

**St. Mary of the Immaculate Conception School**  
**PARENT-STUDENT HANDBOOK**

**2016-2017**



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

**REVISED 8/2017**

***SAINT MARY of the IMMACULATE CONCEPTION SCHOOL PRAYER***

***Heavenly Father,***

***We call upon you to guide us,***

***Help us in our learning.***

***Empower us to use our talents wisely.***

***Strengthen us to learn and live our Catholic Faith.***

***Encourage us to serve the needs of others.***

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

***We ask this through Christ Our Lord.***

***Amen.***

***St. Mary School***

***2680 Stoney Ridge Road***

***Avon, Ohio 44011***

***Phone: 440-934-6246***

***Fax: 440-934-6250***

**[www.stmaryavon.org](http://www.stmaryavon.org)**

***School Hours: 7:35AM – 2:00PM***

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*Our Lady of Lourdes*

*“O my Mother in your heart I place all the anguish of my heart and it is there that I gain strength and courage.”*

*(St. Bernadette Personal Notebook, p. 28)*

*Telephone Numbers*

*Pastor*

Parish Office

Father Tom Cleaton

440-934-4212

440-934-0507 (Fax)

*Principal*

School Office

Mrs. Colleen Schager

440-934-6246

440-934-6250 (Fax)

*Director of Religious Education*

Director of Religious Education Office

Sister Thomas

440-934-5173

**St. Mary of the Immaculate School  
Faculty and Staff**

Pastor  
Principal

Father Tom Cleaton [stmaryavon@centurytel.net](mailto:stmaryavon@centurytel.net)  
Mrs. Colleen Schager [cschager@stmaryavon.org](mailto:cschager@stmaryavon.org)

Kindergarten Mrs. Megan Benedictis  
[mbenedictis@stmaryavon.org](mailto:mbenedictis@stmaryavon.org)  
Grade 1 Mrs. Cara Hartzell  
[chartzell@stmaryavon.org](mailto:chartzell@stmaryavon.org)  
Grade 2 Miss Kelley Dunegan  
[kdunegan@stmaryavon.org](mailto:kdunegan@stmaryavon.org)  
Grade 3 Mrs. Kristy Rospert  
[krospert@stmaryavon.org](mailto:krospert@stmaryavon.org)  
Grade 4 Miss Cindy Vielhaber  
[cvielhaber@stmaryavon.org](mailto:cvielhaber@stmaryavon.org)  
Grade 5 Mrs. Deborah Peregord  
[dperegord@stmaryavon.org](mailto:dperegord@stmaryavon.org)  
Grade 6 Miss Kristina Urban  
[kurban@stmaryavon.org](mailto:kurban@stmaryavon.org)  
Grade 7 Miss Piwowar  
[jpiwowar@stmaryavon.org](mailto:jpiwowar@stmaryavon.org)  
Grade 8 Mr. Michael Timmons  
[mtimmons@stmaryavon.org](mailto:mtimmons@stmaryavon.org)  
Art Teacher Miss Kali Gibbons  
[kgibbons@stmaryavon.org](mailto:kgibbons@stmaryavon.org)  
Computer Teacher Mr. Bart Chatfield  
[bchatfield@stmaryavon.org](mailto:bchatfield@stmaryavon.org)  
Music Teacher Mrs. Mary DeMarco  
[mdemarco@stmaryavon.org](mailto:mdemarco@stmaryavon.org)  
Physical Education Mr. Ryan Haley  
[rhaley@stmaryavon.org](mailto:rhaley@stmaryavon.org)  
Spanish Teacher Mrs. Carmen Petrus  
[cpetrus@stmaryavon.org](mailto:cpetrus@stmaryavon.org)  
Librarian Sister Elaine, SND  
[srelaine@stmaryavon.org](mailto:srelaine@stmaryavon.org)  
Aide Preschool Mrs. Eva Heinzmann  
[eheinzmann@stmaryavon.org](mailto:eheinzmann@stmaryavon.org)  
Aide Kindergarten Mrs. Erin Smith  
[esmith@stmaryavon.org](mailto:esmith@stmaryavon.org)  
Aide First Grade Mrs. Kathy Nagel  
[knagel@stmaryavon.org](mailto:knagel@stmaryavon.org)

**SUPPORT PERSONNEL**

Director of Parish Religious Education  
Sr. Thomas SND  
[psr@stmaryavon.org](mailto:psr@stmaryavon.org)

School Secretary  
Mrs. Annette Dunegan  
[adunegan@stmaryavon.org](mailto:adunegan@stmaryavon.org)

Maintenance  
Mr. Kurt Schuetz  
Mr. Tom Dacek

Cafeteria Manager  
Mrs. Johna Ray

**KIDZONE (AFTER CARE)**

Director: Mrs. Audrey Chatfield  
Assistant: Mrs. Emily Dunegan

**AUXILIARY PERSONNEL**

Auxiliary Clerk  
Mrs. Nancy Danese  
[ndanese@stmaryavon.org](mailto:ndanese@stmaryavon.org)  
Intervention Specialist  
Mrs. Heather Barr  
[hbarr@stmaryavon.org](mailto:hbarr@stmaryavon.org)  
School Psychologist  
Mrs. Yvette Cable  
[CableY@avonlocalschools.org](mailto:CableY@avonlocalschools.org)  
Speech and Language Pathologist  
Mrs. Carolyn Richardson  
[RichardsonC@avonlocalschools.org](mailto:RichardsonC@avonlocalschools.org)  
School Nurse  
Ms. Jillian Spriestersbach  
[jspriestersbach@loraincountyhealth.com](mailto:jspriestersbach@loraincountyhealth.com)

**St. Mary School Calendar 2016-2017**

August

15-19 Teacher Professional Workdays  
23 Back to School Night 6:00 PM – 8:00 PM  
25 First Day of School – 7:35AM – 2:00PM (Grades 1-8)  
First Day of School – Grade K ½ day 7:35AM - 11:00AM  
Students with last name A thru M  
26 First Day of School – Grade K 1/2day 7:35AM – 11:00AM  
Students with last name N thru Z  
29 Grade K - First Full Day of School  
Welcome breakfast new families 7:30-8:30AM  
30 Preschool Orientation 6:00PM – 7:00PM  
31 Rock the Challenge

September

5 Labor Day – No School  
15 Picture Day – Students dress up  
30 Progress Reports  
13 Parent/Teacher Conferences – No School  
14 No School  
28 First Quarter Ends

November

2-11 Grade 1 Cognitive Abilities Test  
4 Report Cards  
23-25 Thanksgiving Break – No School

December

2 Progress Reports  
19-Jan.2 Christmas Break – No School

January

3 Classes Resume  
13 No School – Teacher Professional Day  
16 Martin Luther King Jr. Day - No School  
20 Second Quarter Ends  
27 Report Cards  
29 Open House  
20-Feb. Catholic Schools Week

February

20 President's Day – No School  
24 Progress Reports

March

1 Parent/Teacher Conferences (if Needed)  
17 No School – Teacher Professional Day  
24 Third Quarter Ends  
31 Report Cards

April

12 School Retreat Day  
13-21 Easter Break  
24 Classes Resume

May	
5	Progress Report
6	First Holy Communion
12	May Crowning after 8:30 am Mass
24	Field Day
29	Memorial Day – No School
30	Kindergarten Graduation 10:00 am (last day of school)
31	8 <sup>th</sup> Grade Graduation 7:00 pm (last day of school)
June	
2	Last Day of School – Early Dismissal 11:30 am Awards Ceremony 10:00 am
5-9	Make-up Calamity Days if needed

### ***Fundraising Events***

- Gift Certificate Orders (CPO)*** - School fundraiser all proceeds go back to the school.
- Ocktoberfest*** – St. Mary’s Parish fundraising event held last Sunday in July.
- Football Squares*** – TEC Committee’s main fundraising event to benefit the school’s technology programs, updates and new initiatives.
- November Calendar Squares*** – PTU’S main fundraising event.
- WinterFest*** – Sports Booster’s main fundraising event for adults.
- Night at the Races*** – St. Mary’s Parish fundraising event.
- Parish Fish Fries*** – St. Mary’s Parish fundraising events.
- Book Fair:*** PTU hosts this fundraiser to benefit the school library. Gives children and adults the opportunity to browse through an assortment of books to purchase.

