

# St. Mary Catholic School

## Student Handbook

2017-2018

Adopted by LEAC  
June 8, 2016

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## A MESSAGE FROM OUR PASTORIAL ADMINISTRATOR

Dear Parents & Friends of St. Mary Catholic School,

For over one hundred years, Saint Mary Catholic School has provided Catholic education for generations of students. Our Parish community recognizes the parents and family as primary educators and joins with them in providing an excellent Catholic school to assist them in forming their children in an environment of living faith.

In the present society in which we live, our school is needed more than ever before to teach basic moral values and to ensure that the deposit of faith, given to us by Jesus Christ, is transmitted to our children in its entirety. These values can only be found and taught in our homes and in Saint Mary Catholic School.

Our school engages in an ongoing process of evaluation, certification, and accreditation of both teachers and programs. Their accountability guarantees the continuation of our tradition of high educational, moral and Catholic standards.

Saint Mary Catholic School is committed to the development of the whole student. Extra-curricular activities are regarded as an important part of the total learning experience. A variety of choices are offered to reflect the uniqueness of each student, to generate a healthy sense of competition, to create a spirit of cooperation, and to foster leadership and creativity, yet our school is different because it is truly “Catholic”.

I encourage your continued support of Saint Mary Catholic School for the generations to come. I beg you to do your part in helping advance the educational mission of our parish and of the entire Church: support Saint Mary Catholic School.

As we begin another school year, I invoke God’s blessing on Saint Mary Catholic School, our principal, our teachers and staff, and our students. May all of us come closer to the Lord in our journey of Faith.

Monsignor John Michael Campbell  
Pastor, Basilica of St. Mary of the Assumption

## EDUCATION

*The Education of the young is an essential element in the transmission of life from one generation to the next and is, as such, one of the most important of human activities. As Jacques Maritain said, "Education is not animal training, but human awakening."*

*Through education we pass on our culture and our heritage; we prepare our children for a meaningful and creative adult life; we form their intellects so that they can contribute to the human quest for a fuller grasp of the truth and at the same time live a life guided by the highest of moral ideals.*

*Since, as our Christian faith teaches us, human destiny transcends the limit of this world, Christian education is itself a transcendent endeavor.*

*Lord, open our minds to the truth, open our hearts to beauty and open our wills to goodness. Inspire us to a perpetual vision of greatness and a desire to fulfill all your promises in us.*

### **Mission Statement**

We, the St. Mary Catholic School Community, are a parish parochial educational institution built on a strong heritage that challenges us to high expectations in Christian values as well as in academic, service, and extra-curricular areas. Our Catholic school environment, which is open to all young people, nurtures the goal that we as students, family, staff, and parish are able to be lifelong contributing members of the Church and society.

### **Belief Statements**

- ❖ We believe our students will be educated in character and in conscience to be steadfast in their faith.
- ❖ We believe in providing a comprehensive and challenging curriculum that develops the whole child.
- ❖ We believe that a student's self-esteem is built with high standards and recognition of personal responsibility and accomplishments.
- ❖ We believe the Church and our Catholic school supports and challenges the parents in their role as the primary educators of their children.
- ❖ We believe in the appreciation and understanding of different races, religions, cultures, and learning styles.

## **PHILOSOPHY OF ST. MARY CATHOLIC SCHOOL**

It is the role of St. Mary Catholic School to aid parents in educating their children to develop their potential as complete persons. . . spiritually, morally, mentally, academically, socially, and physically. . . in order to be able to grow into mature Christian citizens in the Catholic tradition.

We believe that the spiritual growth of the child is developed in many ways. It begins at home; the school and the community further enhance it. Christ's teachings will always be the basis of the religion program at St. Mary Catholic and will always permeate all areas of the curriculum and extra-curricular activities. Jesus' message will be taught specifically, and His love will be celebrated in our liturgical life and in our daily service to others.

We believe that each child is a unique individual. Because of this belief, we strive to meet each child's needs by providing students with a faith perspective from which to view their education.

We do this by:

- maintaining academic excellence
- using various teaching methods
- individualizing instruction within the curriculum
- presenting the cultural aspects of life
- And by evaluating progress and effort as well as achievement

We strive to help students develop their expressive ideas and qualities. We believe that a child's social development begins in the home. It is our responsibility, alongside parents, to serve as positive role models to help insure that those children under our charge develop social behaviors that will enable them to live self-disciplined and generous lives, reaching beyond themselves in service to others.

## **LIVING OUR BELIEFS**

Based on the philosophy of St. Mary Catholic School, this is how we try to live our beliefs:

- We have a right to be happy, and be treated with kindness in this school. This means that no one will laugh at us, ignore us or hurt our feelings.
- We have a right to be ourselves in this school. This means that no one will treat us unfairly because we are rich or poor, fat or thin, fast or slow, a girl or a boy.
- We have a right to be safe in this school. This means that no one will hit us, kick us, push us, pinch us, verbally threaten us, or hurt us in any other way.
- We have a right to hear and to be heard in this school. This means that no one will yell at us, scream at us or verbally abuse us. Our individual opinion and desire will be considered in any plans we make.

- We have the right to learn about each other and ourselves in this school. This means that we will be free to express our feelings and opinions without being interrupted, put down or intimidated so long as our words or actions are not hurtful to any other person.
- We have a responsibility to listen to our teachers and other adults in this school. This means we will try our best to pay attention to what is being taught so that we will be the best students we can be, the way God wants us to be.
- We will respect others as we do ourselves and we will show care and concern for the rights of others.

## **ST. MARY CATHOLIC SCHOOL SONG**

Refrain:

O blessed St. Mary Catholic School, to you we are calling.  
We need you. We need you to guide and to bless.  
To teach us to live right, to play right, to win right.  
We stand the test. We lead the rest, St. Mary Catholic School.

Verse

Our school is St. Mary Catholic School. Our pride is St. Mary Catholic School  
Our hearts feel a joy that's too deep for words.  
What e'er may befall us, where e'er we sojourn,  
Our thought of St. Mary Catholic School will fondly return.

## **ADMISSIONS**

St. Mary Catholic School will not discriminate on the basis of religion, race, color, handicap, or national or ethnic origin in the administration of its educational policies, admission policies, and athletic or other school administered programs.

