg-Grade 3)
  - d. ACRE Religion Testing
  - e. Individualized testing by the school psychologist.

## HOMEWORK

Homework is assigned on a consistent basis as an important part of classes. Students will be expected to turn in their assignments neatly completed and on time. Generally speaking, homework is a means of reinforcing materials already taught and to foster habits of independent study. Parents may check on student assignments by using Progress Book on-line or by referring to the Student Homework Assignment Notebook.

### Daily Homework Assignments

#### Kindergarten

Nightly review of sight words and "ABC" recognition.

#### Grades 1, 2, 3

15 to 25 minutes Monday – Thursday. Homework is due the next day unless otherwise noted. Missing or incomplete work must be completed during recess or finished at home and returned the following day.

**Grades 4 & 5** 60 to 75 minutes daily (varies by student). It is expected that homework will be completed and turned in on time. Students will use the homework assignment notebook and Digital Academy to track assignments and due dates.

**Grade 4 Late Assignment Policy:** All assignments are due by the **9:00AM bell**. For each day an assignment is handed in late, a point will be taken off the total score. If an assignment is handed in a week or more later, the score given will be 60%. An assignment never turned in will be scored as "0". This policy takes effect

**September 1<sup>st</sup>.**

**Grade 5 Late Assignment Policy:** Assignments one day late will lose 5%, two days late will lose 10%, three days late will lose 15%, and four days late will lose 20%. An assignment handed in five or more days late will be given a score of 60%. An assignment never turned in will be scored as "0". This policy takes effect

**September 1<sup>st</sup>.**

**Grades 6, 7, 8** 60 to 80 minutes daily. It is expected that homework will be completed and turned in **on time**. Students will use the homework assignment notebook and Digital Academy to track assignments and due dates. Full credit will be given for homework assignments when it is returned the following day. Any student that has not completed his/her homework at the time it is due will be issued a Missing Homework Slip. This slip will notify the family that the assignment was not turned in when it was due and can only receive a maximum of 50% credit if the completed assignment is handed in the following day. Any assignment not

turned in after that day will receive a “0” and work can no longer be made up for credit.

### **Specials Classes**

Homework will be turned in to the homeroom teacher during morning homeroom on the day it is due. There will be 10% deducted from the grade if a homework assignment is turned in one day late, 20% if two days late, 30% if three days late, and 40% for any assignment turned in after three days. This policy also applies to projects. All projects and homework must be turned in one week prior to the end of a grading period to receive credit. No credit will be given after this date.

While the child desires parental interest in and assistance with homework, he/she must learn to assume responsibility for his/her own work as early as possible. The primary child needs supervision and assistance, but the intermediate or junior high student should be accountable to the teacher for his/her work.

## **ATTENDANCE POLICY**

If a student is going to be absent, the parent/guardian must CALL the school office to inform us of the reason for the absence (440-243-4555) prior to 9AM. Students are expected to attend school on a daily basis, however, we realize that illness and emergencies do happen. Students are responsible for making up their work that they missed due to absences.

If a student has a medical appointment, the parent/guardian must inform the school office prior to the absence. A doctor’s note is required upon return.

In the case of prolonged absences, if a student misses five or more days of school due to illness, a doctor’s note is required upon return.

### **Truancy**

Truancy includes the following:

1. Leaving school without permission.
2. Being absent from school without a parent’s knowledge.
3. Being absent from class without permission.
4. Obtaining a pass to go to a designated area and failing to go directly there or to report here at all.
5. Excessive unexcused tardiness to homeroom or to classes. (*Morning tardiness is defined as a child not being in their homeroom upon the first morning bell*).
6. Excessive absences (10 or more)

**Truancies may result in but are not limited to the following consequences:**

1. Teacher – student conference.
2. Notification to parent/guardian.
3. Student – principal/administrator conference.
4. Student – parent – principal/administrator conference.
5. Before or after school detention.
6. Suspension.
7. Referral to proper court authorities and/or Department of Child & Family Services.

## **Homework Policy Due to Absence from Illness**

If a student is absent one day, they will have one day after their return to hand in missed assignments. If a student is absent 2 days, they will have 2 days after their return to hand in missed assignments. And so forth. Students are not expected to Remote Learn while recovering from an illness. Please rest!

## Pick-up Homework for Absent Students

Classroom teachers are most willing to prepare assignments for students unable to be in school due to illness. Parents are asked to make this request of the teacher when **reporting the absence in the morning and pick up the homework at the end of the school day**. Missed assignments will be given due dates. Please see the classroom policy for more information. Please do not disturb the classrooms during the teaching day.

## REPORT CARDS and INTERIM REPORTS

Report cards are issued at the completion of each quarter for all students in kindergarten through grade 8. Preschool will receive Progress Reports quarterly. Students in kindergarten through grade 8 will receive an Interim/ Progress Report in the middle of each quarter. Parents of students in kindergarten through grade 8 can access general school information on the school website.

Parents should review academic progress with their child. Emphasis should be placed on EFFORT, CONDUCT, and HOME STUDY as reasons for success or lack of success in academic study.

## Grading Scale

<b>A+</b> (100-98)	<b>A</b> (97-95)	<b>A-</b> (94-93)	<b>B+</b> (92-90)	<b>B</b> (89-87)	<b>B-</b> (86-85)
<b>C+</b> (84-82)	<b>C</b> (81-79)	<b>C-</b> (78-77)	<b>D+</b> (76-75)	<b>D</b> (74-72)	<b>D-</b> (71-70)
<b>I</b> Incomplete	<b>F</b> (69 & below)				
<b>O</b> Outstanding	<b>S+</b> Highly Satisfactory		<b>S</b> Satisfactory	<b>S-</b> Low Satisfactory	
<b>N</b> Needs Improvement	<b>U</b> Unsatisfactory				

## ACADEMIC AWARDS

St. Mary Catholic School publishes quarterly Academic Awards for students in grades 4-8. These Honor and Merit Roll awards provide encouragement & recognition, to students, for their efforts and academic achievements.

1. Grades 6-8:
  - a. 1<sup>st</sup> Honors – All A's and one "B" in Religion, Social Studies, Science, Reading, English, Math, and a "B-" or higher in the Special classes.
  - b. 2<sup>nd</sup> Honors - All B- 's or higher in Religion, Social Studies, Science, Reading, English, Math, and Special classes.
2. Grades 4-5:
  - a. 1<sup>st</sup> Honors – All A's & one "B" in Religion, Social Studies, Science, Reading, English, Math, and a "B-" or higher in the Special classes.
  - b. 2<sup>nd</sup> Honors – All A's / B's in Religion, Social Studies, Science, Reading, English, Math and Specials classes.

## SPECIAL EDUCATION

Special education is provided at St. Mary Catholic School when the service plan has reasonable accommodations that can be met by our staff & our facility. With each new House Bill, the program is evaluated, and the needs of SMS School are analyzed. At present, we enjoy the services of an intervention

specialist, SMILES intervention teacher, a speech and hearing specialist, and a school psychologist.

Students who have a current IEP are encouraged to apply for the Jon Peterson Scholarship at The Ohio Department of Education. Funds that are awarded through JPS are applied to student services to support the goals written in the students IEP, and tuition.

Student services and instructional methods are based on the goals and strategies that are written in the students' Individualized Education Plan. Students receive quarterly IEP progress reports prepared by the Intervention Specialist.

## **SMILES – St. Mary Improvement of Learning Skills**

This program is designed to help develop the necessary skills for students in primary grades. Students are first assessed and observed by the teacher. Students meet 1-2 times/week for twenty-minute sessions. Emphasis is placed on strengthening listening, visual, motor, and language development skills and a plan is formed.

## **MUSIC**

Students at St. Mary Catholic School have the opportunity to develop their instrumental musical talents in addition to receiving vocal music. Private instrumental lessons are available, and fee based, on brass, woodwind, string & percussion instruments, and piano keyboard. Students taking lessons are encouraged to participate in the school band. Performances are offered throughout the year - parents and relatives are urged to attend these special events.