### ***School Programs***

- Student Lectors:*** Students in grades 6 – 8 are student lectors for our weekly Masses & Holy Days.
- Choir:*** Students in grades 3 – 8 sing during our weekly liturgies and perform at Grandparents’ Day and Christmas Concert.
- Student Council:*** Jr. High student officers, classroom representatives grades 5-8.
- Academic Challenge:*** Team of 7<sup>th</sup> and 8<sup>th</sup> grade students who compete in academic matches against other schools.
- Environmental Club:*** After school program for students in grades 4-8 who promote environmental awareness.
- Drama Club:*** After school program for students in grades 5-8 who want to perform in our school play.
- Robotics Club:*** After school program for students in grades who want to explore technology and science using legos.
- Science Fair:*** Junior high students who compete in experiments using the scientific method against their peers.
- Newspaper Club:*** Students in grades 5-8 report on school activities and events and print a school newspaper quarterly.
- CYO Sports:*** Extra-curricular school sports for students in grades 4-8; Football, Volleyball, Cross Country, Basketball, Track and Cheerleading.
- Intramural Sports:*** Extra-curricular sports for students in grades K-3; Cross Country, Football, Basketball and Track

### ***HISTORY OF ST. MARY IMMACUALTE CONCEPTION SCHOOL***

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

Although we are proud of our long history, we are not sitting back idly. Continuous school improvement plans are active to strengthen our curriculum, our teaching methods, and our ways of assessing student learning. Plans for a new multi-purpose Parish Center & gymnasium were presented to the parish in June 2007. Groundbreaking took place June 2008, and the building was completed in October 2010.

Academic excellence is a requirement of justice. Our families sacrifice time, treasure and talent to enroll their children here and to maintain the school’s mission. All members of the staff have the proper training and certification/licensure to fulfill their roles as educators. Our history is full of accomplishments. Historically, many of the leaders in the local community have been alumni of St.

Mary. Currently, two teachers and our secretary are graduates of this school. However, providing a quality education is not reason enough to maintain a Catholic school. If that were our main concern, we would simply be active in assuring that the local public schools maintain excellence.

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

***Philosophy of Catholic Education***  
***Diocese of Cleveland***  
***Office of Catholic Education***

***Philosophy***

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

***Catholic Education***

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

***Catholic Schools***

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

***Mission Statement***

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

***Belief Statement:***

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

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

***Parent Responsibilities***

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



Parents are responsible for:

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

### **Volunteer Program**

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

- **Lunch Room/Playground Monitors:** Parents/guardians are asked to assist a school faculty member in keeping students safe during lunch and recess.
- **Room Parents:** Parents/guardians are needed to help the teachers with classroom parties and other activities.
- **Volunteer Aides:** are used as classroom assistants to the Art teacher and Computer teacher in helping the primary students with activities.
- **Parent Chaperones:** as needed on field trips.

## ***PARENT GROUPS***

### **Parent Teacher Unit (PTU)**

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

### **CYO/Athletic Boosters**

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

### **Student Athletics**

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

## ***ADMISSION POLICY***

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

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

All students admitted to St. Mary School are considered to be conditional for the first semester. It is during this time period that a determination will be made as to whether the needs of the student can be met at St. Mary School.

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

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

### ***Registration for Kindergarten***

To enter Kindergarten, a student must be five years of age before August 1<sup>st</sup>. Parents who register early entrance will be directed to the principal for a meeting and to set up a screening date. Registration will be held for incoming kindergarten students in January or February. Following registration, all kindergarten students will be assessed in the spring to determine their level of readiness. The pastor and/or the principal reserve the right to make the final decision for all admissions. A probationary status might be considered appropriate in certain cases.

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

### ***Priority Guidelines***

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

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

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

### ***Registration***

All currently enrolled students will need to re-enroll for the upcoming academic year in January and pay a non-refundable registration fee of \$130 per child in grades K-8. Re-registration Packets for the new school year will be sent home at the end of January. The Registration fee must be paid in full by the end of February to secure your child(ren)s placement in a classroom for the upcoming year.

### ***Transfers***

Parent/Guardians are to notify the principal if you are transferring your child to another school. In addition, you are required by state law to sign a release form requesting St. Mary School to send your child's permanent record file to the school where he/she is being transferred. No academic records will be transferred unless all financial obligations have been met. All schoolbooks and library books are to be returned to the teacher. The child may take the purchased consumable books with him/her.

### ***Financial Policies***

You have chosen to send your child(ren) to St. Mary School and in doing so you shoulder the responsibility to abide by all financial policies. All financial obligations to the school must be fulfilled before a student can receive his/her report card and/or transcripts (this includes all 8<sup>th</sup> grade records and transcripts to high schools). The school has the right to deny financing for the future year should financial delinquency problems occur.

Tuition payments are to be made through the school office. School records and quarterly report cards are issued only if all financial obligations (including library fees, after care fees, cafeteria fees, etc.) are kept up-to-date. Transcripts, report cards and diplomas may be withheld for nonpayment of school debts. If parents have any questions or difficulties making payments, they are encouraged to contact the principal, Mrs. Colleen Schager or the pastor, Fr. Tom Cleaton as soon as possible.

All 8<sup>th</sup> grade tuition and fees must be paid in full by the date stated on the fee agreement. Failure to do so will result in the student be excluded from all grade 8 activities, and events, including our graduation ceremony.

## **TUITION**

### ***Tuition***

Tuition payments are made annually, quarterly, monthly (10 months or 12 months), or by a special plan approved by the administration. Tuition payments are made online via Gradlink. Discounts are given for multiple siblings. The Tuition Family Plan Schedule for the 2016-2017 school year is:

	<u>*Active Parishioners</u>	<u>Non-Parishioners</u>
One child	\$3,100	\$3,700
Two children	\$5,680	\$6,280
Three children	\$7,210	\$7,810
Four children	\$8,320	\$8,920

*Registration Fee \$130 per student (non-refundable)*

\*An **active parishioner** is an individual who is registered with the parish, attends mass regularly, uses collection envelopes, and takes an active role in parish activities.

St. Mary School reserves the right to prohibit a family's participation in offered payment plans due to past payment history. Full tuition prepayment may be required for those families who have not made timely payment in past years.

### ***Financial Aid***

The Diocese of Cleveland reviews "cases" that need assistance in payment of their tuition. Forms can be requested by contacting the principal. You will be provided with a questionnaire, which must be completed in its entirety and returned to the Diocesan office. Financial aid will then be assessed and information sent back to the school with their recommendation based on income, need and any other special circumstances.