However, St. Mary Catholic School reserves the right to refuse admission to any student who has been expelled from another school, who would pose a threat to the health, safety or welfare of other students, or who has a history of consistent classroom disruption or whose behavior would likely disrupt the learning environment. Such students are better served in schools that have teachers and support staff trained to handle their special needs. The decision regarding this ability to appropriately meet the needs of a particular student will be left to the discretion of the principal.

## **ADMISSION PRIORITY**

In the admission of students to St. Mary Catholic School, the order of priority shall be as follows:

1. Children of active parishioners who are registered in the Basilica Parish and who are regular contributors to the Basilica Parish.

- a. Children who have gone through the Montessori Program.
- b. Children from families with other children already enrolled in St. Mary Catholic School or children who have graduated from St. Mary Catholic School.
- c. Children now reaching school age.

The above children will have precedence in registration in order of years registered in the parish. Equally qualified applicants will be admitted on a first-registered basis by date of registration.

2. Children from non-parish families having other children already enrolled in the school.
3. Transfer students from other Catholic schools.
  - a. From parish schools now closing.
  - b. From parishes not offering a full program of grades K-8.
4. Children from non-parish families who have no other children already enrolled in the school.

A non-refundable registration fee, the amount of which is stipulated on the Registration Form/Tuition Agreement for the current academic year, is due at the time of registration.

Once a child has been accepted for registration in the kindergarten, that child will remain on the rolls until the student graduates, or transfers to another school prior to graduation, or is refused continued enrollment because of threats to the health, safety, or welfare of other students.

***Students will also be refused continued enrollment if tuition and/or fees from the previous year are in arrears.***

### TUITION AND FEES

Tuition assistance is available for students whose parents are registered, contributing members of the Basilica parish and who are unable to pay full tuition. Financial aide applications are available in the school office.

St. Mary Catholic School provides four tuition payment schedules:

- full payment at the beginning of the year. There is a 3% discount of tuition if payment is received prior to the student's first date of attendance. The discount does not apply to fees.
- four quarterly payments
- ten monthly payment
- twelve monthly payments

Automatic charge to a credit card and/or debit to a checking account are options for payment of tuition. Charges or debits will be made according to the tuition payment schedule chosen by the parent.

NEW Non-Parishioners (families who have had no children enrolled at St. Mary Catholic School) are required to use either the automatic charge or the debit options for payment of



tuition.

If a tuition payment option is not specified, the ten (10) monthly payments schedule will be automatically assigned. Questions concerning tuition and fees should be addressed to the business office at the school. The telephone number is 740- 374-8181.

#### REFUNDING OF TUITION AND FEES

The registration fee is due at the time of registration. The computer and materials fees are due prior to July 15<sup>th</sup> of the current school year or upon enrollment for students entering St. Mary Catholic School. Fees are non-refundable unless the child is not accepted for enrollment.

If a student leaves St. Mary Catholic School prior to the end of the school year, any pre-paid tuition and pre-paid milk will be refunded. There will be no refund of fees. Tuition will be pro-rated for students transferring to St. Mary Catholic School after the first day of classes. However, fees will not be pro-rated for students entering St. Mary Catholic School after the first day of school.

#### NON-PAYMENT OF TUITION AND FEES

Any account delinquent over ninety (90) days will result in a student's report card being withheld until the account is brought current (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> grading periods). The final report card for the year will be withheld until tuition and fees are paid in full.

When students transfer to a new school, no school records, including transcripts, will be released until fees and applicable tuition are paid in full.

#### PARENT SERVICE REQUIREMENT

The parish subsidizes tuition for children of St. Mary Catholic School parishioners. For this reason, parents are obligated to work a designated number of school bingos each year, per the Bingo schedule distributed from the School/Financial office. It is very important that all parents who are members of the parish honor their responsibility to assist with bingo. ***With the tuition subsidy, you are directly benefiting from the money raised from bingo. We need your help for the program to be successful.*** Schedules and instructions for bingo assignments will be distributed on a regular basis. Other volunteer activities are genuinely appreciated, but they do not absolve a family of the bingo obligation.

#### PRESCHOOL/MONTESSORI ENROLLMENT

A child entering Preschool must be 3 years of age by August 1st. Children must be toilet trained before they can be admitted to preschool. Class size is capped at 12 students.

#### PRE-KINDERGARTEN ENROLLMENT

A child entering Pre-K must be at least 4 years old by September 30th. Children who are academically and socially not prepared for Kindergarten may also be the population of this class. Class size is capped at 14 students.

## KINDERGARTEN ENROLLMENT

A child entering Kindergarten must be 5 years of age by September 30th. Early admission can be considered for students who turn 5 years of age between October 1 and December 31. The decision regarding early admission will be made by the principal and the kindergarten teacher subsequent to testing of the child. Early admission is an option for a child who demonstrates advanced intellectual, academic, social, emotional and physical development.

Readiness for school will be screened for all children seeking to be enrolled in kindergarten. If the screening results indicate questionable readiness for school, the principal, the kindergarten teacher and the parents will make a decision regarding kindergarten enrollment. Recommendations regarding delayed entrance to kindergarten will not be made solely on the basis of screening results.

## FIRST GRADE ENROLLMENT

A child entering the first grade must be 6 years of age by September 30<sup>th</sup>. A student must successfully complete kindergarten before entering the first grade. Upon request, the kindergarten requirement may be waived. The decision regarding this waiver will be made by a committee appointed by the principal. The first grade teacher and the principal will be standing members of the committee. The principal may appoint other members. (In compliance with ORC 3321.01)

Upon initial entry to St. Mary Catholic School, the student will present all documents required by the Ohio Department of Education, including but not limited to a birth certificate or other acceptable document, immunization records, and copy of the custody agreement when parents are divorced or legally separated.

## **ACADEMICS, GRADES K - Eight**

### RELIGIOUS EDUCATION

St. Mary Catholic School is a Catholic Elementary School offering programs from pre-school through eighth grade. The Course of Study for all Religion classes is based on the guidelines developed by the Diocese of Steubenville. Each grade level relates to experiences and faith development according to age group, and each grade focuses on a particular Catholic theme.

All students enrolled at St. Mary Catholic School will attend daily religion classes. Attendance of religion classes by non-Catholic students affords them an opportunity to learn about a religion other than their own.