## **DISCOVERY HALL**

The St. Mary Catholic School Discovery Hall is an integral part of instruction and curriculum from kindergarten through eighth grade. Students are encouraged to create, investigate, discover, and learn innovative new ways to conceptualize complex and simple ideas.

## **ATHLETICS (CYO)**

The Athletic Program, at St. Mary Catholic School, accommodates all students in grades 3 through 8, and the students enrolled in the St. Mary Catholic Church PSR Program. We believe that sports programs significantly influence the development of Christian values in all our participants. Our programs foster the development of social interaction, positive self-esteem, and Christian attitudes in addition to athletic skills. All parents are encouraged to actively VOLUNTEER WITH CYO EVENTS, for the success of the athletes and the athletic program.

## **FIELD TRIPS**

Field trips are a part of the school curriculum and contribute greatly to the cultural and intellectual growth of the child. Because they are educational trips, classroom instruction (and/or assignments) will provide the proper educational preparation needed to make the trip meaningful. It is expected that student cooperation will follow.

1. A school permission form, signed by the parent/guardian, and ***non-refundable fee*** is necessary before the student is permitted to participate in a field trip.

2. All volunteer drivers for field trips must complete a ‘Volunteer Driver’s Statement’ form supplied by the school office before transporting any St. Mary student.

## **CATHOLIC SCHOOL WEEK (CSW)**

Every year St. Mary Catholic School is proud of its heritage and will celebrate it by participating in Catholic Schools Week sponsored by the NCEA. Various activities will be planned with the parents and students to show our appreciation and excellence. (Subject to change).

## **STUDENT SERVICE PROJECTS/ STEWARDSHIP**

All students at St. Mary Catholic School participate in a Stewardship Program where they reach out in the community to lend a helping hand. Stewardship may include clothing or food drives, community chores, working with the disabled, helping veterans, etc. In addition, the junior high students perform service hours within the school by tutoring & assisting with school assemblies/ events.

## **ALTAR SERVERS**

Boys and girls are eligible to be altar servers grade five through grade eight. St. Mary Catholic Church staff coordinates this program. Service hours are granted.

## **SCHOOL PICTURES**

Each year all the children will have their pictures taken for the school records. It is not mandatory that the children purchase these pictures. Children are not required to wear uniforms on this day and are asked to “dress up” in appropriate clothes suitable for a Catholic School.

## **COMMUNICATION IS KEY**

Opportunities will be provided throughout the school year for parents to conference with teachers. All faculty members have emails and will generally return a response within two school days. Communication is fostered through our website with postings of weekly newsletters, menus, Student/ Parent Handbook, automated phone messages, and emails. In addition, written notices of meetings and activities requiring either student or parent involvement may be sent home each week.

## **SPECIAL APPOINTMENTS**

Scheduling an appointment is always best before meeting with the school principal or a teacher. In regards to specific classroom problems, **communication begins with the teacher first**. Please email or send a note stating the specification of why a meeting is necessary. This will give the teacher time to prepare for the meeting. If you need further instruction from the principal please call the school office for an appointment.

## **VISITATION**

No one is permitted to visit a classroom during school hours without the principal's permission. All messages are given to students through the school office. This includes treats brought for special occasions. ***Treats are permitted but must be individually wrapped.*** Parents are requested to not be in the school building between the

hours of 8:00AM-3:30 PM without an appointment.

## **PARENT VOLUNTEERS**

### **PTO – PARENT TEACHER ORGANIZATION**

The PTO members will include parents with children enrolled at St. Mary Catholic School. Parents will choose PTO Board members who will facilitate and direct all activities. All parents are encouraged to be involved and attend PTO meetings. All administrators, faculty, and staff will be cooperative and helpful whenever possible.

The goals of the PTO are:

1. To develop a cooperative effort in organizing activities that take place annually.
2. Promote and organize fundraisers throughout the school year.
3. To promote positive attitudes and appreciation for the St. Mary Catholic School community. Minutes of PTO meetings will be posted. Concerns or comments should be directed to the Board.

## **RETENTION**

### **Retention for Kindergarten through Grade 2**

St. Mary Catholic School policy is to instill an attitude of success in every child. The curriculum is outfitted, as much as possible, to meet each student's needs. Retention is greatly discouraged for students in grade 3 through grade 8, partly due to psychological ramifications. Students in preschool, kindergarten, first grade or second grade may be retained either by teacher recommendation or parental concern.

When primary teachers recommend retention, yet parents elect to advance their child to the next grade, a "Refusal to Retain Contract" must be signed. Parents may choose to sign a "Refusal to Retain Contract" only once. If the child cannot make satisfactory progress after the school provides academic interventions, or does not comply fully to their Service Plan, the parents will be asked to withdraw the child and relocate to a school that can meet the child's educational needs. *(Please refer to the "Refusal To Retain Contract" for further clarification)*. Should retention be needed for a student in grade 3 through grade 8, we encourage that child to transfer to another school and not repeat the grade at St. Mary Catholic School.

Many times retention has been beneficial for a primary child who is immature and unable to handle the work. The principal, teacher, psychologist, and SMILES coordinator all are vital in determining if retention is necessary. Often parents struggle to understand and choose not to cooperate with the suggestion of retention. A policy has been adopted should this be the case. Parents will be consulted and informed of this decision. Any St. Mary preschool student not recommended to proceed to kindergarten by our evaluation team, may repeat preschool at St. Mary School. If the parent intends on placing the child in another school for kindergarten and returning to St. Mary Catholic School for the first grade, admission will not be granted.

### **Retention for Grade 3 through Grade 8**

The principal will make the final decision to retain the child after consultation with the child's teacher and parents. A child should be retained only if it is presumed beneficial for the child.

Note: According to the philosophy of St. Mary Catholic School, retention is not recommended for students in grade 3 through grade 8. Retention may be considered for the following reasons:

1. Failure in 3 or more major subjects. The major subjects are Language Arts, Mathematics, Social Studies and Science. Failure in an individual subject is defined as receiving an “F” grade for more than two quarters. Daily work should consistently show failing marks.
2. Failure to master basic reading skills in primary grades.
3. Retention for other sufficient and notable reasons, such as immaturity.

Absence in itself is not an acceptable cause for retention if the child can make up the missed work. The principal has the right to determine the number of days a student may be absent before retention is advised. This is done individually. The student’s needs, abilities, and aptitudes are all taken into consideration. Reference should be made to the most recent truancy law, in Ohio, regarding chronic truancy.

## **CODE OF CONDUCT (Applies to all students)**

St. Mary Catholic School is dedicated to providing learning opportunities that enable each child to develop his/her full potential. Our school philosophy of discipline is rooted in Christian values, the inherent dignity and worth of each person, and the importance of freedom with responsibility. Viewed in the context of these values, school rules are meant to ensure the safety and rights of all students and to foster a positive reinforcement of appropriate behavior, and outlining the consequences of negative behavior. Your child's education is a partnership between parents and school. If, in the opinion of the administration, the partnership is irrevocably broken, the school reserves the right for parents to withdraw your child. One of the primary objectives of our school is to help students achieve self-respect and self-discipline. This objective will be reached by providing learning experiences that enable students to:

1. Develop Christian attitudes of respect toward themselves and others and their property.
2. Accept responsibility for their actions.
3. Develop a cooperative attitude in working with others.
4. Understand the need for personal safety and the safety of others.
5. Understand and apply school rules.

Helping students achieve self-respect and self-discipline is more than a set of rules. It depends on a cooperative interaction among students, parents, and school personnel. We, therefore, declare the following...

### **ST. MARY CATHOLIC SCHOOL CODE of CONDUCT**

1. We believe that every person has the right to learn and work in a comfortable environment.
2. We expect a positive attitude and respectful behavior from everyone. Respectful behavior will be encouraged by:
  - a. Treating teachers, parents, students, and staff, as we want to be treated.
  - b. Accepting others’ responses and ideas with an open mind and polite attention.
  - c. Always practice common courtesy and kindness.
  - d. Being cooperative, attentive, and supportive in the classroom, lunch room, hallways, playground, church, the bus, Extended Care, and at school functions, so as not to disturb others.
  - e. Being supportive of one another in our efforts to be the best in academics, activities, and personal goals.
  - f. Following school-wide and classroom rules as stated throughout the Student/ Parent Handbook and by the teachers.
  - g. Adhere to the Acceptable Use Policy.