### ***Custody Documentation***

In cases of legal separation or divorce, it is necessary for the school to have on file a complete *confidential* copy of the document indicating legal guardianship of student(s). Please submit a copy of the document to the school office as soon as you receive your judgment entry.

Unless the decree indicates otherwise, school communications will be sent home to the *custodial parent*. However, the non-custodial parent does have the right to request copies of all material and information unless specifically denied this right in the divorce decree. One conference will be scheduled per child. It is hoped that any personal conflict can be set aside for the sake of the child for the length of the conference. One conference also assures that both parents hear the same message from the teacher.

### ***School Supplies***

Each teacher provides a list of school supplies needed for each particular grade level. Supplies are purchased accordingly to this listing of requirements. Supplies need to be replenished during the school year. Schoolbags on wheels are **Not** permitted in school. Our school supply list is available on our website under Parent forms.

## **Health**

### ***Emergency Forms***

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

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

### ***Clinic***

A part-time, registered nurse and school personnel administer first aid in cases of injury or illness, in the school clinic. The school clinic exists for the treatment of minor cuts and bruises, and to confirm the illness of a student. Please do not send a student to school that has been sick or had a fever during the previous twenty-four hours. This only spreads disease and causes more students to miss school. The parent/guardian of any student who vomits at school or has a temperature of 100 degrees or above will be contacted and requested to immediately pick up the student. The student will be released only to an authorized person listed on the emergency card. Any student sent home with a fever, is not permitted back to school until they are fever free for twenty-four hours without medication.

### ***School Nurse***

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

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

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

### ***Medication***

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

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

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

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

### ***Required Immunization***

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

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

### ***Illness***

Please keep your child home from school when he/she is ill. Students who are sick should not be in school. This only spreads disease and causes more students to miss school. Students who have a fever should not be in school. Students must be fever free for twenty-four hours without medication before returning to school. If a student is placed on an antibiotic, he/she may not return to school for at least twenty-four hours after taking the first dose of the antibiotic. If a student becomes ill at school, the parent/guardian will be contacted and the student will be sent home for the remainder of the school day. Students are not permitted to walk home. A student will only be released from the clinic to an authorized individual.

### ***Contagious Diseases***

Parents are asked to contact the school when their child has been diagnosed with any infectious disease or rash. This includes strep throat, measles, chicken pox, mumps, pink eye, and head lice, etc. If a student has had a 24-hour throat culture one day, he/she should be kept home the following day until the results of the culture are known. If your child has strep throat, wait 24 hours after the first dose of medication before allowing the student to return to school. A notice of the contagious disease is sent home to parents of students in the homeroom.

### ***Allergies and Procedures:***

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

### ***Allergy Free Classrooms***

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

### ***Allergy Free Table and Procedures:***

In our cafeteria, we have a designated "Allergy Free" lunch table. The table bears a sign noting that it is PEANUT/NUT/FISH/FREE TABLE. Students who have allergies to these items sit at this table during lunch. A classmate is welcome to eat at this table; however, the student's lunch will be checked by an adult that it only contains "allergy-free food items" before they may sit at this table. In addition, this table is washed separately from the other tables with a new handi-wipe towel and antibacterial solution.

### ***Diocesan Nutritional Wellness Policy***

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

### ***Birthday & Other Celebration Policies***

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

### ***Federally Funded Lunch/Milk***

St. Mary School participates in the federally funded lunch program through the supervision of the Diocesan Nutritional Services Department. The government lunch program makes lunch and/or milk available each day to qualifying students. Forms are available in the office for those families who might qualify for free/reduced lunches. Applications are accepted throughout the year if for some reason you encounter some financial difficulty. Students participating in the government lunch program purchase lunches monthly and are issued a monthly lunch ticket.

### ***Lunch Menu***

Families are to order from the school monthly lunch menu by using the Lunch Menu Order Form. Complete and return this form and payment to the school office. These materials are available on the school website (under parent forms). Lunches and/or milk may be purchased monthly and are issued a monthly lunch ticket. Lunch fee is \$2.75 and Milk fee is \$.50 and may be purchased daily by having the student drop off the lunch/milk order and fee (in an envelope marked w/student's name) to the office by 9:00 AM.

## ***Daily Schedule***

School Hours: 7:35 AM – 2:00 PM

7:00 AM

Doors open for students, students report to the cafeteria until 7:20 then they are released to their classrooms

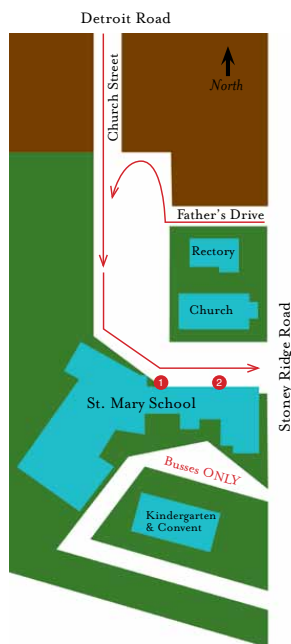
7:35 AM	Bell for the start of the day (students must be in their classrooms by 7:35AM or they will be marked tardy)
9:20 – 9:35AM	Morning recess grades K-4
11:20-11:50AM	Lunch - Kindergarten
11:25 -11:50AM	Lunch - Grades 5-8
11:35-11:50AM	Recess – Grades 1-4
11:50-12:05	Recess – Grades K, 5 & 6 Quiet Study Hall – Grades 7 & 8
11:50-12:15	Lunch – Grades 1-4
2:00 PM	Dismissal - bus students
2:05 PM	Dismissal – car riders
2:10 PM	Dismissal – walkers
School Office Hours: Monday – Friday, 7:00 AM – 3:00 PM	

***Morning drop-off Procedures (7:00 A.M. – 7:35 A.M.)***

- For the safety of the children, **Do Not Use the Parish Center entrance**; this is to be accessed by **buses only**.
- Cars enter off Detroit Road thru Church Street and form a single lane to drop off students at door #1 (by cafeteria)
- Cars entering off Father’s driveway, loop around to the back of the line, and alternate with cars entering from Detroit Rd.
- Students will remain in the cafeteria under staff supervision until 7:20 A.M.
- At 7:20 A.M. students are released to their classrooms and are then under the supervision of their homeroom teacher
- Kindergarten students will be escorted to their building by sixth graders
- After 7:20 A.M. students may be dropped off at either door #1 or door #2 and go directly to their classrooms
- In order to keep the line moving, please pull up slightly beyond entrance doors so 3 cars at a time can drop off students
- If your child needs assistance with unbuckling their seat belt, opening the door, carrying things, etc. please do not hold the line up by getting out of your car to assist them ~ instead park your car along the back of the church, assist them out of your vehicle, and walk them past the car line to door #1

School begins promptly at 7:35 A.M. It is imperative that your student arrives at school on time and is in attendance daily. Due to the amount of hallway traffic during arrival, parents are discouraged from walking students to their classrooms. Any student who is not in their seat by 7:35 A.M. is considered tardy. An excused tardy will be given to any student that is late due to severe weather, traffic conditions, or their bus was late. A student arriving after 7:35 A.M. must report to the office. Punctuality is an excellent habit to build.