Religious practices at St. Mary Catholic School are typically as follows:

- Daily prayer
- Monthly All School Mass and Class Mass (Grades 1-8)
- Sacrament of Penance for appropriate grades
- Stations of the Cross
- Devotion to the Rosary

## SACRAMENTS

Catholic students are prepared for reception of the Sacraments in the respective grades:

- |                               |                 |
|-------------------------------|-----------------|
| - Second Grade                | First Eucharist |
| - Second Grade                | First Penance   |
| - Sixth, Seventh/Eighth Grade | Confirmation    |

## CURRICULUM

The staff of Mary Catholic School is committed to providing a program of academic excellence. The school is chartered by the Ohio Department of Education and teachers hold Ohio Department of Education certification. While a Bachelor's Degree is the minimum education requirement for all teachers, many staff members hold advanced degrees.

Classes begin with Montessori pre-school and kindergarten through grade eight. With the exception of specific departmentalized areas for grades six through eight, classes are self-contained. Teachers with specialized training provide instruction for Physical Education, Music/Band, Art and Spanish as a Foreign Language.

## MONTESSORI PRE-SCHOOL

Montessori is a philosophy with the fundamental tenet being a child learns best within a social environment supporting his or her unique development. Montessori activities promote the development of social skills, emotional growth, physical coordination and cognitive preparation. Curriculum goals include reading readiness, English language arts, literature, storytelling, social studies, geography, mathematics, science, health, botany, handwriting, art, music, physical education and foreign languages.

## PRE-KINDERGARTEN

PreKindergarten philosophy continues the development of the child within a social environment that supports their growth. Classroom activities include reading readiness, English language arts, literature, storytelling, social studies, geography, mathematics, science, health, botany, handwriting, art, music, physical education and foreign languages.

## GRADES KINDERGARTEN THROUGH EIGHT

Courses of study and curriculum guides for grades kindergarten through eight are in compliance with the Ohio State Department of Education Minimum Standards for Elementary and Secondary Schools and the guidelines and policies of the Diocese of Steubenville Office of Education.

Classes include religion, math, language arts (reading, English, spelling, handwriting, and phonics), science, health, social studies, civics, art, music, band, physical education, and computer. Pre-algebra and algebra are offered in grades 7 & 8. High School credit is available in grade eight in English Literature, Algebra 1, Physical Science and American History. High School credit is determined by the student grade and teacher recommendation. Advanced students in lower grades may be able to participate in High School credit courses based on

testing results and teacher recommendation.

Foreign language instruction is provided for students from preschool through Grade 8. Parents are welcome to review the courses of study for all grade levels and subjects.

### HOMEWORK

Homework will be given to help strengthen and enhance the educational program. Assignments will be geared to meet the need of the students. Doing schoolwork at home is a discipline that should be built into the student's lives. Homework involves both written and study activities. Homework will be assigned on a regular basis for all grade levels. The amount and nature of the work assigned for home is left to the judgement of the individual teacher, in consultation with the principal. If there is a time allotment for homework, it is based upon the ability of an "average" student.

### LIBRARY

A complete library containing more than 3,000 books is available to all students.

### TECHNOLOGY

The computer lab is equipped with PC desktop computers, a mimeo board for classroom instruction, a laser printer and a scanner. The computer lab has been wired to accommodate for Internet access, and network cables are installed in each classroom throughout the school. St. Mary Catholic School is on-line with SEOVEC, an educational computer network. The Diocesan Acceptable Use Internet Safety Policy was implemented effective the 2001/02 academic year. In addition to the equipment in the lab, a minimum of two desktop computers and at least one printer are in each classroom.

Our technology coordinator provides weekly computer classes for all students in grades Pre-K – 8. Instruction is guided by the computer course of study that addresses skills in basic computer literacy, word processing, database, spreadsheet, graphics, and telecommunications. The computer lab is also available for use by individual classes under the direction of the respective homeroom teachers.

During the 2016-2017 academic year, students in grades 6<sup>th</sup> through 8<sup>th</sup> grade will be implementing the use of Microsoft Surface 3 Tablets in the classrooms. Each student within these grades will be assigned a tablet to use during the school day. The students will be expected to care for and use the tablet responsibly throughout the school day. During the first two weeks of school, you will receive a contract for use for your child. We have partnered with Microsoft and Dell to lease the tablets with a buy-out option. Students will start using the tablets the first week of school. Once the contracts have been signed in August, the students will be permitted to use the tablets in school.

## Surface Pro Computer Learning Guidelines for Sixth, Seventh and Eighth Grades

### Computer Learning Guidelines for Sixth, Seventh and Eighth Grades

#### *6th grade*

- Learning to set up and take notes on the tablet
- No testing on the tablet
- Learning appropriate searching/research
- Learning how to use online textbooks
- Hardcover books available
- Learning to download documents
- Teacher's discretion regarding further, appropriate use

#### *7th Grade*

- Reviewing set-up of tablet
- Taking notes fully on the tablet
- Working to turn homework in electronically
- Books available online
- Teacher's discretion regarding further, appropriate use

#### *8th Grade*

- Set-up tablet
- Taking notes fully on the tablet
- Online and paper tests
- Homework turned in electronically
- Books available online as well as paper
- Teacher's discretion regarding further, appropriate use

## **EXTRA-CURRICULAR AND SPORTS ACTIVITIES**

Extra-curricular activities, including athletic programs, serve as a vehicle to enrich the basic school experience for children. Students are encouraged to explore these opportunities and to participate whenever possible. Even so, these activities are secondary to academic studies, and parents are encouraged to monitor their child's progress. As a minimum standard for athletic and non-athletic extra-curricular participation, St. Mary Catholic School recommends that parent(s)/guardian(s) require their child to comply with the academic and behavior eligibility

guidelines described in the St. Mary Catholic School Athletic Policy handbook.

Following is a partial list of the many activities that are available for our students:

SCIENCE FAIR - This is an annual event required of all students in grades Seven and Eight. Students receiving a Superior rating for science projects are then eligible for district level competition. Seventh and Eighth graders who receive Superior ratings at the district level are then eligible to participate in state level competition.

FIELD TRIPS - Teachers are encouraged to arrange educational experiences outside of the classroom that are designed to support/enhance the curriculum. Prior notice of field trips, along with a permission slip, will be sent home to parents. Students will not be permitted to attend the field trip unless the signed permission form is returned to school before the class departs for the trip. If the field trip site is not within walking distance of the school, students will travel to/from field trips via a school bus.

HISTORY FAIR – Students in grades Five and Six are required to display their project and to make oral presentations for parents and for students in other grade levels.

SPELLING BEE - Four students and one alternate at each grade level, grades four-eight, are selected from classroom bees to participate in the school bee. Four winners from grades five – eight then go on to the Regional Bee. Grade Four students may participate in the school bee, but they are not eligible to advance to the Regional Bee.

