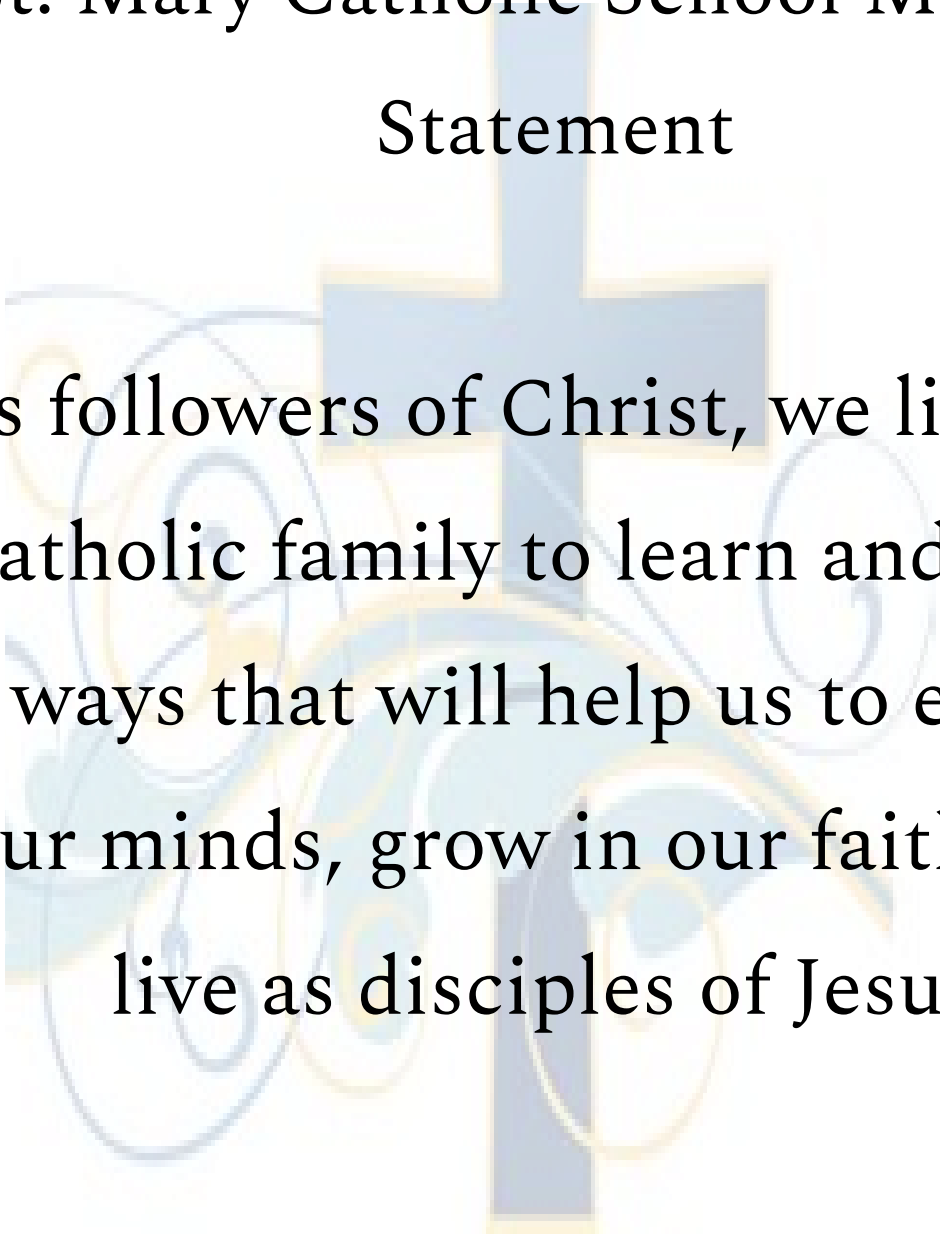




St. MARY
CATHOLIC SCHOOL

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

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

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 1st Lunch Period Gr. 6-7-8

12:10AM 2nd Lunch Period Gr. 3-4-5

12:30PM 3rd 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 ACCESS

Our school doors are locked during school hours. Students are not permitted to open outside doors for anyone including parents and/or staff.

All visitors to the School must comply with the following guidelines:

- Visitors will be buzzed in by the main office
- All visitors should report directly to the office to confirm identification and purpose of visit.
- The school office will document visitors and provide visitors with a pass/badge.
- Visitors will be directed or escorted to appropriate locations in the building.
- Visitors should report only to their designated area and not travel to other areas of the school building without approval of an authorized School employee.
- Visitors should report to the office to sign out prior to leaving the building.