## DROP-OFF PROCEDURES



### drop-off Procedures

School Hours: 7:35 am - 2 pm

1. Enter off of Detroit Road or Father's Drive Only  
*If entering from Father's Drive, please loop around to the back of the line and alternate with cars coming in off Detroit, if necessary*
2. Drop off at door 1 from 7 am - 7:35 am
3. In order to keep the line moving, please pull up slightly beyond the doors so 3 cars at a time can drop-off children
4. If door 2 is also open, please pull forward and use that option to help alleviate the line of traffic
5. If you need to go into school or if your child needs assistance with unbuckling seat belts or opening car doors, etc., then please do not hold up the line by getting out of your vehicle to help them. Instead, please park your car along the back of the church, assist them out of your vehicle, and then walk them past the car line and through door 1
6. For the safety of students, the new driveway at the entrance to the new foyer and gym (located behind the school) is to be accessed by **buses only**

## PICK-UP PROCEDURES

- For the safety of the children, **Do Not Use the Parish Center entrance**; this is to be accessed by **buses only**.
- Cars enter schoolyard from Detroit Road thru Church Street **ONLY** and park in rows behind the church
- The first row closest to the church is Line #1, once this is full begin forming line #2, then line #3, etc.
- The office will dismiss bus riders first from door #4
- Car riders will be dismissed by door #1 only
- Kindergarten Parents/guardians need to come & pick-up their child from door #1
- Parents/guardians of younger students may come & meet the child at door #1
- Older students usually walk directly to their cars
- Cars remain parked until all students are in cars
- Please be courteous by not socializing with friends and hold up the dismissal
- A staff member will signal when cars may begin dismissing
- Dismissal begins with line #1, then line #2, and line #3 etc.
- Students left on the premise past 2:10 P.M. will be placed in our after school program (KidZone) and after care fees will apply.

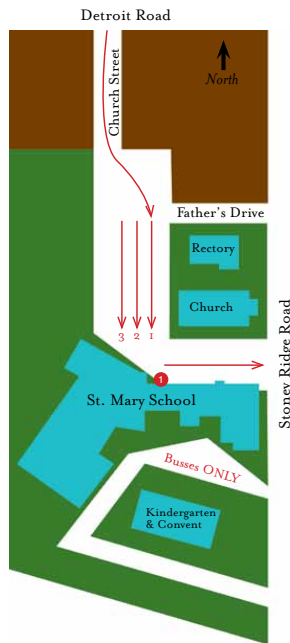
### Change in Pick-up

To ensure the safety of all students, it is important for parents to send notes that indicate any changes in the student's transportation home. Transportation and dismissal changes are to be planned with the child before he/she comes to school in the morning

To ensure the safety of all students, it is important for parents/guardians to notify the classroom teacher with a note that indicates the change in the student's regular transportation home, i.e. bus/car rider or attends After Care (KidZone).

If there is an emergency change in transportation that unexpectedly arises, we ask that you notify the office before 1:00 P.M. to assure prompt communication to the student.

Parents/guardians of students **may not** take other students home, **unless** a signed note from both parent/guardians of students involved are presented to the school office upon arrival **in the morning**.



### *pick-up Procedures*

School Hours: 7:35 am - 2 pm

1. Enter off of Detroit Road through Church Street
2. Cars can line up in the parking lot behind the church
3. First row closest to the church will start Line # 1 and once that line is full, start Line # 2, then Line # 3, etc.
4. At 2 pm, the school office will release bus riders first, then car riders  
Car riders will leave through door 1
5. Parents of the smaller children walk to the front of parked cars and wait for their children to come out and walk them back to the car, older children usually walk back to their cars
6. Cars remain parked until all children are in cars, a staff member will then signal for Line # 1 to go, then Line # 2, then Line # 3, etc.
7. For the safety of students, the new driveway at the entrance to the new foyer and gym (located behind the school) is to be accessed by **busses only**

### ***Bus Transportation***

The bus driver is responsible for the management and safety of pupils and is responsible for enforcing these rules:

- All students must obey the bus driver's instruction.
- Students must remain seated while the bus is in motion.
- Students must ride their assigned bus. No unauthorized passengers are permitted.
- Students must carry sport balls in a sport bag or school bag.
- It is prohibited for a pupil to extend any part of his/her body through an open bus window.
- Students must observe rules for crossing the street when exiting from a bus.
- Spitting or throwing any object from the bus window or inside the bus is prohibited.
- Transporting any animals, pets, or glass containers is prohibited.
- Any conduct that could endanger any passenger or driver, or could result in the damage of the vehicle is prohibited.

\*If a child receives a written note of misbehavior from the bus driver, this note must be signed by the parents/guardians before the child may ride the bus again. Three written notifications result in a suspension from the bus (length of suspension is determined by the gravity of the offense). The school principal and district bus coordinator makes this decision. Parents/guardians must provide transportation to and from school during this time.

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

#### ***School Bus Route Information***

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

#### ***Bicycle Riders***

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



## *Emergency Procedures*

### *Inclement Weather/School Emergency*

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

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

### *Emergency Procedures*

St. Mary School follows the compliance regulations for the state of Ohio regarding emergency practice drills. Students and faculty practice fire drills monthly, tornado drills monthly (during tornado season) as well as practice emergency lock-down drills quarterly and evacuation drills annually.

## *ATTENDANCE*

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

The State of Ohio report card standards require school districts to average an attendance rate of 93% or better. In order to meet this standard, students of Avon local schools are allocated a sick bank of 13 days per year. A student who has been absent from a class or school more than 13 times or days during the school year, will not be permitted to make-up assignments or tests and will be considered unexcused, unless a doctor's excuse or funeral verification is provided. If your child has exceeded or is close to exceeding the allocated number of absences, the school will notify you via a letter.

### *Unexcused Absences*

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

### *Tardiness/Absence*

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

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

### *Absent ½ day*

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

### *Absent a whole day*

- Students who attend school, but goes home before 9:10 a.m.

\*\*If a student is absent and is active in an extra curricular activity, he/she may NOT participate in that extra curricular activity that day.

### ***Early Release (Doctor/Dental Appointments)***

If a student is to be excused from school during any part of the regular school day, a written note by the parent or guardian is required stating the reason and must be presented to the school office by 7:35 A.M. Parents are required to sign the student out on the Student Sign In/Out Log in the Office.

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

### ***Missed Assignments***

When a student is out sick one day, it is recommended that the child stay home, rest and recover and not worry about homework. When a student is absent more than one day due to illness, **please call the office** (440-934-6246) **by 9:00 a.m.** to make arrangements for pick-up of homework in the office. Homework can be picked up between 2:00 p.m. – 2:30 p.m. by a parent, sibling or classmate, as long as a call has been made to the office. Students are responsible for making up all work missed due to an excused absence. One day per day of absence is allocated for the students to complete and turn in assignments. Work missed due to an unexcused absence, e.g., a "skip" day or an out of school suspension, may not be made up and will result in a grade of zero.

### ***Make-up Work***

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

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

### ***Vacation Absence Procedure***

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

**\*\*\*It is particularly detrimental to have your child miss school during the last two weeks of each grading period and during standardized testing.**

## ***CURRICULUM***

### ***Faculty***

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

### ***Teacher Certification***

All teachers employed at St. Mary School are of good moral character and are certified by the State of Ohio. Professional competency and efficiency are stimulated through attendance at in-service workshops and monthly faculty meetings. All teachers are certified in Religious Education and meet the academic and professional standards set by the Diocesan Office of Catholic Education. All school employees, teaching and non-teaching, are fingerprinted and have background checks performed by BCII, FBI, and also are CPR and VIRTUS trained.

### ***Major Subject Areas***

Math, Language Arts, Reading Religion, Science, and Social Studies follow the curriculum guidelines and objectives set down by the Diocese of Cleveland and meet the prescribed course of study set down by the state of Ohio. Religion education and the sacramental program follow the Diocese of Cleveland guidelines.