YES (Young Engineers in Science) - This program, which is for all Seventh graders in Washington County, provides students the opportunity to receive a “hands-on” experience from exhibits of local engineers.

MATH COUNTS - This is a competitive team math program for students in grades Seven & Eight. Qualifiers compete on the district level.

POWER OF THE PEN - Students in grades Seven and Eight compete in an impromptu writing competition. Local winners move on to the state level.

STUDENT COUNCIL - Student Council representatives from grades Six-Eighth. The goals of student council include:

- encouraging school spirit
- promoting student leadership
- building a Christian community in the school

### INTERSCHOLASTIC SPORTS

Seventh and eighth grade students participate in interscholastic sports competition with local schools in both Washington and Wood (WV) counties. Junior high teams include cross-country, golf, volleyball, basketball, track and cheerleading. Activities at this level are under the jurisdiction of the Ohio High School Athletic Association (OHSAA).

In compliance with the OHSAA guidelines, student athletes must meet academic guidelines to be

eligible to participate in athletics beginning with seventh grade. The student athlete must achieve a grade point average (GPA) of 2.0 or higher AND earn a passing grade in every class for the immediate preceding quarter. These academic requirements for St. Mary Catholic School exceed those stipulated by the OHSAA. \*Exception – All seventh grade students are eligible for participation in athletics during the first grading period.

State of Ohio regulations do not permit school sponsorship of interscholastic competition below seventh grade. A recreational sports program, which is sponsored by the St. Mary Catholic School Booster Organization, is available for third, fourth, fifth and sixth graders. Activities include boys and girls basketball as well as cheerleading.

## **DRESS CODE FOR GRADES K - 8**

Education is a serious obligation and it is important that we provide a school environment where the emphasis is placed on learning. A uniform code contributes to an environment that supports a productive and educational atmosphere. Dressing modestly and uniformly contributes to the student's educational discipline.

All clothing will be neat, clean and in good condition. Blouses and shirts will be tucked in. Belts will be worn if there are belt loops on pants and/or shorts. The principal will designate non-uniform days every second and fourth Friday of the month or on other special occasions. On such days, students are not required to wear uniforms, but must wear clothing that supports our Catholic educational environment. Sleeveless shirts, leggings worn as pants, shoes without socks or shirts with inappropriate slogans will not be allowed. Our uniform vendors are Lands' End and French Toast.

### ***Uniform Code***

#### **Boys and Girls – Slacks**

Color: Navy Blue or Khaki dress slacks (pleated, plain-front, or elastic waist). No denim or corduroy please.

#### **Girls - Jumpers/Skirts**

Color: Navy blue, khaki or plaid. Our plaid jumpers and skirts are only available from Lands' End. Hem length is no shorter than 2 ½ inches above the knee.

#### **Boys and Girls – Shorts**

Color: Navy blue or Khaki. Cargo shorts may be worn by boys. Shorts may be worn from April 1-October 30.

#### **Girls - Skorts or Capri's**

Colors as stated above. Skorts and dress Capri pants may be worn from April 1 – October 30. Clothing is to be worn at the waist and hem length is no shorter than stated above for jumpers/skirts.

#### **Boys and Girls - Shirts**

Color: Navy blue, light blue, red or white (solid colors only). Short and long sleeve polo/golf shirt, short or long sleeve oxford shirt or long sleeve turtleneck. Students are also permitted to

wear polo shirts in these same colors with our school logo that is available from Lands' End. No other printing, pictures or lettering is allowed, but the small brand logo is acceptable. Shirts are to be tucked in at the waist. (Colored tee-shirts are not allowed.)

Sixth, 7<sup>th</sup> and 8<sup>th</sup> grade can also wear light yellow or green (solid colors only). Shirts must have collars and must be long enough to tuck in. Print is not permitted unless it is our school logo, but the small brand logo is acceptable.

### Sweaters

Color: navy blue, red or white. Cardigan, crew neck, V-neck or sweater vests worn over uniform shirts only. No printing, pictures, or lettering is allowed. Navy, red, light blue or white sweatshirts (no hoods) with our school logo are also permitted to be worn in class. These sweatshirts are only available from Lands' End.

Students are permitted to wear other sweatshirts and sweaters with acceptable printing, pictures or lettering during outdoor recess.

### Socks/Leggings

Colors: navy blue, black or white (solid colors only). Socks must be worn at all times. Leggings and/or socks must not have any patterns in them.

### Jewelry

Boys and Girls: Excessive make-up or jewelry for girls is prohibited. Boys are not permitted to wear earrings. No jewelry of any kind is permitted to be worn when participating in interscholastic athletic events. The principal will be the judge of what is excessive.

### Footwear

Tennis shoes, boots and sandals with back straps are permitted. Bright neon colored tennis shoes are not allowed. (Tennis shoes may have some color markings on the shoes, however, the entire shoe color must not be a neon color.) Shoes are to be clean and in good condition. Laces must be tied or straps

A second pair of gym shoes is required for physical education classes. Gym shoes may be neon colored, but are to have white or colored soles that specifically state that they are non-marking.

### Hair

Boys: Hair must be kept off the collar and neatly maintained. **No designs in the hair cut or non-natural color treatments; i.e.: blue, red, purple, pink, etc. No facial hair is allowed. Boys' faces must be cleanly shaved.**

Girls: Hair must be neatly maintained. **No designs in the hair cut or non-natural color treatments; i.e.: blue, red, purple, pink, etc.**

### Mass Attire

Students of St. Mary Catholic School will have a standard "Mass attire" that must be adhered to starting with the 2016-17 school year for All School Mass days. On All School Mass days, all



students will wear a navy shirt, khaki pants (girls may wear khaki jumpers or skirts), and dark dress or tennis shoes. Students are to wear black or brown belts. Mass attire is meant to allow us to be more “reverent” in our celebration of Mass as an All School community.

### CONSEQUENCES FOR DRESS CODE INFRACTIONS

Students are expected to be in compliance with the stated dress code on all days that school is in session. When a student is not in compliance with the stated dress code, a reminder may be issued. Repeated infractions may result in the issuance of check marks or a card turned (grades K- four).