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.

ADMISSIONS

Acceptance

St. Mary Parish School recruits and admits students of any race, color, national or ethnic 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 or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, it is school policy to comply with applicable constitutional and statutory provisions regarding non-discrimination on the basis of race, color, religion, sex, gender, national origin, disability, and age. St. Mary Parish School is a Catholic school and has the right to conduct all aspects of its operations, including without limitation curricular

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and non-curricular activities, in accordance with Catholic teachings and beliefs and to require that its students and staff conduct themselves at all times in a manner that is consistent with Catholic teaching.

Students are considered for admission and re-admission on an annual school year basis. Admission is only finalized once the registration and enrollment process is completed in accordance with standard school procedures at the discretion of school administration. The following is a non-exhaustive list of required documents and enrollment procedures.

1. Child's birth certificate
2. Child's baptismal certificate (if applicable)
3. Child's immunization records as required in accordance with Ohio law
4. Copy of child's latest report cards if registering in Grades 1-8
5. A non-refundable registration fee is needed for formal acceptance, paid through FACTS
6. Custodial papers: in cases of divorces or separations, a certified copy of the court order which states who has custody of the child(ren) and any other pages related to the involvement of the child(ren)
7. Additional documentation as required by school administration

In addition, the grade level requirements for consideration of enrollment/re-enrollment are set forth below:

1. Three-year-old Preschool entrance (P3), a child must be three years old on or before August 1st of the current year. Prekindergarten entrance, a child must be four years old before the first day of school. (Prekindergarten students are required to submit a completed immunization form and physician signed physical form).
2. Kindergarten entrance, a child must be five years old before the first day of Kindergarten. Students are required to have an updated immunization form.
1. First grade entrance, a child must be six years old before the first day of first grade. 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 may 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.

RE-ENROLLMENT

To be considered for re-enrollment, families and students must be compliant with all school policies and procedures including without limitation the Code of Conduct and payment of fees.

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. If the student has an outstanding balance, school records may be withheld in accordance with applicable laws. .

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..

Tuition payments are made through the FACTS Tuition Management Company. Tuition payments are to be made monthly, semi-annually, or all at once. 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 the school's business office manager at (440) 243-4555 x11 or mwensing@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 the application is complete. The Cleveland Diocese & Pastor of St. Mary Parish then reviews this one application to determine if any financial assistance should 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.

- 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 21st 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 Digital Academy 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.

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.

ATTENDANCE POLICY

School attendance and punctuality are important elements in the formation of good lifelong habits. In accordance with Ohio law, the School requires students to demonstrate regular and timely attendance. Parents and students are responsible to comply with the School's attendance policies.

A. ATTENDANCE PROCEDURES

1. **Tardiness:** Students must arrive for school by 9:00am. Students who arrive after 9:00am will be listed as tardy regardless of the reason. Children who are tardy must report to the office for a "late slip."
2. **Absence:** If your child will be absent from school, parents/guardians are required to call the main school office before 9:30 A.M. to report the absence. If the school office does not receive a call, you will be contacted at home or at work. The school has voicemail; messages regarding absences may be left for the school secretary. When calling, please leave the following information:
 - Student Name

- Grade/Homeroom Number
- Reason for Absence
- Your Name (person reporting the absence)
- Phone Number Where You Can Be Reached

If a student is absent for 5 consecutive days, he/she MUST come back to school with a doctor's note stating they were under doctor's care unless school administration provided prior written approval for the absence.

B. NONCOMPLIANCE

In the event the School determines a student has excessive absences or tardies, the School may take any of the following actions, or combination thereof, in its sole discretion:

- Discipline the student in accordance with the discipline policy;
- Have a conference with the parents/student;
- Develop an individual attendance plan;
- Require the student to repeat a grading period, attend summer school, or refuse advancement;
- Refuse to readmit a student the following year; or
- Dismiss a student

C. EXCUSED ABSENCES

There are legitimate reasons for a student to be absent from school. Any student who is ill should not attend school. In addition to personal illness, students will receive an excused absence from school for the following reasons: family member death, family serious illness, emergency medical/dental need and any other circumstance that is sufficient in the sole judgment of the school administration. Any absence that does not meet the criteria of an excused absence will be considered an unexcused absence.