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

### ***Religious Education Program***

Religion is the integrating factor in the school curriculum. Religion instruction is taught daily in all grades. Opportunities for preparation and participation in the celebration of the Mass are provided on a regular weekly basis. Grades 3, 4, 5 and 6 attend the 8:30 A.M. Mass on Wednesday; Grades 1, 2, 7 and 8 attend Mass on Friday. On the First Friday of the month and on Holy Days of Obligation, the entire student body attends Mass together. Our faculty plans our school liturgies, and the children take an active part in fulfilling various roles in the liturgy. Other religious activities include various prayer services and seasonal devotions. Parents/guardians are invited and encouraged to participate in these activities with us.

### ***Sacramental Programs***

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

### ***Physical Education***

The goals of the physical education program are to contribute to the broader goal of education by helping each student reach their movement potential by:

- Enhancing the development of each student both mentally and physically
- Developing skills that will serve as a basis for lifetime recreation and physical fitness
- Developing knowledge of physical fitness and good health habits and their importance
- Developing positive interaction and cooperation with others
- Having student demonstrate and understand the importance of good sportsmanship
- Developing the knowledge of the human body, its capabilities, and limitations
- Allowing student to experience a variety of activities that include fitness, dance, games, nutrition, safety and health

### ***Art***

Instruction in Art has a dual purpose of fostering an appreciation of art, and encouraging creative expression in each student. Under the supervision of the Art teacher and the classroom teacher, the students learn various art concepts and techniques. A variety of media is used in the approach.

### ***Music***

The music education program offers an instructional plan that includes sequential lessons that present many opportunities for students to learn how to:

- Read and write simple rhythmic and melodic patterns
- Decode a system of musical symbols
- Release the positive energy found through singing and playing of instruments
- Identify and develop the individual creative powers that lie within
- Discover the joy of understanding through doing

### ***Library***

The primary purpose of the school library is to foster a love for reading. Students are taught the skills necessary to use the library effectively. Students are encouraged to use the library as a resource for assignments and research projects. Each class has a designated time once a week in the library to select books.

The Library fine for late books is \$ .05 a day per book; fine is not imposed if student is absent because of illness. All fines must be paid before semester report cards are handed out. If a book is lost or damaged the student must pay for it.

### ***Computer Literacy***

The Technology Curriculum seeks to provide the students with the theoretical and practical knowledge of the parts of a computer, and make the students aware of the computer's capabilities and limitations. Our mobile laptops and iPads are used and implemented into the curriculum by all students in grades K-8. Formal instruction is provided in keyboarding, word processing, literacy, multimedia, and impact in society, ethics and integration with other content areas. In depth projects can be provided for students who need to be challenged beyond the basic curriculum.

### ***Spanish***

Foreign Language enrichment program for students in grades 1-8. Students will be taught formal instruction on the language, culture and traditions of the Spanish speaking people in a stimulating manner.

### ***Field Trips***

Field trips are part of the school curriculum and contribute greatly to the cultural and intellectual growth of the students. Because they are educational, classroom instruction and/or assignments will provide the proper educational preparation needed to make the trip meaningful.

A formal field trip permission form issued by the school and signed by the parent or guardian, is mandatory before students are permitted to participate in the field trip. Parents must sign a Field Trip Permission Form. Students that do not have the required parental permission will NOT be able to attend the field trip with their classmates. Field trip attendance is at the discretion of the teacher.

Students who are not permitted to attend a particular field trip by administration or parents must attend school on that day unless permission is granted by the administration. Students will complete an assignment relevant to the trip. \*\*If cost could prohibit a student from attending due to the family's financial status, please notify the teacher in writing who will make special arrangements with the office. \*\*SCHOOL UNIFORM, DRESS DOWN rules will apply and be determined by the teacher and administration. This is dependent on the type of trip.

Bus transportation is the main form of transportation for the majority of our field trips. On certain occasions, the classroom teacher may request a parent/guardian to drive. In this case, a week before the trip takes place, a signed Volunteer Driver's Statement, a copy of the driver's license and current car insurance.

### ***Assemblies***

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

## ***STUDENT SUPPORT SERVICES***

### ***Auxiliary Services***

St. Mary School receives state money that provides for auxiliary personnel and services. These staff members, employed through Avon Local Schools and Lorain County, provide services to students at St. Mary School. A School Psychologist, a Speech Pathologist, an Intervention Specialist, a School Nurse, and a Clerk are available through auxiliary services funding.

Students with disabilities whose parents choose St. Mary School and who qualify under IDEA and its regulations are provided with individual service plans prepared by the public school district where the school is located. If it is determined that an eligible child will receive services utilizing IDEA funds, an Individual Service Plan (ISP) will be written. Avon Local Schools will conduct this meeting. The meeting will include a representative from the public school, a regular and a special education teacher, the child's parent, and a representative of St. Mary School.

### ***Intervention Services and Accommodations***

The special education staff provides intervention services and accommodations to students who require academic or other types of assistance. An Intervention Assistance Team meets to discuss students who are referred for interventions by parents, teachers, or other educational staff members. This team can include: the principal, teachers, parents, intervention specialists, school psychologist, speech pathologist and student. A student may be referred for a multifactor evaluation if the Intervention Assistance Team determines that the student is not responding to interventions and a disability is suspected.

### ***Speech-Language Pathologist***

Students who have difficulty in the areas of articulation (speech sound production), language, and voice or fluency (stuttering) are helped. The students are seen individually or in small groups. All children new to St. Mary School (Grades 1-8) are screened for language/speech problems.

### ***School Psychologist***

Students who have been formally referred by their teachers and/or parents because of learning difficulties in the classroom are administered a battery of tests after receiving parental consent. These tests are designed to assess a student's ability and achievement levels.

### ***Clerk***

The special services clerk assists in the administration of the special services programs. The clerk also orders, distributes and oversees the Auxiliary Services textbook/workbook lending program.

## **COMMUNICATIONS**

Throughout the year, opportunities will be provided for parents to meet the teachers and visit the school. Communication is fostered through weekly principal emails via Gradelink, Family Folders, the school website [www.stmaryavon.org](http://www.stmaryavon.org) and activities requiring parent involvement in school. Parent-teacher conferences are held in November, which is mandatory. Additional conferences may be arranged during school hours as the need arises.

### ***Special Appointments***

If a parent wishes an appointment with the Principal concerning a policy of the school or any other matter, kindly phone or email beforehand and set up an appointment.

Prior to requesting an appointment with the Administration regarding a specific classroom problem, please try to resolve the situation with the classroom teacher. If the meeting with the teacher has not resolved the situation, please contact the Administration for a team meeting.

Please refrain from conferring with a classroom teacher in the morning before school starts or right at dismissal time, and never during school hours. Email the teacher to set up an appointment to discuss your concerns. This will give the teacher time to prepare and in the end will prove to be advantageous to you and your child. Parents are requested not to call the homes or cell phones of the faculty and staff. Please respect the privacy of our faculty and staff after school hours.