St. Mary Catholic School is a community of caring people. Behavior demonstrates our belief in each person's worth as a human being. Students, faculty and staff are held to strict standards of conduct whether inside or outside the school. Abuse of others, in language (both written and oral), in pictures, or in physical actions, is not permitted.

**Behaviors that will not be tolerated in classrooms or in the hallways include:**

1. Inappropriate language, put-downs, and ridicule that negatively affect a person's self-esteem, including, but not limited to, teasing, bullying, or threats.
2. Obscene language, gestures, or pictures.
3. Talking back.
4. Name calling.
5. Negative comments and actions affecting classroom climate.
6. Vandalism, destruction or defacing school buildings, school materials or personal property. Violations are subject to consequences of the school Discipline Code.
7. Stealing.
8. Cheating on schoolwork and tests as determined by the teacher.
9. Yelling, shouting, or being loud.
10. Not keeping hands to one's self (including pushing, shoving, hitting, pinching, etc)

The **Code of Conduct** is designed to foster self-respect, self-discipline, promote learning, maintain order, and ensure the equitable handling of disciplinary situations. It identifies acceptable & unacceptable behavior, and the consequences of unacceptable behavior, while at school, at school activities, and during travel to and from school. Since proper discipline plays an important role in creating and maintaining a positive learning environment, the "Code" is flexible. Each teacher will manage behaviors based on precipitating factors, the seriousness of the offense, the number of times the offense has been committed, and the age of the student.

Violations of any one or more of the rules of conduct will result in discipline, including, but not limited to, such actions as:

1. Assignment of demerit
2. Assignment of detention
3. Student behavior contract
4. Parental contact
5. Conference
6. Removal from class
7. Suspension & possible expulsion.

The administration reserves the right to search any book bag, backpack, cell phone, electronic devices, vehicles, etc.that are on the school property.



## **CHEATING / PLAGIARISM POLICY**

Cheating is defined as acting dishonestly or unfairly to gain an advantage, especially during an exam, quiz, or assignment.

Plagiarism is defined as:

- A. Taking someone's words or ideas as if they were your own or changing the order of someone's words.
- B. A piece of writing that has been copied from someone else and is presented as your own work.

**If cheating/ plagiarism occurs**, the following actions may take place:

- 1. No credit will be given to the student for the assignment.
- 2. A detention may be issued.
- 3. In some circumstances, further disciplinary action will be taken.

## **GENERAL DISCIPLINE PLAN**

St. Mary Catholic School Discipline Plan is established to assist students to be the best they can be academically and to help each student grow in faith and in the knowledge of God. These educational purposes are accomplished best in a climate of student behavior that is acceptable and conducive to the teaching/learning process. Student behavior that stops the teacher from teaching, prevents other students from learning, and violates the best interest of any individual in the school will not be tolerated. Disciplinary action for violating school-wide or classroom rules may include but are not limited to the following:

- 1. Teacher – student conference.
- 2. Time-out in the classroom or office.
- 3. Individual classroom consequences.
- 4. Before/after school detention or lunchtime detention.
- 5. Communication with a parent via a letter, email, telephone call, or conference.
- 6. Referral to the Principal or Administrator.
- 7. Loss of classroom privileges, such as recess, or attending a field trip.
- 8. Individual behavior plan.
- 9. In-school suspension.
- 10. Out of school suspension.
- 11. Expulsion.

## **CLASSROOM DISCIPLINE**

Each teacher develops a classroom discipline plan that communicates to students and parents the behavior expected in the class. This plan will be available to students and parents at the start of each school year.

# **DISCIPLINARY PROCEDURES**

## **DEMERITS**

Students in Grades 4-8 may receive demerits for making inappropriate behavior choices. Demerits will be recorded in Digital Academy. A paper copy of the Demerit will be sent home to be signed by the parent/guardian as well.

Teachers may record up to three (3) demerits at a time, based on the serious behavior these rules are subject to change.

- One Demerit: Minor infraction of school rules (ex. Missing homework, talking in class)
- Two Demerits: Moderate infraction of school rules (ex. Repeated missing work, talking in class)
- Three Demerits: Major infraction of school rules (ex. Acts of disrespect, phone out during school)
- Automatic Detention: (ex. cheating, lying, inappropriate language, major acts of disrespect, phone usages)

After a total of three (3) Demerits in a Quarter, the next infraction will be a Detention that the student will serve. Each infraction after that will be a detention until the next quarter. Students have ten (10) school days in which to serve their after school detention from 3:30 – 4:00pm.

Teachers supervise detentions in Grades 4-8 on a rotating basis. Students in Detention may be asked to sit in silence and/or complete service tasks in the school building, based upon teacher discretion.

After a student has served three (3) Detentions, a mandatory meeting between the principal, teachers, parents, and student will be held in order to resolve the student's failure to follow the general rules of the school

## **Detention**

Detentions may be issued for the following offenses outside the normal classroom discipline plans:

1. Gum chewing.
2. Improper conduct in church.
3. Disruptive hallway behavior.
4. Unacceptable field trip behavior.
5. Disregard for classroom, cafeteria, playground, or school rules, procedures, and property.
6. Eating outside the lunchroom without permission.
7. Having a cell phone, I-Pod, or other electronics.
8. Possession of inappropriate literature and/ or music.

If a student is caught with a disallowed electronic device on their person, a detention will be issued and the device confiscated until a parent comes to the school. Once a cell phone or other device is in

the possession of a school authority (principal, administrator, teacher, teacher assistant, secretary, etc.), the contents contained on the device may be accessed and reviewed. (*Refer to the Cell Phone Policy for further information regarding student cell phones.*) (**NOTE** Under no circumstances will the school, and/ or school employees be held responsible for lost, stolen, or damaged disallowed devices).

**Lunchtime detention** – Lunchtime detention is defined as eating lunch out of the cafeteria and missing recess, under supervision. Students will complete work analyzing the reason for receiving a detention and setting down strategies for improvement. (i.e. three dress code violations in one semester = lunchtime detention.)

**Before or after school detention** – Defined as attending a pre-scheduled detention period for disciplinary reasons from either 7:45AM-8:30AM or 3:30PM-4:15PM

- a. Detentions will be issued the day of the offense.
- b. Detention forms are signed by the parent and returned to the teacher the following day. This procedure assures the school that the parent is aware of the detention and the necessity to provide transportation either to school by 7:45AM or from school at 4:15PM.

A conference will be held with the principal/ administrator, teacher, student, and parent, and a *behavioral contract* may be initiated, should a student receive three school detentions for behavior infractions. Reception of a fourth detention may warrant an in-school suspension depending on the severity of the offense, the number of times the offense has been committed, the factor precipitating the behavior, and the age of the child.

## **Suspension**

Grounds for suspension (in-school or out of school) may include, but are not limited to:

1. Tobacco or alcohol possession, usage, transmission, or sale on school grounds, at school-related activities, or on public school buses. (*Please refer to our policy statements in the Parent/Student Handbook*)
2. Profanity or obscene language, written, oral, or pictorial directed to school personnel/ students. This includes obscene gestures or signs.
3. Insubordination in refusing to follow the directions of school personnel or school volunteers.
4. Theft of school property, personal property of another student or school personnel.
5. Falsifying by using, in writing, the name of another, or changing records of school data including report cards.
6. False alarm – fire or false 911 call.
7. Bring weapons, fireworks, smoke bombs, stink bombs, lighters or matches to school.
8. Fighting.
9. Misconduct after an in-school suspension.
10. Bullying of another student or adult.

### In-school suspension

- a. Students will be isolated from their classes/ activities for at least a day.
- b. Students will complete assigned lessons and homework that day.
- c. Students will complete a behavioral contract which documents needed improvement and expectations for behavior change.
- d. Parents must agree to follow the behavioral contract. (Anyone who is given a school initiated behavioral contract will be evaluated by the principal and/or pastor at the end of each quarter, to determine the student's future placement at our school).
- e. Students may not participate in school activities: including sports, music, club or others.