D. OHIO SCHOLARSHIPS

Monthly absence reports for students who are receiving the Ohio Scholarships (i.e., EdChoice, etc.) are submitted to the state of Ohio as required. Scholarship recipients who have more than 20 absences which

may include excessive tardiness in a school year risk losing their state scholarship.

D. AFTER SCHOOL ACTIVITIES

A student is not permitted to attend any after school activities (i.e, sports, school play, dance, club meeting, etc.) on a day the student was absent from school, unless the student has received prior written permission from school administration.

E. ABSENCE DUE TO VACATION

Vacations during the school year are strongly discouraged. Students may not be given work prior to family vacations. Class work and homework can be found on the teachers' homework page. It is the student's responsibility to request the assignments missed during vacation and they are responsible for all material presented during their absence. Vacations are marked as unexcused absences.

F. MISSED ASSIGNMENTS DUE TO ABSENCE

When a student is absent for more than three days a request for work to be picked up after school can be made. If a sibling is taking another's homework, proper notification must be given before the start of the school day. If work is not picked up during the absence, the student must see the teacher(s) upon returning to school to make up missed assignments, tests, and homework. If a student is absent one day, they will have one day to make up the work; two days absent, two days to make up the work, etc. Homework is available online according to the teachers' policy and procedures. The student is responsible for getting make-up assignments and completing and submitting work assigned within the designated time. Failure to complete assignments within the allotted time may result in zero credit for the missed assignment or test.

G. APPOINTMENTS DURING SCHOOL HOURS

Whenever possible, appointments should be made after school or on weekends. When a medical appointment is necessary, the student is to present an appointment notice or written notice from the parents. Students are to be picked up and signed out at the school office for all appointments by the parent/guardian. Parents are not permitted to go to the classroom to take their

child. If the student is returning to school after their appointment, they must report to the office and be signed in by the parent/guardian.

Parents/guardians may be asked to present formal identification when picking up the student. This is for the safety and protection of your child.

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

A+ (100-98)	A (97-95)	A- (94-93)	B+ (92-90)	B (89-87)	B- (86-85)
C+ (84-82)	C (81-79)	C- (78-77)	D+ (76-75)	D (74-72)	D- (71-70)
I Incomplete F (69 & below)					
O Outstanding		S+ Highly Satisfactory		S Satisfactory	S- Low Satisfactory
N Needs Improvement		U 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. 1st Honors – All A's and one "B" in Religion, Social Studies, Science, Reading, English, Math, and a "B-" or higher in the Enrichment & Elective classes.
- b. 2nd Honors - All B- 's or higher in Religion, Social Studies, Science, Reading, English, Math, and Enrichment & Elective classes.

2. Grades 4-5:

- a. 1st Honors – All A's & one "B" in Religion, Social Studies, Science, Reading, English, Math, and a "B-" or higher in the Enrichment & Elective classes.
- b. 2nd Honors – All A's / B's in Religion, Social Studies, Science, Reading, English, Math and Enrichment & Elective classes.

SPECIAL EDUCATION SECTION 504 NOTICE

St. Mary School does not discriminate on the basis of disability with regard to admission or access to and treatment of or employment in the school programs and activities.

For each student meeting the eligibility criteria, an appropriate education program is provided. The services are specified in a 504 service plan outlining the necessary services and/or reasonable accommodations that are to be provided and available at the school. The plan is reviewed periodically.

A referral for a 504 evaluation can be made to the school counselor.

SPECIALIZED SERVICES

Specialized Services are provided to students and based on an evaluation that is provided through the Berea City School District. For example:

School Counselor

An Elementary School Counselor provides assistance to children through involvement with teachers, parents and the school principal. The Elementary School Counselor is involved in parent counseling and education. Parents are encouraged to use the services of the Elementary School Counselor.

Academic Tutors

Assistance given to identified students to develop reading, language and math skills.

Lockers and Storage Spaces

Lockers and/or storage places are provided for student use and store items instead of carrying all items throughout the school.

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. At present, we enjoy the services of an intervention specialist, SMILES intervention teacher, a speech and hearing specialist, and a registered nurse.

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. 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.

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.

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 VOLUNTEER OPPORTUNITIES:

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.