If the student is wearing clothing that is not a part of the dress code (including hem length shorter than 2 1/2 inches above the knee or absence of a belt), the student will be loaned appropriate clothing from the Uniform Closet. If the clothing item in question is not available in the Uniform Closet, then the parent will be contacted to bring a change of clothing to school. Every attempt will be made to secure acceptable clothing from the Uniform Closet in order to minimize inconveniences for parents.

### DRESS CODE GUIDELINE FOR MONTESSORI PRESCHOOL AND PREKINDERGARTEN

St. Mary Catholic School Montessori pre-school and PreKindergarten is a place of learning and educational development of children. Because clothes can set a mood or attitude for learning and behavior, the dress code suggests modesty and good taste for the children. Much of the activity is conducted on the floor, so slacks are appropriate for boys and girls. Students may wear shorts in warm weather – hem length no shorter than 2 ½ inches above the knee. Tennis shoes are also acceptable.

All students, including preschoolers, must wear socks. Shoes must have backs or a back strap.

### **SCHOOL ATTENDANCE REQUIREMENTS**

School attendance in Ohio is compulsory until the age of 18. Upon entering kindergarten, children are bound by the Ohio Department of Education compulsory attendance regulations. Regular attendance has a direct relationship to educational progress. When a child is absent, he or she misses the instruction presented as well as the opportunity for practice/reinforcement of academic skills. Because of the amount of instruction time that was missed, credit for the year may be denied to any student who is absent 30 or more days of school, whether the absences are excused or unexcused. This is not to suggest that a student is permitted to miss up to 29 days of school with no consequences. Students enrolled in Diocese of Steubenville schools are expected to maintain, at a minimum, a ninety-five percent (95%) attendance rate.

### EXCUSED AND UNEXCUSED ABSENCES

A student can be excused for the following reasons:

Personal Illness – Absences will be excused when the student is ill if the parent or guardian contacts the school on the day(s) of absence(s). In the event that the principal makes a determination that the student is absent for an excessive number of days, a doctor’s excuse will be required for all subsequent absences due to illness.

Illness in the Family - Absences can be excused for up to three (3) days when the student's presence at home is necessary for family stability.

Death of a Relative – Absences will be excused for up to three (3) days.

Quarantine of the Home – A physician's statement documenting the need for quarantine is required.

Observance of Religious Holidays – This would pertain to children attending St. Mary Catholic School who are of another faith.

Family Emergency – Absences can be excused if there is a family emergency or set of circumstances which, in the judgement of the principal, constitutes a good a sufficient cause for absences from school.

UNEXCUSED ABSENCES - Absences for any reason other than those listed above shall be considered unexcused. The student will be considered truant when an absence from school is unexcused. Five unexcused absences within one grading period will require a meeting with the parents and principal.

Teachers will help the student make up work missed during absences. The due date for tests and assignments missed during absences, both excused and unexcused, will be determined by the class policy as set by the teacher and approved by the principal.

Regular school attendance is important for all children, regardless of age. However, preschool and Pre-Kindergarten enrollment is not mandatory, so children in the preschool program are not under the Ohio compulsory attendance regulations.

### ABSENCE NOTIFICATION

The parent or guardian is to contact the school office by 9:00 a.m. on any day that a student will be absent. Notification can be provided outside our regular office hours by leaving a message on the answering machine (740-374-8181). A written excuse is to be provided to the school office the day that the student returns to school. If the student is absent more than one day, the parent must call the school each morning that the student will not be in attendance. However, if the parent knows that the child will be absent for a specific number of days that information can be reported on the first day of the absence and no additional calls will be necessary during the time period originally reported. We are required to contact the parent/guardian if we do not receive notification whenever a student is absent from school.

When a child becomes sick at school, the parent/guardian will be called to take the child home. Any student who exhibits a fever will be considered sick and will be sent home. If a student appears sick at home before school begins, it is requested that the parent or guardian not send the student to school for the day. Please consider the comfort of your child as well as the health of his or her classmates.

## VACATIONS

The school does not encourage vacations during school time. Parents who have no option other than to take their children out of school for vacation incur the responsibility, along with the student, to make up the necessary schoolwork.

## STUDENTS LEAVING SCHOOL PRIOR TO REGULAR DISMISSAL

When it is absolutely necessary for a student to be excused from school for medical or dental appointments, please send a note or call the office so that we know that the student will be leaving early that day. Students are not permitted to leave the school building or school campus prior to regular dismissal without parent/guardian permission. If there is a family emergency that requires the student be taken out of school, please call the office to arrange for the student's release. Students will only be released to the parent/guardian or to another person designated by the parent or guardian. Before leaving the school grounds for any reason prior to the regular dismissal time, students must be signed out at the office by a parent/guardian or another person designated by the parent. The student will be called to the school office and will meet the parent there for this early dismissal.

## BUILDING ACCESS

All exterior doors except the Fourth Street entrance and the Parish Center entrance will remain locked from 8:00 AM – 3:15PM. The gate enclosing the old playground will also be locked during these same hours. While this might present some inconveniences for visitors to the building, this step is taken to better insure the safety of our students.

## SIGN-IN

All visitors to the school, including parents and/or volunteers, are to sign in at the office and obtain a visitors badge when entering the building and then sign out when leaving. In the event that the building must be evacuated for a fire or other emergency, we cannot confirm that everyone is safely out unless we first know who was in the building. Also, we sometimes receive telephone calls or other messages for a parent, and we cannot deliver the message to you unless we know that you are in the building. Making a building wide announcement over the public address system cannot occur because of the disruption that this causes in the classrooms.

## TRANSPORTATION

All students are to complete and return to the classroom teacher a form indicating the manner in which they get to and from school (i.e. busing, car riding or walking). For the safety of students, no child will be permitted to leave school a different way or at a different time unless the parent or guardian provides written or verbal permission/notification to the teacher or the school office.

## **DAILY SCHEDULE**

### Grades Kindergarten through Eight

Morning Bell	8:50 AM
Class Begins	9:05 AM
Lunch/Recess – Grades K-3	11:30 AM-12:10 PM
Lunch/Recess – Grades 4-8	12:00 PM-12:30 PM
Classes End	3:30 PM
Homeroom Dismissal	3:35 PM

### Pre-Kindergarten Schedule

Morning Bell	8:50 AM
Classes Begin	9:05 AM
Recess/Lunch	11:30 AM-12:10 PM
Dismissal	3:25 PM

### Preschool Schedule

Morning Bell	8:50 AM
Attendance	9:00 AM
Class Begins	9:05 AM
Dismissal	11:30 AM

Students who are not in homeroom by 9:00 AM will be considered tardy unless they ride a school bus that does not arrive here until after 9:00 AM. Students who arrive in the building after 9:10 AM should come to the office for a tardy slip prior to going to class. (Exception – Students riding a school bus that arrives at St. Mary Catholic School after 9:00 AM are to go directly to class.)