### Out of school suspension

- a. Students do not have permission to attend school.
- b. Students may not participate in school activities.

## Emergency Removal

Results if a student's presence poses a clear and present danger, or if the student is inherently disruptive to person, property, or the educational process. The student will be denied permission to attend school and participate in any school activity.

## Expulsion

Expelling a student from school is a serious matter. In some cases, the principal and/ or pastor may deem an action by a student so severe that it would cause immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor. If expulsion is contemplated, notification will be provided to the parent(s). A conference may be held with the student, parent, pastor and principal/ administrator.

### **Expulsions include but are not limited to the following cases:**

- a. Disruptive or immoral behavior that presents a clear and present danger to oneself or others or is continually disruptive to the learning environment.
- b. Possessing, handling, transmitting, selling fireworks, explosive devices, weapons, drugs or drug paraphernalia. *(Please refer to our policy statements pgs 29-35 in this Handbook.)*
- c. Repeated violation of school or classroom rules after disciplinary actions have been attempted.
- d. Assault and battery or sexual harassment to any school personnel or student while on school property, including buses, or any school sponsored activity.
- e. Damage to school or private property on school premises. Any damage to private property of any school/parish personnel. Total retribution is required for any repairs or replacement costs.
- f. Failure to follow the behavioral contract.

## **SCHOOL-WIDE POLICIES (Strictly Enforced)**

NO STUDENT may be on school property prior to 8:30AM or after 3:30PM unless under the supervision of a Faculty/ Staff member or attending the Extended Care Program.

### **Absence**

In the interest of safety, parents **MUST** call the school office **before 8:30AM** to report the absence of any student in Preschool through Grade 8 (Attendance: 440-243-4555 ext. 10). If the school office does not receive a call, you will be contacted at home or work.

If your child is to be excused from school during any part of the regular school day, a written note stating the reason is required before the student is released. Parents should pick your child up in the school office. The child must check back in at the main office prior to returning to the classroom. Please avoid doctor and dental appointments during school hours, as this practice is detrimental to scholastic progress.

Absence is excused in case of illness, death in the family and other reasonable causes. Absence is unexcused for vacationing, truancy or parental neglect. Students must be fever free for 72 hours without medication before returning to school. Students must receive at least a full 48 hours of antibiotic dosages before returning to school. Students sent home from the clinic, should not return to school for 24 hours or until symptom free, if a fever was not detected.

### **Birthdays**

*Treats to be shared are permitted.*

### **Lost and Found**

Children are urged to label all items. The school stores lost items in an area where students have daily access. Unclaimed items are donated to the needy quarterly. The school is not responsible for unclaimed and lost items.

### **Use of the Telephone**

No student is permitted to use a school telephone without permission from a teacher or administrator. School phones are business phones and therefore limited in the number of calls permitted. **(CELL PHONES ARE NOT PERMITTED DURING SCHOOL HOURS). (SMART WATCHES WILL ONLY BE USED TO TELL TIME DURING SCHOOL HOURS).**

### **Items NOT Permitted On School Campus**

Items NOT permitted on the school campus include all electronic equipment, i.e., iPods, games, and any inappropriate literature/music. These items will be confiscated and must be retrieved by a parent.

### **Damage to Textbooks & School Property**

Students are responsible for all textbooks and school property loaned to them. Writing, mishandling or destroying textbooks is not permitted. Students are obligated to pay a fine for lost, damaged, or defaced books. Failure to meet this financial obligation will cause withholding of report cards, transcripts, and diplomas. The amount of the fine will depend upon the book and the amount of damage. Damage will include the following:

broken spine, ripped pages and writing in the book.

### **Specific Procedures - Suspension** (In-school and out of school)

1. Parents or guardians will be notified of the suspension and the reasons.
2. The student will remain in school until regular classes close that day.
3. Make up work after an out of school suspension will be graded at the teachers discretion.

### **Removal** (Principal/Administrator)

1. The student is removed from the classroom or activity and placed in the principal or administrator's office.
2. Parents/guardians will be notified of the action and reason(s).
3. The student can explain his/her actions regarding disciplinary removal.
4. Disciplinary action will be based on facts in each case.

### **Other Disciplinary Actions**

No corporal punishment will ever be administered as a disciplinary action.

## **TRANSPORTATION**

### **Walkers/ Bike Riders** (St. Mary School is not responsible for lost or damaged property)

All walkers and bike riders MUST:

1. Obey traffic regulations.
2. Not ride bicycles on campus.
3. Use a bike rack.
4. Use sidewalks on campus.

*(Skateboards/ scooters are not allowed on school grounds at any time. Skateboards/ scooters will be confiscated).*

### **Buses**

Provided for children living more than 1.5 miles from St. Mary Catholic School. Questions concerning the schedule and availability of buses should be directed to the Berea Department of Transportation Office at (216) 898-8301, the Strongsville Department of Transportation (440) 572-7060 and the Olmsted Falls Department of Transportation (440) 427-6350. The school cannot give a child permission to ride another bus or change their designated bus stop. Special arrangements may be requested by contacting your transportation department.

Students riding the bus must obey the rules of good conduct:

1. Loud talking and laughing are unnecessary. Riders should talk quietly.
2. Children should not tamper with the bus, outside or inside, or with any equipment.
3. The child's parents will pay for any damage done to the bus, by a child.
4. Throwing anything in or out of the bus is not permitted.
5. Eating is prohibited on the bus.
6. While on the bus, the children are under the bus driver's authority.

7. Children must remain seated and keep their arms inside the bus when the windows are open.
8. Books, musical instruments, or any items are to be kept out of the main aisle on the bus.
9. Be on time for the bus.
10. Refrain from rough playing or damage to nearby property while waiting for the bus.

If a child is reported, the bus driver will issue a Misconduct Report and copies will be sent to the Transportation Department, the principal, and to the parents. Discipline for misconduct is left to the discretion of the principal.

Should a major offense occur, such as smoking, vandalism and safety hazards, NO WARNING will be given and the principal may suspend the student from bus riding privileges.

## **VEHICLE DRIVERS *SLOW DOWN!***

**It is imperative that the 10 mph speed limit on school grounds be observed for the safety of our children. Be alert at all times. *SLOW DOWN! Leave home early enough for safe driving!***

Parents who drive their children to and from school MUST observe the following:

1. Do not enter the bus depot.
2. Follow the posted route and proper procedure. Parents who must get out of the car to assist their children MUST use a designated parking space and not block the quick drop off lane.
3. At dismissal time, park your car in a designated spot when waiting for your child.
4. Do not block traffic lanes.
5. Parents are asked to escort their children through the parking lot area.
6. Do not park or block sidewalks.
7. Only SMS parents and parent-authorized persons are eligible to be on the school campus to drop off and pick up a student at school.

Our faculty and staff supervisors are on duty during arrival and dismissal for the safety and security of our students and to ensure that students will only be released to the appropriate adult. These procedures have been designed for the purpose of student safety and to alleviate congestion in the parking lot area. Guests of St. Mary Catholic School may NOT be in the parking lot area or on the school campus during the school day, 8:30AM through 4:00PM, unless they are registered with the school office and have been issued a Visitor's Pass. All unauthorized individuals will be asked to leave the campus.

## **LUNCH & PLAYGROUND**

### **Cafeteria**

Kindergarten through grade 8 will eat lunch in the cafeteria according to the cafeteria schedule. Students will eat lunch in their classroom when not in the cafeteria. Lunchtime is part of the educational program and provides an opportunity for all to show good health habits in eating. Table etiquette is a true test of children's manners and an indication of refinement taught at home and school. Lunch brought in a brown bag/ lunch box should be marked plainly with name and homeroom.

Teachers supervise students during lunch and recess. Parents may not deliver restaurant food to the school during the lunch hour. Parents may only supply food to their own child.