PROMOTION/RETENTION

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. Promotion is based upon a student satisfactorily completing and mastering the skills and work for each

grade level. Promotion also considers the development progress of each student. Retention is a very serious matter that will be determined on a case by case basis in the sole discretion of the principal. Retention will be considered where certain factors including without limitation the following exist:

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. Student maturity

CODE OF CONDUCT

The word “discipline” stems from a latin disciplina meaning “instruction” or “teaching.” Accordingly, discipline exists to teach a student to act in a way that will better his/her life and will lead to self-discipline. We believe that our school rules exist for the common good of our school community and for the good of each student recognizing that all persons are made in the image and likeness of God and deserve to be treated with respect. Growth in virtue, a responsibility for learning and living Catholic moral values, and a loving respect for the rights of all persons are at the heart of the Code of Conduct. To achieve these ends, parents, faculty and students are expected to work together to create a Catholic school environment. Most fundamentally, in a school, teachers have a right to teach, and students have a right to learn.

In our school, students:

- Will follow school rules and policies
- Will refrain from any deliberate disruption of the learning environment
- Will complete all assignments and participate in class as expected by their teachers
- Will not give or receive unauthorized assistance on tests, quizzes, or assignments
- Will be present for all required activities unless officially excused by the administration
- Will demonstrate good sportsmanship when engaged in co- and extra-curricular activities
- Will be honest and committed to integrity
- Will be respectful and courteous toward others
- Will speak respectfully to and about others
- Will respect school property and the personal property of others
- Will refrain from harassment of any kind

- Will use appropriate language and refrain from using inappropriate language
- Will refrain from making any false statements or accusations against any student, teacher, or staff member
- Will not engage in any inappropriate physical or verbal contact with another person (including without limitation fighting and inappropriate displays of affection).
- Will not bring to school nor possess at school any items inappropriate to a school setting including but not limited to real or toy knives or guns, sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or similar items.
- Will maintain and support others who maintain a safe and alcohol and drug-free environment at and near school and at all school sponsored functions/activities.
- Will, at all times, whether or not at school or school events, conduct themselves in a virtuous and appropriate manner, including without limitation with regard to the use of social media and electronic communications.

Disciplinary Actions. Disciplinary actions may include but are not limited to the following:

- Written or verbal warning
- Student and/or parent conference
- Detention
- Restorative Action
- Parent conferences with staff and/or administrators
- Behavior Contract
- Suspension (in-school or out of school)
- Dismissal or expulsion

Actions that may subject a student to discipline include violations of the Standards of Conduct, any action contrary to Catholic teaching or values whether or not specifically listed in the Standards of Conduct, and any action that is an offence against dignity of another person whether or not specifically listed in the Standards of Conduct, all as determined in the sole discretion of school administration. Final disciplinary decisions are determined in the sole discretion of school administration and may include a combination of disciplinary actions.

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.

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).

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.

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 students (kdg-grade 8) 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 (216) 898-8301; the Strongsville Department of Transportation (440) 572-7060; 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 the transportation department in your district.

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.

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 PreKindergarten 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 1st semester and may participate in the pizza program in the 2nd semester on a limited basis. School menus will be posted on the school website.

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.

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)

Outdoor recess occurs when the temperature exceeds 20⁰ 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.

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.

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.

Other policies on file at the school office:

- AIDS policy
- Pregnancy policy
- Youth Gangs
- Substance Abuse Policy

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.

Harassment

The Pastor, administration, and staff of our School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment/bullying.

A. DEFINITION

In accordance with Ohio law, "harassment, intimidation, or bullying" means either of the following:

1. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - a. Causes mental or physical harm to the other student;

- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
2. Violence within a dating relationship.

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

Our School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary actions for harassment may include but are not limited to the following:

- Written or verbal warning
- Student and/or parent conference
- Detention
- Parent conferences with staff and/or administrators
- Behavior Contract
- Suspension (in-school or out of school)
- Dismissal or expulsion

Final disciplinary decisions are determined in the sole discretion of school administration and may include a combination of disciplinary actions.

B. PROCEDURE TO FILE A HARASSMENT COMPLAINT

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

1. A complaint of harassment is to be made to the Principal, or pastor if the principal is the alleged harasser, and shall be as specific as possible regarding details.
2. The Principal shall investigate the complaint and shall make written notations of the specific allegations.

3. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge of harassment.
4. No reprisals will be tolerated against complainants, witnesses, or of individuals involved in the investigation.
5. The Principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

C. INVESTIGATION PROCEDURE

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

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

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

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

Sexual Harassment Aug 24

A. DEFINITION

For the purpose of this policy, sexual harassment includes, but is not limited

to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music written lyrics, pornographic pictures or other literature, or having such materials in one's possession in the school, on school grounds, or at school sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing the unwanted or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment 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 a crime is suspected, the local police department shall immediately be notified by the Principal.