## **EMERGENCY CLOSING OF SCHOOL**

In the event of a school closing due to inclement weather or emergency, St. Mary Catholic School will contact the local television station WTAP-TV and utilize our School Messenger system. If students are transported by Marietta City Schools bus system and the City Schools close, students may be excused if parents cannot transport. Inclement days will be evaluated by St. Mary Catholic School principal to determine school closings and delays.

## **STUDENT EVALUATION**

### REPORT CARDS

The purpose of evaluation is to provide an accurate and honest report of progress in meeting the goals and objectives of the curriculum of the Diocese of Steubenville. This report is provided to

both the student and the parents. Marks for achievement in grades One - Eight are issued as follows:

A +/-.....	93-100
B +/-.....	85-92
C +/-.....	75-84
D +/-.....	65-74 (Below average)
F.....	64-0 (Failure)

1. Kindergarten report cards as well as special classes through the second grade will use the following marks:

O.....	Outstanding
S.....	Satisfactory (S+, S, S-)
U.....	Unsatisfactory

2. Preschool and Pre-K report cards will use the following marks:

S.....	Satisfactory
P.....	Progressing
N.....	Needs Improvement

3. Grades for specials (art, music, physical education, foreign languages and computer) are to be recorded in Infinite Campus.

It is imperative that effort be considered at the same time that progress marks are reviewed. Not all students have the ability to make superior or above average academic progress. If a student is making an earnest effort in his or her schoolwork, parents are encouraged to accept the student's rated classification or level. If, on the other hand, the student is capable of doing better work, the parents, the teacher and the student should meet for the purpose of developing a plan to assist the student.

It is sometimes necessary to make significant modifications in the regular curriculum to meet the individual needs of a student. In such cases, a narrative report card will be used. This report will list the accomplishments of the student and will note the level of work that is being presented. A narrative, in such cases, will provide a more relevant report of student progress than would the standard report card.

Honor Roll for grades 3 - 8: Principal's List 4.0, Honor's List 3.5 – 3.99, Merit List 3.0 – 3.499

### REPORT CARD PROCEDURES

Report cards for grades K - 8 are distributed four (4) times a year, once each quarter. Report cards will be mailed to the parents/guardians. Interim reports are issued midway in each of the four (4) quarters. Report cards for preschoolers and Pre-K are not issued the 1<sup>st</sup> semester. However, they are issued for the 3<sup>rd</sup> and 4<sup>th</sup> quarters.

If a tuition/fee account is delinquent over 90 calendar days, that student's report card will be

withheld until the account is current. Final report cards for the year will be held if the account is delinquent, even for fewer than 90 days.

If a student withdraws from school prior to the end of the school year, the report card will be given to the parent or guardian, or sent directly to the next school if requested, provided that all outstanding tuition and fees have been paid.

### Mid-term Reports

Students will receive mid-term progress reports for all four grading periods. Mid-term reports will be sent home with students. Grades are posted weekly on Infinite Campus, our online gradebook. Parents are encouraged to check their students' progress on a regular basis.

### RETENTION

Retention is an extreme measure. The recommendation for retention will be made if, after weighing the immediate and long-term benefits against the disadvantages, it is determined that the child will benefit significantly from repeating the same educational program. Factors to be considered are the child's age, mental, social and physical maturity, his/her past academic record, and the attitude of the parents. In no case will retention be for punitive purposes.

Generally, the following guidelines should be followed:

- A student should not be retained more than once.
- A student should rarely be retained beyond the primary level.
- The consent of the parents should be obtained if a child is to be retained.

If retention is not determined to be in the best interest of the child but the child is not prepared to do the work of the next grade assignments, he/she should be placed in rather than promoted to the next grade. The report card and the cumulative record will be marked to indicate that the student was placed in the next grade.

### TESTING AND ASSESSMENT

STANDARDIZED TESTS - The Diocesan Office of Education shall prescribe the standardized group testing program (IOWA) including achievement and cognitive, to be used by all Diocesan Schools.

ACRE TEST – Assessment of Catechesis/Religious Education. This test, which is administered to all students in grades Five and Eight, measures student knowledge of the Catholic faith.

SAT & ACT TESTING - Seventh and Eighth graders who score at or above the 95<sup>th</sup> % on standardized tests are eligible for SAT and ACT testing sponsored by the Midwest Talent Search Organization of Northwestern University. Participation is left to the discretion of the parents. The fee for this test is the responsibility of the parent.

EXPLORE TEST - Fourth, Fifth & Sixth graders who score at or above the 95<sup>th</sup> % on standardized tests are eligible to participate in the Midwest Talent Search for Young Students

program sponsored by Northwestern University. Participation is left to the discretion of the parents. The fee for this test is the responsibility of the parent.

END OF COURSE EXAMS – All students in the Eighth grade are required to take End of Course exams in English, Language Arts, and Algebra I. These tests are state mandated for students to receive points towards graduation credit. The tests are administered online during the fourth grading period.

### PARENT/TEACHER COMMUNICATION

Parents are encouraged to ask questions concerning the education of their children, and such questions are to be directed to the teacher. Teachers are available to meet with parents before or after the instructional day and during the teacher's planning period. Appointments to meet with a teacher are to be scheduled directly with the teacher in question. Also, teachers will be sending home, via email or print, a weekly newsletter informing parents of upcoming tests, projects or events that are of importance to the parents.

The office staff will not interrupt a teacher with telephone calls during instructional time. A message will be put in the teacher's mailbox, and calls will be returned before school, after school, during lunch, or during the teacher's planning period.

If a situation is serious enough to require the attention of the principal, an appointment may be scheduled through the school office. If the concern or situation is not resolved at the building level, the Diocesan Office of Education may be contacted to help resolve the situation.

The St. Mary Catholic School Local Education Advisory Council (LEAC), the Pastor, and the principal can be contacted regarding policy-making decisions (i.e. admissions policy, dress code, etc.). The LEAC is an advisory group, and as such, does not have jurisdiction over school staff. School personnel matters are the responsibility and authority of the principal, Pastoral Administrator and the Diocesan Office of Education.