### **Lunchroom Rules**

1. Each grade level will have the opportunity to eat lunch in the classroom on rotation.

2. Speak in a normal voice. Display table manners.
3. Follow directions given by lunchroom monitors.
4. Follow signals given to quiet down or to be seated.
5. Clean off tables.
6. Students will carry their own lunch boxes to and from the cafeteria..
7. No student may leave the cafeteria to return to the classroom w/out a note from the teacher.
8. No student may go back to the classroom to return or obtain anything w/ out permission and supervision of a faculty or staff member.
9. Remain in the cafeteria or the classroom until dismissed by the lunchroom monitor or teacher..
10. Students must ask permission to use restrooms.

### **Consequences for breaking rules include but are not limited to:**

1. Loss of recess time.
2. Before or after school detention.
3. Removal from the lunchroom.
4. Parent conference.

### **Milk Program**

St. Mary Catholic School competes in the U.S.D.A. Government Milk Program. Milk orders will be taken the first Friday of each month.

### **Lunch Program**

Cafeteria staff prepare hot lunch daily. Students in grade1 through grade 8 may purchase a hot lunch on a daily basis beginning with the first day of school. Kindergarten students must pack a lunch for the 1<sup>st</sup> semester and may participate in the pizza program in the 2<sup>nd</sup> semester on a limited basis. School menus will be posted on the school website.

### **Playground Rules**

1. Play in designated areas only.
2. Maintain physical distancing
3. Follow the directions of playground supervisors.
4. Use only authorized playground materials safely.
5. Allow others to play without disruption or exclusion.
6. NO contact sports.
7. No hanging on any of the basketball rims or trees.
8. No sitting on the concession stand counter.
9. Obey playground rules.
10. Speak respectfully to all adults on duty and fellow students.
11. Avoid rough playing, kicking, tripping, jumping, fighting, tackling, and tearing clothes.
12. During winter – NO climbing on snow piles or throwing snowballs.
13. Treat each other kindly by sharing.
14. Take no food outside.
15. Remain outside until the bell rings to come in. Permission to re-enter the building must be obtained



- from the playground supervisor.
16. Avoid playing near parked cars.
  17. Do not go over the fence or enter the property on either side of the school.
  18. Do not enter or exit the building.
  19. Do not return to your classroom once you have been dismissed for lunch/recess unless accompanied by an adult supervisor.
  20. **Dress properly for the weather.** Outdoor recess temp is 25' and above, with windchill.

### **Consequences for violating rules include but are not limited to:**

1. Recess detention and/ or loss of playground privileges for one day.
2. Before or after school detention determined by administrators.
3. Loss of playground privileges for one week plus a parent conference.
4. In-school suspension.
5. Out of school suspension.

## **SCHOOL MEMBERSHIP/ RECORDS/ MEDICAL FORMS -**

Each student, at St. Mary Catholic School, has an individual permanent record file. The contents are a compilation of the family history, academic grades, academic reports, annual photographs and testing scores. This information is **confidential**. Transfers to a new school are granted with written parental/ guardian approval only. Records will only be transferred if tuition and fees are current.

Every year, **on the first day of school, parents/ guardians must complete and return the Medical Authorization Form** for their child(ren). This form will list the necessary and pertinent information needed to contact the parent, in case of an emergency. It will also give permission for a physician to administer immediate medical treatment to the child. The auxiliary staff keeps psychological forms on file for children who have been evaluated.

**Please inform the school of any change in phone number or address that might take place during the school year.** These corrections will be made to relevant records.

## **HEALTH**

### **Required Immunization**

1. DPT (minimum of 5)
2. Polio Vaccine (minimum of 4)
3. Measles, mumps, rubella (min. of two) The first vaccine must be administered on or after the first birthday.
4. Hepatitis B Vaccine (3 doses)
5. Varicella (1 dose)

### **Illness in School**

When a student has reported to the clinic, the Nurse/ Health Aide will assess the illness or injury. Basic care will be administered when warranted, i.e., applying a bandage, taking temperature. The first available parent will be contacted should further care be required. The parent will make the decision if the child should remain in school or be sent home. The Nurse/ Health Aide will send a student home if the child is displaying obvious

signs of illness or injury, i.e., elevated temperature, vomiting, or bleeding. STUDENT MUST BE TAKING ANTIBIOTICS, FOR 48 HOURS (2 full school days), TO RETURN TO SCHOOL IF CHILD HAS:

- Pink eye
- Hand, foot, mouth disease (as well as, written doctor permission)
- Vomiting (due to illness)

## **Medication**

In addition, the school clinic keeps a medical record file of each student. Any medication brought to school must be sent in the original container, properly identified and accompanied by two school medical forms signed by the parent/ guardian and physician. All medication is locked up. Administration of medicine, as directed by the child's physician, can only be issued at the clinic. Students are not permitted to have medication on their person. Questions concerning this matter should be directed to the school nurse.

Parents are to inform the school concerning any illness or illness. This should be listed on the medical form. Parents are requested to report all communicable diseases to the school office. State law requires proper immunization for admission to school.

## **Head Lice**

Exclusion from school and treatment of infested individuals is the most important factor in controlling head lice. The protocol, at St. Mary Catholic School, once lice have been detected:

1. The parent is notified and the child is sent home for treatment.
2. The child's locker is emptied, bagged, and sent home with the child.
3. The affected locker and classroom are thoroughly cleaned and sprayed.
4. Once the child returns to school he/ trained personnel must check her before entering the classroom in the morning for five school days of being lice/nit free. We suggest that parents accompany their child to school during this time in case they are not cleared to enter the classroom.
5. It is advisable to have girls wear their hair up at school. Students should not share any hair accessories, combs, brushes, or clothing.
6. Many products are available at the drugstore to deter lice, such as special shampoos. Check with your pharmacist or physician.

What parents can do:

1. Check every member of the family. Lice are hard to spot, so look for tiny white eggs (nits) on hair shafts, near the scalp, especially at the nape of the neck and behind the ears. Head lice are small, wingless, grayish-tan insects. Any family member with lice or nits must be treated.
2. Use an effective head lice treatment. Several are available without a prescription. Contact your physician.
3. Remove all nits. Gently comb the child's hair with the special nit removal comb. The combs are provided with most lice treatment products. Schools require students to be nit- free before returning to the classroom.
4. Wash clothes, bed linens, and towels. Use hot water, then dry on the hot cycle for at least 20 minutes. Items such as stuffed animals, headphones and hats that are not machine washable must be dry-cleaned or stored at room temperature in a tightly sealed plastic bag for at least two weeks.
5. Soak combs, brushes, etc. in hot water. The hotter the better, but the temperature should be at least 130 degrees. Items should soak for at least 20 minutes.

6. Vacuum everywhere. You should vacuum carpets, pillows, mattresses, and upholstered furniture, even the car seats.
- 

## **SICK STUDENT POLICY**

**Students must be fever free, without medication, for 24 hours (1 full school day) to return to school (strictly enforced).**

1. **Health Check at Home.**

If a child is feeling unwell prior to coming to school parents/guardians shall conduct a health check. The health check shall consist of the following:

- a. Taking the child's temperature.
- b. Through discussion with the child and personal observation of the parent, assess if the child is experiencing one or more of the following symptoms:
  - i. Fever of over 100 °F
  - ii. Chills
  - iii. Shortness of breath or difficulty breathing
  - iv. Fatigue
  - v. Muscle or body aches
  - vi. Headache
  - vii. Loss of taste or smell
  - viii. Sore throat
  - ix. Persistent coughing or wheezing
  - x. Congestion or runny nose
  - xi. Nausea or vomiting
  - xii. Diarrhea

If the child has a fever of greater than 100°F or is experiencing any other symptom listed above (or as updated from time to time by St. Mary Catholic School), the child must stay home from school and the parent must notify the school.

If your child tests positive for Covid or if there is exposure in the home, please minimize contact with one another and monitor for symptoms (see above). If a child displays any symptoms, that child is to remain home for five (5) days until symptom free.