B. SEXUAL VIOLENCE

Some acts of sexual harassment may also be criminal in nature. If an incident of sexual violence occurs, the principal, pastor, and other school authority are required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceived a threat of physical harm for

purpose of the offender's sexual gratification; or is the victim of sexual offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.07), Sexual battery (O.R.C. 2907.03), Rape (O.R.C. 2907.02), Importuning (O.R.C. 2907.07), Voyeurism (O.R.C. 2907.08), Public Indecency (O.R.C. 2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12), as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

C. COMPLAINT AND INVESTIGATION PROCEDURE

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

- A complaint of harassment is to be made to the principal, pastor, or other designated impartial administrator. The complaint shall be as specific as possible regarding details. If a complaint is made by an employee, it shall be in writing.
- The principal, pastor, or other impartial party designated shall immediately investigate the complaint and shall make written notations of the specific allegations.
- Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge of harassment.
- The need for confidentiality shall be stressed.
- No reprisals will be tolerated against complainants, witnesses, or of individuals involved in the investigation.
- The principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the student privacy laws.

D. DISCIPLINE

If the allegations are substantiated, disciplinary actions in accordance with the Code of Conduct will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and the victim, the history of similar

actions by this individual, and the circumstances in which the harassment occurred. Disciplinary actions for harassment may include but are not limited to the following:

- Written or verbal warning
- Student and/or parent conference
- Detention
- Parent conferences with staff and/or administrators
- Behavior Contract
- Suspension (in-school or out of school)
- Dismissal or expulsion

Final disciplinary decisions are determined in the sole discretion of school administration and may include a combination of the disciplinary actions set forth herein.

Electronic Device 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. Smart Watches may be worn as time pieces only. 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).* Students who violate this policy will be disciplined in accordance with the Code of Conduct and the electronic device being kept by the principal and returned to the parent.

ARTIFICIAL INTELLIGENCE

Our School embraces technological tools that enhance the student's development and learning experience while remaining faithful to our mission.

3. **Definitions:** The following definitions apply to this policy and shall be collectively referred to hereinafter as *AI Tools*.
- Artificial intelligence (AI): A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.¹
 - Generative AI: Any internet-based generative artificial intelligence programs that make use of large language model algorithms to make something new. AI used for auto-complete, minor text predictions, and/or grammar/spelling/punctuation suggestions, commonly found in most word-processing applications, is not considered generative AI.²
 - AI tool: AI applications, algorithms, or systems that make use of AI to generate outputs based on human inputs, with an emphasis on generative AI.³

4. **Use of Artificial Intelligence:**

Students may, in the administration's and faculty's discretion and at their direction use AI Tools to enhance rather than damage their developing abilities as writers and thinkers. Students shall comply with following requirements which constitute our student's use policy for AI Tools:

- Only use AI Tools in connection with any assignments, quizzes, tests, or examinations when explicitly permitted and instructed by faculty and/or administration and in such case students must follow the specific instructions for use.
- Give credit to AI Tools whenever used, even if only to generate ideas rather than usable text or illustrations.

¹ [15 U.S. Code § 9401, Sec. 3](#)

² [O.A.C. 3342-3-01.8\(B\)\(15\)](#)

³ Ohio School Boards Association (OSBA), Sample Policy EDEC: Artificial Intelligence
Rev. 9/2025

- Use AI Tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.
 - Use AI Tools in a manner consistent with our school policies and procedures including without limitation the code of conduct and the Student Acceptable Use Policy.
4. **Discipline:** Any student who violates this policy is subject to discipline in accordance with our Code of Conduct.

STUDENT THREAT POLICY

1. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
2. Whoever hears the threat should report it immediately to the principal.
3. In appropriate cases, the police should be notified immediately.
4. If the police are notified, the student should be kept in the principal's office under supervision.
5. The parent/guardian of the student who has made the threat shall be notified immediately.
6. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
7. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a treating physician/psychiatrist/psychologist. Such mental health evaluation/risk assessment must be scheduled (not necessarily completed) within fourteen (14) days of the threat incident.
8. The principal shall provide the treating physician/psychiatrist/psychologist with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writing, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims. Parents shall comply with any releases necessary for principal to communicate with medical professionals.
9. The principal shall receive written documentation directly from the from treating physician/psychiatrist/psychologist stating the professional's determination, based upon the professional's assessment of the student that the professional has undertaken and determined that the student is not/does not pose a danger to self or

others. The report shall also address the concerns raised by the principal to the medical professional, if applicable. The report shall be made available to the principal who will share it with legal and/or mental health care consultants and administration assisting the principal in his/her determination regarding the readmission of the student to school.