### PARENT/TEACHER CONFERENCES

The equivalent of two Parent Conferences days is included in the regular school calendar. The parent/teacher conference is a time when student strengths as well as areas of weaknesses are discussed. Conferences should not be viewed as a time to meet only when there are problems.

First Conference: Conferences will be scheduled for each student. The parent(s), teacher(s), and student will meet to discuss student progress and to plan for future development. If the teacher, parent or student has identified concerns in the areas of academics, behavior, work/study habits, etc., a plan to address these concerns will be developed at the conference. If time does not permit the development of an intervention plan at that time, then an appointment will be set for a second meeting.

Second Conference: The parent(s), teacher(s) and student will meet to discuss student progress to date. If an intervention plan was developed at an earlier meeting, then this second conference can be a time when the effectiveness of that plan is reviewed, and if necessary, amended.

Additional Conferences: Parents and teachers are not limited to the two conferences that are included in the school calendar. Parents and teachers are encouraged to meet/confer at other times as warranted by the needs of the individual student. Either the teacher or the parent can request these additional conferences. Conference alternatives include teacher/student meetings via telephone conferences.

A written summary of parent – teacher conferences will be maintained in the cumulative folder.

## NEWSLETTER

The principal and marketing director will distribute a weekly informational newsletter entitled the Irish Update. Parents or organizations may request information be included, subject to space availability. Information to be included should be typed or legibly written/printed to insure accuracy. A monthly calendar with a visual display of dates and events will be distributed at the beginning of each month. Email communication is done on a regular basis with parents to supplement the weekly newsletter.

## **DISCIPLINE POLICY**

Discipline is as fundamental in Catholic Education as it is in Catholic life. Discipline can be considered from two points of view:

- Intellectual - the ability to think clearly and logically in light of correct principles.
- Moral - the habit of always acting in conformity with the right reason, which is a virtue.

The essence of Christian moral discipline is self-discipline. Our hope is that our students will be motivated by the greater good, and with the guidance and direction of their parents, teachers and other significant adults in their lives, their ability and willingness to make choices that are in line with the teachings of Christ will grow and flourish.

With the consultation of the students themselves, St. Mary Catholic School has set these guidelines for classroom discipline:

1. No cop-outs; be responsible
2. No put-downs; be supportive
3. Be prepared for class and have all materials.
4. Person speaking is the center of attention; be respectful.

General school discipline and guidelines are based on respect for each person, and developed to create and maintain a safe environment in which to learn. If any student violates St. Mary Catholic School rules or acts to prevent others from achieving these goals, the student will be disciplined and the parent or guardian will be notified. If a student is disciplined and the parent or guardian disagrees with the method the teacher has used, the parent or guardian is encouraged to request a conference with the teacher. Corporal punishment will not be used at St. Mary Catholic School. Any serious infraction of rules will be referred to the principal.



The Diocese of Steubenville approves the following forms of discipline. (Chapter IV)

- Conference with the student and with the student's parents/guardians
- Loss of privileges (recess, etc.)
- Detention
- Public or private reprimand depending on circumstances and offense
- In School and/or Out of School Suspension
- Expulsion from school

Both children and adults understand that the long-range goal of achieving self-discipline gives direction and purpose to the consequence a person may incur when a rule is broken.

## DISCIPLINE PROGRAMS FOR GRADES KINDERGARTEN THROUGH EIGHT

### Discipline for Grades Six through Eight

**Code of Conduct:** The most fundamental duty of any educational institution is to protect its educational environment and the physical and emotional safety of its staff and students. The St. Mary Catholic School middle grades Code of Conduct reflects these core Catholic values and established basic rules and expectations that all members of our school are expected to observe. These rules are established to preserve a healthy social and educational climate.

The administration shall, in its sole discretion, determine the nature and severity of offenses against the Code of Conduct and shall discipline students accordingly. At St. Mary Catholic School, we employ a variety of developmentally appropriate responses to student misbehavior, but according to Diocesan policies corporal punishment is never used.

Responses to infractions are measured according to the seriousness of the issue, and include: counseling by a staff member; issuance of a formal warning; imposition of restrictions on freedom of movement during the school day and/or restrictions on participation in activities; the removal of privileges; the calling of a parent for a conference; detention; in-school suspension; out of school suspension; or permanent removal from St. Mary Catholic School; any combination of the above; and such other actions as may be deemed appropriate by school administration.

In general, there are three basic levels for failing to meet St. Mary middle grades standards of behavior, each of which carries separate consequences.

1. **Minor Infraction:** Minor infractions are, by definition, relatively small in nature, and represent an opportunity for faculty and staff to point out a concern so that the student can make necessary changes in his/her behavior before it develops into a larger issue or pattern. The middle grade teachers determine developmentally appropriate consequences, which can range from a simple conversation and notification of parents to a Lunch/Recess Detention. Repeated failure to correct a behavior may result in more serious consequences.
  - a. Examples of minor infractions include but are not limited to:
    - i. Excessive noise or rowdiness

- ii. Being late to class
  - iii. Classroom disruptions
2. **Detention:** Behaviors that are considered dishonest, disruptive, disrespectful, or dangerous to oneself or anyone in the school community will be addressed by a teacher and/or principal or designee. In addition to sending home a quick comment to parents, a student will receive a one hour after-school detention with the principal to discuss and carry out a consequence that is consistent with the infraction.
- a. Examples of detention behaviors include, but are not limited to:
    - i. Repeated violation of school dress code
    - ii. Unacceptable language or rudeness to an adult
    - iii. Throwing snow or ice
    - iv. Disrupting lunch, a class, study hall, assembly, Mass or athletic event

Suspension is the temporary separation of a student from the school community and from all school related activities for a specific number of days. The purpose of suspension is to provide the individual the opportunity to reflect on the seriousness of his or her actions and the degree to which he/she values continued membership in our school community. Suspensions may be imposed by the Principal or designee for multiple, repeated, or very serious infractions.