2. **Hand Washing & Sanitizing.**

Students are expected to wash their hands frequently for at least 20 seconds, before and after eating, using the restroom, at other appropriate times (e.g., after blowing their nose/ coughing/ sneezing, and after touching garbage), and as otherwise instructed. Students should use hand sanitizer, provided by the school at various locations around the school, to supplement hand washing. Parents/ guardians should discuss handwashing with their child. For instructions and information about hand washing and sanitizing, parents and guardians should visit the CDC website at

<https://www.cdc.gov/healthyschools/bam/child-development/how-to-wash-hands.htm>.

### 3. **Students who become Sick at School.**

A student who, while at St. Mary School, develops a fever of greater than 100°F (not including anything that the school administration reasonably believes to be unrelated to illness, such as seasonal allergies, or isolated incidents of coughing or sneezing) may not remain at school and must be picked up and taken home at the earliest opportunity. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for such students until they go home.

### **WINTER WEATHER** (Students may not throw snowballs or play on the ice)

The weather is getting colder. Outdoor recess occurs when the temperature exceeds 20° F (wind chill included). Your child **MUST** be properly clothed and prepared for outdoor recess. Please check your child's attire before coming to school. Winter coats, boots, hats, and gloves are a **MUST** on the playground. Snow pants must be worn to play in the snow (sweatpants and gym uniform pants **DO NOT** qualify as snow pants). Junior High students generally don't wear snow pants or snowsuits. Sweatpants are permitted under the uniform skirt for added warmth during *outdoor recess only*.

### **SCHOOL CLOSINGS / CALAMITY DAY/ BLIZZARD BAG**

When St. Mary Catholic School cancels due to bad weather or other environmental calamities, parents will be notified via email and text phone message. Parents may also refer to radio and television tickets.

When St. Mary School is **open** but surrounding districts are closed, those districts may close their bus departments and cancel service to St. Mary School. In this instance, parents will be required to provide transportation for their child.

When surrounding districts have their school buses on a *two hour delay* and St. Mary School is open, *class will still begin at 9:00AM*. Parents are asked to provide transportation for their child to school when buses are delayed. However, if parent transportation is not available and you are unable to get your child to school, they will be marked as excused absence and will have one day to complete missed assignments. The school day will end at the normal time with buses running as usual.

When St. Mary School is called off for a calamity (snow day), students are asked to log into their digital academy and google classroom to verify if classwork/ assignments have been assigned and will need to be completed. The assignments must be returned to the teacher the next day school is in session. By chance, if all calamity days have been used, St. Mary School will add school days to the school year, in June, as required by the State of Ohio.

### **EXTENDED CARE PROGRAM**

*St. Mary Extended Care Program will provide supervised before and after school care, for students enrolled at St. Mary School, from grades Preschool through Grade 8. This program is not an extension of the school day and formal classes will not be held. We will provide a caring atmosphere and activities to make your child feel safe and secure during the hours students are in our care and not in the classroom. All activities will take place at St. Mary Catholic School facility. A staff member will provide homework sessions. The program will operate daily when school is in session, from 6:30 a.m. – 5:30 p.m. Children must be picked up by 5:30 p.m. Extended Care will be open on most free days, but is subject to change, and a summer camp is also available.*

**When St. Mary Catholic School cancels due to bad weather or any other environmental calamity, parents will be notified via email and text. Extended Care will remain open as scheduled, if driving conditions permits, faculty & staff are available. If the weather outside is too hazardous for driving, i.e. blizzard or ice, the Extended Care program will not be available.**

## **SAFETY, SECURITY, CRISIS PLAN**

Tornado, lockdown and fire drills are intended to develop prompt and orderly evacuation and safety procedures. Ohio State Law requires practice drills. All children and adults will attend these drills. *The school doors are locked all day – everyday.* A security system and safety procedures are in place to promote a quick response to any problem that may occur. A Safety Plan has been developed with consultation from both the local police and fire departments. Safety forces frequent our campus and have used our facility for police and fire department drills.

## **BEREA SCHOOL SYSTEM**

We believe in the importance of good communication with the Berea Public School System. Whenever possible, we encourage parents to get involved in activities provided by the System. We believe that the children at St. Mary Catholic School can greatly profit from the many opportunities available through the Berea System, and whenever possible we desire to be included in these events.

## **LEGAL CUSTODY/ GUARDIANSHIP**

In cases of legal separation or divorce, it is necessary for the school to have on confidential file a certified copy of the custody document indicating legal guardianship of students. Should this be the case, please submit a complete copy of the document to the school office. A complete copy consists of court-generated records showing all case numbers and bearing official signatures and court stamps.

St. Mary Catholic School is finding an increasing number of families experiencing parent custodial transitions. Also, laws governing divorce settlements and custody have been recently changed. For this reason we find it necessary to clarify and restate the usual procedures followed by the school 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 Catholic 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, mid-quarter reports, and discussions with school personnel.

In families experiencing separation of parents, or pending divorces, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that the parents share this information and between the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform both the principal and teacher so appropriate support can be given to the child. St. Mary Catholic 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, and all 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 and school information, the non-custodial parent has a right to the same access to school information as the custodial parent. We will, unless instructed by a court order, release such information upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments 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 child.

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 parents.

Regarding parent's conferences in all custody situations: It is preferred and will be the general procedure at St. Mary Catholic School that one conference appointment will be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstandings and 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 approval of both parents, and further reviewed by St. Mary Catholic School legal council. Every effort will be made to keep communications open with both parents while avoiding duplication of services and excessive demands on the teacher's time.

Visitation should begin at the home of one of the parents, not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents, and to the consistency of routines that foster security in a child, including completion of homework.

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

## **POLICY STATEMENTS**

### **Policy For Early Entrance**

A child who is five years of age on or before August 1st of the academic year the child is being registered for is eligible to enter kindergarten. A child who is six years of age on or before August 1st of the academic year the

child is being registered for is eligible to enter Grade 1. Early entrance to kindergarten may be permitted if the following requirements are met:

1. The child's fifth birthday should be between August 1<sup>st</sup> and November 30<sup>th</sup> of the year requested for early entrance.
2. The child's mental age must be between 14 to 16 months above his chronological age as determined by standardized tests.
3. During the screening process for early entrance, the child must score in the top 10% of the existing students currently enrolled in that class to be advanced to the next phase in which they meet with the school psychologist for further evaluation. If the child does not meet this requirement, the student is not accepted for early entrance.
4. The child's I.Q. is at least 125-130 on a deviation scale as determined by standardized testing.
5. The child possesses and demonstrates social and emotional characteristics that will permit conformity with the pattern of behavior commonly expected of children in Kindergarten.
6. The school psychologist and building principal recommend admission based on the above evidence.
7. It is recognized that although I.Q. is not the single predictor of success, I.Q. must always be considered in terms of physical, social and emotional factors, which interact with it. Thus, the above I.Q. ranges may be mitigated in response to additional standardized test performance requirements.
8. It is also recognized that there exists extremely exceptional children who could benefit from early entrance. Furthermore, for some such children it may be in the judgment of professional staff members detrimental to such child's overall welfare if the child is denied early entrance. Under such conditions additional early entrance exceptions may be made from August 2<sup>nd</sup> of the year requested for early entrance by the building principal, school psychologist, kindergarten teacher or other appropriate school staff.

## **Legislation Regarding Early Entrance to Kindergarten and Giftedness**

Early entrance to Kindergarten is a subject typically addressed through gifted education. It is covered in the State of Ohio's *Model Student Acceleration Policy for Advanced Learners*. According to the Ohio Revised Code (3324.01), "gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under Division (A), (B), (C), or (D) of Section 3324.03 of the Revised Code.

## **Kindergarten Expectations**

The Ohio Department of Education's website contains useful information about kindergarten, in particular, the Kindergarten Readiness Assessment for Literacy (KRA-L). There is a family guide on the Early Learning and School Readiness (SLR) link about the KRA-L.

## **Procedure for Applying for Early Entrance into Kindergarten**

The principal will follow these steps:

1. The principal will interview the parents and child to discuss the request for early entrance.
2. The parent must complete the application for early entrance and be received no later than March 1<sup>st</sup> in the year for which admission is being requested.
3. During the screening process for early entrance, the child must score in the top 10% of the existing students currently in that class to advance to the next phase in which they meet with the school

psychologist for further evaluation. If the child does not meet this requirement, the student is not accepted for early entrance.