### ***Visits to the school***

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

1. **PARENTS** are always welcome at St. Mary School; we do ask that an appointment be made in advance to visit with the administrator or a teacher. Parents are requested to stop in the office to sign-in and receive a badge. Please return the badge and sign-out at the end of your visit. If dropping off items such as: lunches, gym clothes, books, etc. please go directly to the office to drop off items and not to the classrooms. Students will not be permitted to call home for gym clothes or any missing materials.
2. **VOLUNTEERS** are very important to St. Mary School. We appreciate all that the volunteers do, not only for the school, but also for all of the children. When performing a volunteer activity, all volunteers must sign-in at the office and receive a volunteer badge. Please return the badge and sign-out in the office after the activity has been completed.
3. **ALUMNI STUDENTS** are also welcome at St. Mary School, however, not during school hours. They may visit after school or during lunch periods, only if it is convenient for the teacher. All alumni must stop in the office to sign in and the secretary will check the availability of the teacher. They must pick-up a badge and return it to the office after meeting with the teacher.

### ***Volunteers - Virtus Training***

As part of the Cleveland Catholic Diocesan response for a solution to the problem of child sexual abuse, a new program has been instituted. The program is referred to as Virtus. The Virtus Program is designed to help prevent wrongdoing and promote "right doing" within religious organizations.

The Virtus Program has already been instituted at St. Mary School. A volunteer who spends more than one hour weekly or four or more hours monthly with the students is required to attend Virtus training. All volunteers with the exception of those who are only volunteering for school field trips must comply with the program. To comply with the program you must accomplish the following:

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

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

### ***Homework***

Homework is assigned on a consistent basis as an important part of classes. Students will be expected to turn in their assignments neatly and on time. The age, grade and attention span is considered in assigning homework.

\*\*\*Parents are to notify the classroom teacher if a student is spending too many hours on homework. A conference can be scheduled to discuss the situation.

Classroom teachers can prepare homework assignments for students unable to be in school due to illness. Please contact the classroom teacher as to specific classroom and homework policy during an illness. Parents must request that assignments are available for pick up in the office. This may be done at the time the student 's absence is called in or by noon of the day the assignments are requested. For every day a child is absent, the child will be given one day to make up the work.

### **Late Homework or Missing Assignment in grades 5 - 8**

If a student fails to complete an assignment on time or is missing an assignment, the teacher will issue a H.A.M. (homework missing assignment) as a parent notification form.

### **Consequences for lack of responsibility**

- ◆ 1<sup>st</sup> offense ~ a warning H.A.M. issued
- ◆ 2<sup>nd</sup> offense ~ H.A.M. issued
- ◆ 3<sup>rd</sup> offense ~ H.A.M. issued
- ◆ 4<sup>th</sup> offense ~ Detention issued

### **Report Cards/Progress Reports**

Report cards are issued four times during the school year. At other times, parents will be kept informed of deficiencies by means of a progress report, Gradelink, or conferences. When progress reports become available on Gradelink parents should read them carefully and discuss the student's progress with the student. Emphasis should be placed on EFFORT, CONDUCT, AND HOME STUDY as reasons for success or lack of success in academic achievement. Only students who earn a below average grade (D+ or below) in any subject matter will receive a hard copy of their Progress reports. Progress reports /report cards are to be returned the following Monday to the school signed by the parent/guardian.

Any difficulties that may arise concerning your child's schoolwork or discipline should be discussed with the child's teacher. Parents/guardians are encouraged to contact a teacher by email or written note. Teachers are to be contacted during working hours only. Please do not call/contact teachers at their home by phone.

### **Grading**

Letter grades are to be used for all major subjects in Grades 1-8. Any student not participating in physical education class for at least 4 weeks in a grading period due to a doctor's excuse shall receive an "Ex" in place of the normal letter grade for that quarter. The report card marking code for Grades 1 through 8 is as follows:

#### **GRADING SCALE**

<b>A+ (100 - 98%)</b>	<b>A (97 - 95%)</b>	<b>A- (94 - 93%)</b>
<b>B+ (92 - 90%)</b>	<b>B (89 - 87%)</b>	<b>B- (86 - 85%)</b>
<b>C+ (84 - 82%)</b>	<b>C (81 - 79%)</b>	<b>C- (78 - 77%)</b>
<b>D+ (76 - 75%)</b>	<b>D (74 - 72%)</b>	<b>D - (71 - 70%)</b>
<b>F (69 - 00%)</b>		

**O=Outstanding S=Satisfactory N=Needs Improvement U=Unsatisfactory**

(O, S, N, U will be used for conduct and effort and may be used for other subjects in primary grades.)

\*Specials: Primary grades (grades 1-4) will use the O, S, N, and U grading scale  
Intermediate/Junior High grades (grades 4-8) will use letter grades

Handwriting grades will use the O, S, U grading standards

Preschool/Kindergarten marking code is as follows:

- S - is developing Satisfactory for his/her age
- N - Needs improvement
- U - Unsatisfactory

### **Academic Honors**

- High Honors: Students must earn all A's (or O's)
- Honors: Students must earn only A's, B's (or O's & S's).
- Merit: Students must earn A's, B's (or O's, S's) and only one C (or N).

**All subject areas determine Academic Honors eligibility:** Religion, Math, Science, Social Studies, English, Reading, Spelling, Health, Art, Computer, Music, Physical Education & Spanish (*grades 5-8 only*). Handwriting is excluded from Academic Honors in the primary grades.

**A “U” (unsatisfactory) in ANY area, academic or personal development, disqualifies a student from honors regardless of grade average. The Honor Roll is meant to be motivational. It is not included in the permanent academic record. Parents are reminded to keep these honors in perspective and to recognize their child’s best efforts.**

### ***Parent-Teacher Conferences***

After first quarter a mandatory conference will be held in October. A second optional conference, usually offered in the third quarter, is only for parents/guardians whose children have demonstrated significant academic deficiencies. Additional conferences may be requested and scheduled by contacting the teacher.

### ***Standardized Testing***

The testing program is designed to serve the needs of all students. Both basic skills tests and aptitude tests are administered. The basic skills test measures the student’s capacity mastery of skills while the aptitude tests seek to measure the student’s capacity to acquire knowledge and skills. All formal tests are administered during school time. ***It is strongly requested that any vacations or appointments not be made during the testing period.*** The dates for Iowa Tests of Basic Skills (ITBS) Achievement testing and Cognitive Abilities Testing (CogAT):

- Grade 1 – CogAT Testing the week of November 2 – 11, 2017
- Grades: 1, 3, 5 & 7 - ITBS & CogAT Testing the weeks of February 27 – March 16, 2017
- Grades 3, 5, & 7 - Writing Proficiency Testing March 29, 2017

**\*\*\*It is particularly detrimental to have your child miss school during the last two weeks of each grading period and during standardized testing.**

## ***PROMOTION AND RETENTION***

### ***Promotion***

Consistent with the Ohio Revised Code, the principal, after the consultation with teacher and parents, makes the final decision as to the promotion of students. A student may be retained only if it is presumed he/she will profit by it. Retention will be considered for the following reasons: 1.) Failure in three or more major subject areas. Failure is defined as receiving a grade of F for more than two quarters and daily work consistently shows failing marks. 2.) Failure to master fundamental skills of reading in the primary grades. If parents refuse to accept the principal’s decision that the student be retained, readmission may be denied for the following school year.

Absence in itself is not acceptable cause for retention if the child can make up the work that has been missed. The principal has the right to determine the number of days a students may be absent before retention is advised. This is done on an individual basis after consultation with the student, parents, and pertinent staff taking into consideration the needs and abilities of the student and the efforts that were expended to assist the student in continuing the learning process while absent from the school setting.