10. Counseling may be made available to children who are victims of the threatening behavior if it is determined that such counseling is needed, and parental permission is granted.

A. PARENTS/GUARDIANS RESPONSIBILITIES

Parents are the primary educators of their children. Schools share in this ministry, but the involvement of parents is paramount and fundamental. Therefore, we expect our parents to advance our Mission through their own speech and behavior. While it would be impossible to list all expectations of School parents, below is a non-exhaustive list of ways parents are called to advance our Mission:

- Attending Sunday Mass each week, which is the source of our Catholic Faith, and actively participating in the parish.
- Initiating and promoting religious development in their children's lives
- Ensure your child attends school daily and arrives on time
- Showing cooperation by knowing, understanding, and supporting the rules your child is expected to observe at school.
- Cooperating with the School's Code of Conduct which includes student disciplinary action for noncompliance of school policies and procedures
- Paying all financial obligations (tuition, field trips, lunch, extended care etc.) on time.
- Teaching your child to respect the law, school rules and regulations, and the rights and property of others by word and example
- Setting an atmosphere that promotes a desire to learn, good study habits, and respect for self and others
- Encouraging the child's development of interests and individual talents while stressing the importance of education over extracurricular activities
- Keeping open communication between parent/teacher/child to enhance the educational process and respecting the chain of command by approaching

your child's teacher first with concerns. If further discussion is warranted, communication with the principal and/or pastor related to any concerns.

- Conveying special/unique circumstances to your child's teacher which may impact learning experiences/performance
- Model gospel values in speech and behavior while interacting with others (administration, faculty, staff, parents, students, etc.) on school campus and when attending school events whether on or off school campus
- Attending orientation, conferences, sacramental preparation events, disciplinary meetings and/or other meetings as required by School administration
- Directing concerns related to the school and/or school policies to school administration (pastor and/or principal) rather than a public forum including without limitation on social media.
- Reimbursing the School for any property destroyed (accidentally or intentionally)
- Following all policies and procedures of the School including without limitation those listed herein

The education of your child is a partnership between families and the School. If the administration feels that the partnership is irretrievably broken due to a parent's failure to comply with these expectations, the School reserves the right to restrict a parent's access to our School property and/or dismiss student(s) from the School.

B. VOLUNTEERS

Volunteers are an essential part of our school community and necessary for our School to thrive. The School administration, in its sole discretion, will determine the need for volunteer and/or volunteer drivers and assign such individuals for activities as needed. No younger siblings are permitted to attend School activities during such volunteer service.

In order to be considered a School volunteer and/or volunteer driver, each individual will need to be approved through our screening process which includes without limitation the following:

1. Application
2. Background Check

3. Virtus Training
4. Motor Vehicle Report, if applicable
5. Copy of license and insurance, if applicable
6. Compliance with School policies/procedures

C. CUSTODY/LEGAL ORDERS

Parents are required to provide a copy of any full, final, signed Order related to custody or access to any child enrolled at our School. In addition, parents are required to update such orders as soon as possible after such an updated order is enacted. The School will comply with the most current full, final, signed court order in their possession.

We understand that transitions with family custody are difficult to navigate. However, the School is not the appropriate venue to handle family disputes. We expect parents to cooperate in the education of their child and to comply with all parent expectations set forth herein.

General school information is sent home with the child. We expect that this information will be shared with both parents, unless restricted by law. This includes conference appointments, report cards, interim reports, discussions with school personnel, school activity schedules and tuition statements.

The School's general procedure will be to schedule one joint conference appointment for parents to attend. We anticipate 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 misunderstanding and misinterpretations.

D. FINANCIAL RESPONSIBILITIES/POLICIES

In choosing to send your child(ren) to St. Mary Parish School, you are also accepting responsibility to abide by all financial policies. You shall comply with all the terms and conditions of the annual tuition agreement provided by the School. In the event of a child's withdrawal from St. Mary Parish School, pro-rated tuition is subject to a refund. The registration fee/supply fee is non-refundable.

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 in 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.

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.

St. Mary Ca⁺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.