4. The parent will then complete all St. Mary Catholic School registration forms and pay the non-refundable registration fee before the child attends the St. Mary Catholic School Kindergarten Screening. If the child scores exceptionally well, on the St. Mary Catholic School screening, additional testing will then be arranged with the school psychologist.
5. Prior to the school psychologist administering a cognitive abilities test, the non-refundable registration fee must be paid.. The child must score above the 125-130% percentile on this test to be considered for kindergarten.
6. If additional data is needed to determine early entrance an observation by a school representative of the child in a preschool setting may need to be scheduled. Parents will be contacted if this is required. While some children may be cognitively ready for kindergarten, they may not be developmentally ready. This additional information may be required to assess the social and emotional skills necessary to be successful in a school environment. The school has until May 1<sup>st</sup> to complete the evaluation.
7. Once all the evaluations are completed, the committee will convene for the purpose of conducting a fair and thorough evaluation of the child. This committee may include the following: the principal, program director, kindergarten teacher, and services teacher, parent/guardian of the student, education coordinator, intervention specialist, psychologist, and counselor.

## **Abuse of Alcohol and Other Drugs** August 24

St. Mary Catholic School, directed by the Catholic Diocese of Cleveland, has adopted the following policy regarding the Abuse of Alcohol and Other Drugs:

1. St. Mary Catholic School principal and pastor/ ecclesiastical liaison have adopted a 'zero' tolerance policy regarding the abuse of alcohol and other drugs. This policy is effective on school property or at school-sponsored activities and events.
2. Students may not possess, use, manufacture, transmit, dispense, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamines, anabolic steroids, barbiturate, marijuana, vapes, alcoholic beverage or intoxicant of any kind, or other controlled drug as defined by state law.
3. Students reporting to school or school activities under the influence of any of the above substances are susceptible to immediate expulsion from school.

## **Youth Gang Issues**

St. Mary Catholic School, directed by the Catholic Diocese of Cleveland, has adopted the following policy regarding Youth Gangs and Gang-Related Activity: St. Mary Catholic School principal and pastor/ ecclesiastical liaison define a gang as any non-sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, unlawful or antisocial behavior, violation of school rules, establishment of territory or 'turf' or any action that threatens the safety or welfare of other students or substantially disrupts the orderly operation of the school. Gang and gang activities can include but are not limited to the following:

1. Recruitment
2. Initiation, a manner of grooming, hair style and/or wearing of clothes, jewelry, head coverings, or accessories by which virtue of color, arrangement, trademark or other attribute which denotes membership



3. Fighting, assault, hazing, gang tattoos, literature that indicates gang membership, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames
4. Possession of beepers or cellular phones, possession of weapons and explosive materials
5. Possession/use or sale of alcohol, drugs, drug paraphernalia
6. Attendance at functions sponsored by a gang or known gang members, association with or conviction of crimes with known gang members, or any other action directly resulting from membership, interest in, promotion or furtherance of a gang.

## Consequences

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken: .

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavioral contract will be prepared stating the conditions of the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or childcare agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when the use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime.
7. Police, Juvenile Court and appropriate authorities will be notified of violence &/or illegal activities.
8. Students may be suspended and/or expelled as already outlined in the school discipline policies.
9. Parents/students will be liable and financially responsible for all forms of vandalism.

**Weapons Policy** August 24 St. Mary Catholic School, directed by the Catholic Diocese of Cleveland, has adopted the following policy regarding Weapons:

1. Prohibits the use, possession, sale, or discharge of any weapons, dangerous ordinances and instruments or explosive devices in the school, on school grounds, or at school-sponsored activities.
2. This policy shall apply to all students in the school or parish.
3. This policy includes, but is not limited to
  - a. Firearm (this shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas propelled projectiles).
  - b. Knife, razor blade, box cutter
  - c. Deadly weapon
  - d. Or explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried, or used as a weapon: (O.R.C.2923.11A).

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or the administrator should immediately contact the police department and the Diocesan Education Office (216) 696- 6525 ext. 3280 before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

The disciplinary process will include immediate suspension, pending investigation and resolution. If the

student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration, pastor, or Diocesan Education Office.

## Harassment

St. Mary Catholic School, directed by the Catholic Diocese of Cleveland, has adopted the following policy regarding Harassment:

1. St. Mary Catholic School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Mary Catholic School expressly prohibits harassment in the school environment.
2. The pastor, administration and staff of St. Mary Catholic 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.
3. St. Mary Catholic School will not tolerate harassment of any type. If harassment occurs, the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

For the purpose of this policy, examples of harassment include, but are not limited to:

- a. Verbal or written taunting;
- b. Bullying; other offensive, intimidating, hostile or offensive conduct;
- c. Jokes, stories, pictures, cartoons, drawings or objects, which are offensive, tend to alarm, annoy, abuse, or demean an individual or group.

## Sexual Harassment Aug 24

St. Mary Catholic School, directed by the Catholic Diocese of Cleveland, has adopted the following policy regarding Sexual Harassment and Sexual Violence:

*St. Mary Catholic School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Mary Catholic School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.*

For the purpose of this policy, sexual harassment includes the following specific instances:

1. Verbal;
2. Sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities;
3. Obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature;
4. Spreading sexual rumors/innuendos;
5. Obscene T-shirts, hats, or buttons;
6. Touching oneself sexually in front of others;

7. Obscene and/or sexually explicit or obscene nature that demeans or offends the recipient.

The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency & severity of the action, the age of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following:

- a. Verbal warning/reprimand and apology to the victim.
- b. A parent/student/principal conference
- c. Written warning/reprimand and parent notification, entered in the student's file – detention or removal from selected school activities and/or extracurricular activities.
- d. Behavior/probation contracts, possibly requiring professional intervention
- e. Suspension or Expulsion

## **Electronic Devices, Cell Phone Smart Watch Policy**

We understand that some students carry a cell phone and/or wear a Smart Watch. St. Mary Catholic School's policy is one in which the cell phone must be **TURNED OFF prior to entering the school building.**

Students in grades 4 - 8 who carry cell phones must give their teacher their cell phones upon entering their classroom. The teacher or student will place the cell phone in the students' marked and individualized bag, which will be placed in the homeroom bin. The bin will be stored in the main office until the end of the day, or until the student is leaving for the rest of the day. If the student needs to contact a parent, he/she can ask permission from the teacher to go to the school office and call the parent from the office. If a parent needs to contact the student, call the front office and the student will receive the message or be able to speak to the parent in an emergency situation. If a cell phone is seen, heard, or used during the school day, it will be confiscated and a detention will be served. Smart Watches may be worn as time pieces only. If a student uses their Smart Watch other than for telling time, it will be confiscated. The administration has the right to review the contents on the confiscated cell phone and/ or Smart Watch. It will be the responsibility of the parent to retrieve the cell phone and/or Smart Watch from the principal during regular school office hours. *(Any student possessing a cell phone and/ or Smart Watch must register the device in the school office by completing an Electronic Device Policy form that includes a parent signature).*

## **Bullying Policy**

Bullying is defined as a deliberate and repeated attempt to make someone scared, embarrassed, or hurt another

person. Any student who is a victim of bullying should notify the classroom teacher. The classroom teacher will inform the Principal and/or Program Director. Normal disciplinary procedures as outlined in the Code of Conduct will be utilized in dealing with incidents of bullying. The age of the student, the severity of the incident, and the frequency of bullying will determine consequences.