### ***Kindergarten Promotion To Grade One***

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

### ***Retention***

1. It is the policy of this school that if the teacher, principal and psychologist have decided that it would be beneficial for a student to be held back in the same grade level, the student will be retained if he/she is to remain at St. Mary School. The administration makes the final decision. Retention will be examined on an individual basis.
2. Retention is usually considered for failure in three or more major subjects.
3. Failure to master the fundamental skills of reading in Grade One is sufficient reason for retention.
4. Retention may also be considered for excessive absence, poor grades and general immaturity upon the approval of the administration.
5. A student in jeopardy of a second retention will be recommended for further testing.
6. A team meeting shall be held to determine what additional steps need to be taken to increase the chances of academic success. A follow-up team meeting may be held to examine all factors, including progress made since the initial meeting, in order to make a final decision regarding the possibility of retention.

7. Failure in Grade 7 may result in a professional review of the student's academic/behavior record. After consultation with teachers, staff and parents one of the following decisions will be made: 1) the student's needs would be best met in another school; 2) an appropriate plan of action would be agreed upon and a contract signed enabling the student to continue if the student and parents meet the conditions of the contract.
8. Failure in Grade 8 will result in a request that the student's needs be best met in another school environment.

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

### ***Requirements For Graduation***

A graduation certificate is earned from St. Mary School when the student successfully completes the course of study for grades kindergarten through eight, as prescribed by the State of Ohio, the Diocese of Cleveland and St. Mary School. Such successful completion is achieved when the following criteria is met:

1. Classes are attended regularly.
2. All required class work, assignments and tests are completed in the manner specified by the teachers.
3. Work missed due to absence is made up. Students assume this responsibility.
4. Failure in any two of more quarters in any major subject area (Language Arts, Math, Reading, Religion, Social Studies, Science) and/or the Final constitute failure of that subject for that academic year. In such event, that class must be repeated and passed in summer school before a report card and/or diploma is released and promotion is earned.  
\*\*Parents assume responsibility for scheduling any required summer classes.
5. Failure in three or more of the major subject areas constitutes failure of that academic year. Failure in grades one through seven requires the student to repeat that year. Failure in grade eight prevents a student from earning a diploma, and makes it necessary for him/her to repeat eighth grade elsewhere. They will be asked to leave for another educational environment.
6. Students in grade 8 must fulfill their curriculum responsibilities or they will be requested to attend summer school in order to graduate.
7. ALL FEES AND TUITION (for the entire family) MUST BE PAID by the date stated on the Fee Agreement or the student will be excluded from graduation activities and events including the class trip.

### ***STUDENT CODE OF CONDUCT***

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

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

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

### ***Anti – Harassment, Intimidation and Bullying Policy***

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



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

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

### ***Definition***

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

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

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

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:  
Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries); Sending abusive or threatening instant messages:

Using camera phones to take embarrassing photographs of students and posting them online; and,  
Using Web sites to circulate gossip and rumors to other students; excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

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

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

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

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

### ***Procedure for the Alleged Victim***

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

- Exactly what was said or what the harasser did;
- Witnesses to the harassment;
- What the student said or did, either at the time or later;
- How the student felt; and
- How the harasser responded

### ***Complaint Procedure***

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

### ***Investigation Procedure***

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

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

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

### ***Resolution of the Complaint***

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

### ***Points to Remember in the Investigation***

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

### ***Student Threat Policy***

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

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

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

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

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

### ***Corrective Measures***

In the event of an infraction of rules, the following methods of correction will be implemented. The teacher will counsel and/or reprimand the student, and if necessary, issue a disciplinary behavior referral. If a major infraction of rules occurs, a detention or referral to the administration for a higher disciplinary correction may be necessary.

When a student is experiencing difficulty in adjusting to the school program the school will attempt to aide the student by:

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

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

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

## ***Student Behavior Referral***

### ***Student Behavior Referral (grades K – 4)***

A disciplinary Student Behavior Referral is an infraction of the classroom and/or school rules.

A Student Behavior Referral is only "referring" a student's behavior to the parents. It is not an immediate detention.

### ***Consequences***

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

### ***Student Behavior Referral (grades 5 – 8)***

In the event of an infraction of rules, the following methods of correction will be implemented. The teacher will counsel and/or reprimand the student, and if necessary, issue a disciplinary student behavior referral. If a major infraction of rules occurs, a detention or referral to the administration for a higher disciplinary correction may be necessary.

- ◆ Verbal warning
- ◆ Student Behavior Referral issued written warning to parents
- ◆ Consequence or detention

### ***Detention Notices***

The teacher or administration may handle disciplinary detentions. Detentions are given as a result of the accumulation of Student Behavior Referrals and/or disciplinary infractions. In addition, major infractions can result in an immediate detention. The consequences of immediate detentions are left up to the discretion of the administration. Disciplinary responses for major infractions listed herein may include one or more of the following:

- ◆ 3<sup>rd</sup> H.A.M. (homework assignment missing) see section on Homework for details
- ◆ Vandalism
- ◆ Forgery/Plagiarism
- ◆ Throwing objects such as food, snowballs, books, etc.

- ◆ Science Class/Lab violation
- ◆ Computer Lab Violation
- ◆ Disruption of classroom instruction
- ◆ Excessive Tardiness
- ◆ Food outside of approved areas
- ◆ Chewing gum
- ◆ Littering
- ◆ Disrespect
- ◆ Misbehavior
- ◆ Misconduct away from school functions (Field trips, or sponsored activities)
- ◆ Violating a restricted area
- ◆ Violation of an office procedure
- ◆ Improper language

### ***Detention Policy***

- ◆ Verbal warnings are given to the student initially
- ◆ Detention notices will be sent home with the student. Notices are to be signed by parent/guardian & returned to school the next day.
- ◆ Detentions are served on Tuesdays from 2:15 p.m. to 3:00 p.m.
  - Students serving detentions are supervised in the teacher's classroom or principal's office
  - Students will be dismissed at 3:00 p.m. and can be picked up by door #1
  - If student is not picked-up by 3:10 p.m. ~ student will go to our After Care (KidZone) and parent will incur charges
- ◆ Student's failure to return a signed (by parent/guardian) detention notice the next day will result in the student contacting their parents by phone from the principal's office
- ◆ Two (2) detentions per semester ~ meeting held with the student, parents/guardians, teacher and principal
- ◆ Three (3) detentions per semester due to major infractions will result in an automatic student in-school suspension and a meeting with the student, parents/guardians, teacher and principal. In addition, student may be placed on an academic contract.

\*\*Questions concerning detentions are to be directed to the teacher/principal prior to serving the detention.

\*\*ALL DETENTIONS ARE TO BE SIGNED BY THE PARENT OR BE VERIFIED BY TEACHER BEFORE THEY ARE SERVED. This is the responsibility of the parent and student. A parent refusal to sign a detention is grounds for non-admittance for the next school year due to differences of philosophy.

\*Parents are to support the disciplinary policy of St. Mary School and honor the discipline policy. Failure to support the discipline policy may result in the parents being requested to find a different educational environment better suited to the student's educational needs and philosophies.

### ***Suspension and/or Expulsion***

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

\*The parent is responsible for making arrangements so that the suspension can be honored.

\*Non-support of the disciplinary policy is regarded as a breach of this parent and school contract. Refusal to sign any referral given may result in asking a family to find a more appropriate educational placement where they may feel more comfortable with the discipline policy.

\*Repeated acts of insubordination (Disciplinary and/or Classroom) will be referred to administration that will review the student's discipline record and notify the parents of further disciplinary action. The administration may invoke a probation and/or an in school or out-of-school suspension.