## **(Uniform Policy below)**

### **UNIFORM POLICY**

(Shirts, slacks, shorts, skirts, can be purchased from *Schoolbelles, Luna Marketing, RYCO Sports*)

**The St. Mary Catholic School Uniform Policy for Grades 1 through 8 will be vigorously enforced from the first day of school through the last.** Students must be in compliance with the Uniform Policy every day. Uniforms should be clean and neat. Students receiving three dress code violations in one semester will be issued a lunchtime detention. Do NOT purchase uniform clothing items or shoes unless you are **sure** they will be in compliance with the Uniform Policy. The Uniform Policy for St. Mary Catholic School is as follows:

## **MAKE-UP IS NOT PERMITTED. (This applies to both girls and boys).**

### **Girls; Grades 1-4**

- St. Mary Catholic School plaid jumper (any style of SMS uniform jumper is acceptable)
- GRAY logo knit/ polo shirt. (Shirts must be tucked in at all times.)
- GRAY logo knit/ polo shirt may be worn with uniform slacks or uniform shorts.
- Uniform jumper or skirt hemlines may not be more than 1" above the knee.
- *Solid* gray, white, or navy blue sweaters or SMS sweatshirt. (No sparkles, sequins, or embellishments)
- Gray, white, navy blue, or black ankle, knee socks or tights may be worn. Socks must be visible above the shoe line. Navy blue uniform dress slacks may be worn in place of a skirt or jumper. Students **MUST** wear a belt.
- Brown or black dress shoes are to be worn with SMS traditional school uniforms.

### **Girls; Grades 5-8**

- SMS plaid uniform skirt; (Note: Girls in Grade 5 may opt to remain in uniform jumper.)
- Skirt must be worn with a navy blue, or GRAY logo knit shirt (waist banded).
- *Solid* gray, white, or navy blue sweaters or SMS sweatshirt. (No sparkles, sequins, or embellishments)
- Uniform jumper or skirt hemlines may be **NO** more than 1" above the knee.
- Gray, white, navy blue, or black ankle, knee socks or tights may be worn. Socks must be visible above the shoe line. Navy blue uniform dress slacks may be worn in place of a skirt or jumper. Students **MUST** wear a belt.
- Brown or black dress shoes are to be worn with SMS traditional school uniforms.

### **Boys; Grades 1-8**

- Navy blue or black uniform dress slacks. **NO** low-riders.
- Solid GRAY logo knit/ polo shirt worn with uniform slacks. Knit shirts **MUST** have a logo, & collar. Shirt to always be tucked in.
- *Solid* gray, white, or navy blue sweaters or SMS sweatshirt.
- Navy, brown, or black **belts MUST be worn.**
- Gray, black, or navy socks. Socks must be visible above the shoe line.
- Brown or black dress shoes are to be worn with SMS traditional school uniforms.

**All Students; Grades 1 - 8 Physical Education Dress Code** (*Kdg - Consult teacher for P.E. dress code*)

- Gym uniforms **MUST** have an SMS logo.
- All students, Grades 1-8, wear the SMS gym uniform to school.
- For colder weather, SMS sweatpants and crewneck sweatshirt to be worn.
- All students in Grades 1-8 will wear the SMS gym uniform on scheduled Phy Ed days.

**Gym Uniform consists of:**

- SMS GRAY logo t-shirt.
- SMS navy blue cotton OR SMS nylon mesh gym short.
- SMS logo navy blue or gray sweatshirt.
- SMS logo navy blue sweatpants
- If wearing gym shorts October 15-April 15 student must wear SMS sweatpants over gym shorts
- Athletic sneakers with white socks.

**GUIDELINES**

**Warm Temperature Days / August - October 15 & April 15 - June**

- Boys and girls may wear Schoolbelles navy blue walking shorts with a belt.
- Girls may wear SMS GRAY logo knit shirt/ polo or waist banded logo shirt with shorts.
- Boys may wear uniform SMS GRAY logo knit shirt/ polo with traditional school uniform shorts.
- Brown or black shoes are to be worn with school uniforms on non class scheduled Phys Ed days.

**Colder Temperature Days/ Winter Clothing (SHORTS NOT PERMITTED OCTOBER 15 - APRIL 15)**

**All Students; Grades Kdg - 8**

Girls and boys are required to participate in outdoor recess daily – weather permitting, and above 25° with windchill. Students who wish to play in the snow during winter months must have snow pants, hats, gloves and boots. Students without proper winter clothing will remain on the blacktop area. Sweatshirts/ hoodies are NOT substitutes for a winter coat. Please insist that your children wear appropriate clothes for the season.

Boots are to be worn on snowy days. Personal belongings should be clearly marked. (Students should be encouraged to purchase a boot bag in which to place boots.)

**Picture Day**

On picture day students are to dress up. Boys are to have hair combed, pressed clothes, nice shirt, nice slacks, and dress shoes. Girls are to have hair brushed, pressed clothes, nice dress, or nice shirt and slacks, and dress shoes. The following articles of clothing are not permitted:

- NO tight clothing. This will be strictly enforced!
- NO Yoga pants, leggings, jeggings or any kind of tight pants
- NO midriff, tank tops, or halters.
- NO torn, frayed, ripped, holed jeans/ pants, no pajama bottoms
- NO flip-flops, sandals, or high heels.

**Hairstyles**

**Boys; Grades Kdg - 8**

No unusual, non-traditional, contemporary hairstyles are permitted (e.g., unusual lines, “tails”, steps, shavings, mohawks, hanging bangs, page boys or flips). Hair length may not exceed the top of the collar. Hair may not be

pinned up or curled under in the back. Hair may not be cut short underneath and long on the top or parted in the middle and dangling. Hair may not be dyed, streaked, or colored in any way. **Hair MUST be cut and kept neatly. To clarify the phrase, “cut and kept neatly”, the hair must not touch the collar, must be above the eyebrows and not cover more than ½ of the ear. Hair is to be brushed or combed before coming to school.**

### **Girls; Grades Kdg - 8**

No highly unusual contemporary hairstyles are permitted. Unusual lines, shavings, “tails, steps, beads attached to hair, hair wraps, or hanging bangs” are not permitted. Hair may not be cut short underneath and long on top. Hair may not be dyed, streaked, or colored in any way. Hair must be clean and kept neat.

### **Shoes**

#### **Boys & Girls; Grades 1 - 8**

Only black or brown DRESS SHOES are to be worn with SMS traditional school uniform. No sparkles or embellishments on shoes permitted. NO shoes shall have soles or heels that are more than 1 1/2” high. Students may NOT wear jogging shoes, crocs, clogs, heavy-duty shoes, boots, or moccasin style shoes with SMS traditional school uniform.

### **Jewelry/ Nail Polish**

#### **Boys & Girls; Grades Kdg - 8**

NO more than **one necklace** or **bracelet** and NO more than **one ring** on each hand. Girls may wear earrings (lower lobe only). Earrings are to be no larger than a nickel or 2 small earrings. Boys may not wear earrings, or have painted fingernails. ONLY clear or white french tip nail polish is permitted for girls. Facial and through the fingernail rings are not permitted, (i.e nose, lip, eyebrow, etc).

### **Dress Down Day**

Long pants or capri length pants are permitted. (Only SMS Uniform shorts or SMS gym shorts are permitted on warmer days).

The following articles of clothing are not permitted:

- NO tight clothing. This will be strictly enforced!
- **NO Yoga pants, leggings, jeggings or any kind of tight pants**
- NO midriff, tank tops, or halters.
- NO torn, frayed, ripped, holed jeans/pants, no pajama bottoms
- NO flip-flops, sandals, or high heels.
- SHORTS (may be mid-thigh or lower, no tears/ frays, etc) (not permitted Oct 1-Apr 15)

Anything written or pictured on a T-shirt/ sweat-shirt is to be appropriate for a Catholic grade school student. Final decisions are at the administration's discretion.

\*\* Please understand, if your child comes to school in any of the above articles of clothing not permitted, administration will take them to the SMS Clinic to find a reserve item and it will need to be washed and returned to the Main Office the next day.

### **Items NOT Permitted On School Campus**

Items NOT permitted on the school campus include all electronic equipment, i.e., iPods, games, and any inappropriate literature/music. These items will be confiscated and must be retrieved by a parent.

**St. Mary School Administration reserves the right to make appropriate changes to the handbook without proper notice.**

FAITH. ACADEMICS. SERVICE.

# St. Mary Ca<sup>+</sup>tholic School Unity Prayer

Dear God,

We offer you our hearts at the start of another day,  
We praise you, we bless you, and we thank you for  
Being our God and our friend.

Amen.