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

- ◆ Persistent defiance of authority and/or school rules and regulations.
- ◆ Physical fighting upon another student or staff member.
- ◆ Cheating

- ◆ Stealing
- ◆ Sending or displaying offensive messages or pictures on social media
- ◆ Smoking, drugs or alcohol
- ◆ Damage to school property or the property of others
- ◆ Threats - verbally or physically on another pupil or authority figure. Student threat policy will be followed including elimination from the classroom until appropriate steps are completed. Immediate expulsion could be issued depending on circumstances.

### ***Suspension Policy***

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

## ***DISCIPLINARY MEASURES***

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

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

## ***SCHOOL SAFETY***

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

### ***School/Schoolyard Safety Policy***

- ◆ Students may not leave the school premises for any reason from the time they arrive in the morning until they go home in the afternoon. The school will not accept responsibility for a student who disobeys this regulation. Violations of this rule are considered a very serious matter.
- ◆ Students must stay in the areas designated for their use by the faculty and staff. Students are prohibited from entering all other areas.
- ◆ Students are not to retrieve playground balls that go into the neighbors' yards.
- ◆ All adults or playground monitors are to be treated with respect.

- ◆ Throwing snowballs or other dangerous objects in the schoolyard, the bus line, or on the way to or from school will not be tolerated.
- ◆ Rough playing or fighting in the schoolyard is never permitted.
- ◆ No food should be eaten in the schoolyard during recess.
- ◆ Gum chewing is not permitted on school premises.
- ◆ Profanity is never permitted.

### ***Prohibited Materials Brought to School***

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

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

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

### ***Personal Electronic Devices***

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

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

\*Parents who feel there is a compelling safety reason for their child to have a cell phone, iPod or other electronic device in school it is with the understanding that the phone is kept off and in the student’s locker/book bag. Saint Mary School will not be held responsible for any lost or damage to a student’s electronic device.

### ***Consequences***

If these electronic devices are seen, heard or used they will be confiscated by faculty/staff and brought to the office. Confiscated items will be returned only after contact has been made between parents and administrator.

- ◆ **First Offense:**  
Device confiscated, conference held between principal & student, documentation letter sent to parents (which is to be signed and returned the following day) item returned to student at the end of the school day.
- ◆ **Second Offense:**  
Device confiscated, parents called by principal, item only returned to parent when parent is able to come to school to pick up the device.
- ◆ **Third Offense:**  
Device confiscated and will be returned to the parents at the end of the school year. If a new device is brought to school in the interim time, continued admission for the remainder of the school year at St. Mary School will be reconsidered.

\*\* If a student uses a cell phone, Smart phone, or any such electronic device during school hours or on school property inappropriately, disciplinary actions will be taken.

The following are examples of inappropriate use and activity:

- Not respecting the rights and privacy of others
- Sending or displaying offensive messages or pictures to internet or to others
- Using obscene language
- Harassing, insulting or attacking others

### ***Violations***

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

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

## ***SCHOOL DRESS CODE***

### ***Girls Dress Uniform***

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

### ***Girls Casual Uniform***

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

### ***Girls Jewelry & Hair***

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

### ***Boys Dress Uniform K-8***

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

### ***Boys Casual Uniform K-8***

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

### ***Boys Jewelry & Hair***

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

### ***Both Girls & Boys grades K-8***

### ***Physical Education Uniforms***

- All students must wear an official St. Mary School P.E. uniform w/logo sold by Lands End or Schoolbelles
- Solid navy blue shorts (knee length) w/paw print or wildcat logo from Lands End or Schoolbelles
- Navy blue T-shirt w/paw print or wildcat logo from Lands End or Schoolbelles
- Must wear tennis shoes to participate in P.E. class

- No earrings for P.E. class due to safety reasons
- Navy sweat pants/warm up pants w/paw print or wildcat logo from Lands End (Nov. 1-April 15)
- Long sleeved T-shirt w/ paw print logo from Lands End
- Sweatshirt /Warm-up Jackets w/paw print or wildcat logo from Lands End & worn over P.E. T-shirt (Nov. 1-April 15)

#### **Shoes**

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

#### **Socks**

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

#### **Boots**

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

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

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

#### **Winter Months**

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

#### **Spirit wear & CYO Athletics**

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

#### **Dress-Down Days**

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

#### **Dress-Up Day**

- Non-uniform day
- Picture Day or Birthdays
- Appropriate attire must be worn
- **No denim jeans permitted**



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

***Holiday Attire***

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

***Dress Code Violations***

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

***Consequences of Dress Code Violation (3 strikes)***

- Verbal warning
- Written warning
- Detention issued

***IDENTIFICATION***

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

***LOST & FOUND***

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

***IDENTIFICATION***

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

***LOST & FOUND***

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

***Aids Policy***

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

***Pregnancy Policy***

St. Mary School is convinced of the values and dignity of human life. If a girl becomes pregnant while in school, she is dealt with individually and treated with charity. Every measure is taken to preserve this life and reputation of the students involved. This is derived from the Diocesan policy that is available through the office.

***SEXUAL HARASSMENT and SEXUAL VIOLENCE POLICY***

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

### ***Sexual Harassment***

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

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

### ***Sexual Violence***

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

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

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

### ***Sexual Abuse Policy***

#### ***Protecting God's Children***

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

### ***Student Sexual Harassment Policy***

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

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

### ***Youth Gangs & Gang Related Activity Policy***

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

## ***WEAPONS/DRUG POLICY***

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale, display or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

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

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

### ***Drug Policy Regarding Possession, Sale, Use or Abuse***

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

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

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

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

### ***SEARCHES***

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

## ***SAFETY/SECURITY POLICY***

1. Our doors are locked throughout the day.
2. Visitors can only enter the building when buzzed in by the office (office has security cameras on these doors).
3. There are signs posted on all the entrance doors, stating that only authorized visitors can enter the premises, and that they must go to the School Office upon entering the building.
4. The teachers know our school emergency code, in an event that a stranger is seen in our building. That code is announced on the PA, all classroom doors are immediately locked/closed, and the principal makes the appropriate calls.
5. Students have a monthly fire (evacuation) drill, so that if they ever need to evacuate the building because of a threat, they can do so in an orderly fashion.
6. Backpacks may not be worn or carried from class to class. They are emptied in the morning during homeroom period, and the students proceed to carry their books and supplies in their arms, so that nothing can be concealed in a backpack.
7. Purses may not be carried from class to class as part of the uniform.

## ***SAFETY PLAN***

In the case of a Crisis/Intruder, parents/guardians ***WILL NOT*** be permitted in the building. It is mandatory for parents/guardians to complete the “Emergency School Closing Form” for each family. This form is handed out at Back-to-School Night in the first family folder and is to be returned by the first day of school. A crisis is defined as:

- ◆ **Natural:** Gas, water, heat problems – students are dismissed to the Church until the problem is remedied or parents/guardians are contacted for pick-up.
- ◆ **Intruder:**
  - See #4 under “Safety/Security Policy”.
  - School lock down – students will not be dismissed to any parent/guardian until ordered to do so by authorities. Students will be transported to Avon Middle School, if necessary.
  -

The school safety plan and crisis response procedures have been established and are available for review in the school office.

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

**Parent/Student Handbook**

**2016-2017 Academic Year**

**I have read the Parent/Student Handbook, for the 2016-2017 academic year and agree to comply with and support the procedures and policies of St. Mary School.**

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

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

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

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

**Parents/Guardians Signatures** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parents/Guardians Signatures** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Please sign and return this page to the office ~ Thank you.**