3. **In-School Suspension:** Behavior that breaks a major school rule which warrants the student's separation from classes. He or she will spend the day on campus, in an office or room, supervised by the Principal or designee. **Students will not be allowed to participate in athletic or co-curricular events scheduled for that day.** The behavior will be considered a serious violation of the School's philosophy and mission, and will result in the Principal or designee having a conversation with the student's parents. Should a student receive an in-school suspension, a letter is sent home by the Principal or designee in addition to parental contact by phone. The student will be given work to do for the day. The student may turn in homework that was completed the night before the suspension with no penalty; take a quiz or test that was scheduled for that day and go online to get assignments and complete homework. Teachers are not expected to give extra help or extend deadlines.
- a. Examples of In-School suspension infractions include, but are not limited to:
    - i. Lying, cheating, or stealing
    - ii. Being disrespectful or uncooperative
    - iii. Fighting
    - iv. Plagiarizing\*
    - v. Harassing: personal, sexual, racial, ethnic, or physical
    - vi. Cyberbullying
    - vii. Destroying or vandalizing school property or property of another member of the school community
    - viii. Multiple offenses where the student has received detentions for the behavior in the past

We are hopeful the student will improve his/her behavior, but should the student receive an additional two (2) additional detentions or another in-school suspension, a meeting will be held with the parents and the principal to determine the appropriateness and terms of the student's continued enrollment at school.

- \*Plagiarism:** Plagiarism is knowingly using someone else's words or ideas without giving the author appropriate credit, and it is a serious violation of the Code of Conduct. Students will receive guidance from teachers during the course of the school year on how to meet general expectations for honest scholarship and research. If a student plagiarizes others' material or ideas, she/he may receive an F on the assignment AND an in-school suspension. It will up to the teacher's discretion based on previous infractions.
4. **Out of School Suspensions** are imposed when a student's infraction is serious enough to warrant his or her complete separation from the school campus and community. The student will be required to meet with his or her parents and the Principal or designee to review the event and the conditions for his/her return to school. The student will be required to write a paper, the topic and length to be determined by the principal or designee, that addresses the nature of the event and the reason(s) the student wishes to remain a member of the St. Mary Catholic School community. Upon satisfactory completion of this assignment, the student may rejoin the community. All missed tests, quizzes, class work, and homework should be made up in a timely manner. The grades for the completed work may be dropped one letter grade at the discretion of the teacher. **\*Students caught possessing a controlled and/or illegal substance will automatically be suspended out of school.\***
  5. **Dismissal** is the permanent expulsion of a student from the school and it may be used only by the Principal in conjunction with the Pastoral Administrator for the school. Although extremely difficult for all concerned, such action sometimes is a necessary means of helping a student learn that standards for acceptable behavior are real and meaningful. St. Mary Catholic School is committed to the cause that every case must be evaluated on an individual basis, and extenuating circumstances always receive consideration. Nonetheless, the school will expel a student at any point during the year when the principal, in consultation with the Pastoral Administrator, concludes that the best interests of a student, and/or the school as a whole, require such action. When a student is expelled, he or she may not return to campus or attend school functions for at least the remainder of the academic year.

#### Grades Four and Five

A demerit (checks) system will be implemented for students in grades 4 – 5.

A student who accumulates two (2) checks in one day will serve lunch detention. Subsequent checks that same day may result in the student having to write a letter to the parents, a call home to the parents from the principal's office or an issuance of an afterschool detention per each additional infraction. Students will begin each day with a "clean slate". When a student accumulates five (5) checks during any one school week, the teacher(s), the student, and the principal will meet to discuss the behavior(s) of concern. If necessary, an intervention plan will be developed. Participants at the intervention meeting will include the parent(s), the teacher(s), the student, and the principal. It is not necessary to wait until a student receives five checks before a meeting is scheduled. A teacher, a parent, or the principal can request intervention meetings, whenever there are behaviors of concern.

### Grades Pre-K through Three

The turn-a-card program is used in grades Pre-Kindergarten – third. This program can be implemented either with a wall chart and colored cards or with clothespins and a stick painted in the sequence of colors mirroring the order of cards used with the chart. While checks and demerits are not used below grade four, primary level teachers may meet with students, parents, and/or the principal for the purpose of developing a behavior intervention plan. This process is appropriate for students at all grade levels.

According to Diocese of Steubenville Handbook for Schools, the principal is the only individual who may make exceptions to written disciplinary procedures where, in his or her judgment, such exception is warranted.

### OUT OF SCHOOL SUSPENSION

Suspension is a step that will be taken only as a last resort when a student’s behavior, even with the implementation of an intervention program, continues to significantly disrupt the educational program of other students and/or presents a danger to the student or to other individuals.

#### Procedures for Out of School Suspension

1. The Principal will:
  - Provide a hearing for the student to review the reason(s) for the suspension.
  - Determine the number of days of suspension to be assessed to a maximum of ten (10) days.
  - Inform the Pastoral Administrator of the decision to suspend the student.
  - Notify the Parent/Guardians by certified mail of the reason(s) for the suspension and the number of days and dates involved: and, that the student is responsible for “making up” class work missed during the period of the suspension.
2. According to Diocese of Steubenville Handbook for Students, there is no appeal of the Principal’s decision to suspend a student.

### EXPULSION

Students may be expelled from the school for serious violation after the above suspension procedures are followed. Expulsion can occur without first using suspension for the following acts:

1. Serious injury to another person
2. Possession of a deadly weapon such as a gun, knife or sharp object
3. Violation of the law in regard to drugs, alcohol or chemical substance
4. Sexual harassment and discrimination of others

#### Procedures for Expulsion

1. The Principal will:
  - Gather the appropriate documentation leading to a recommendation for expulsion and provide a hearing with the student and the Parents/Guardians.

- Confer with the Pastoral Administrator for agreement to recommend expulsion.
  - Recommend expulsion, in writing, to the Diocesan Superintendent of Schools who will conduct a formal review, to the extent needed, of the recommendation and inform the Principal of concurrence or non-concurrence with the recommendation.
  - If the Diocesan Superintendent concurs with the recommendation of the Principal, the Parents/Guardians will be notified in writing by the Principal that the decision to expel is final and the effective date of the expulsion.
  - If the Diocesan Superintendent does not concur with the recommendation of the Principal, the Principal shall implement the recommendation(s) of the Diocesan Superintendent and notify the Parents/Guardians of those recommendations in writing.
2. According to Diocese of Steubenville Handbook for Students, there is no appeal of a decision to expel a student.

### EXCEPTIONS TO THE DISCIPLINARY PROCEDURES

The Principal may make exceptions to the written disciplinary procedures at the building level where in his/her judgment such exception is warranted and such exceptions are not in conflict with the Diocesan Handbook for Students.

## **STUDENT RULES**

### BUILDING CONDUCT

1. Students are to walk whenever entering or leaving the building and when moving from one area of the building to another.
2. There should be a spirit of learning and quietness in the classrooms, halls and stairways whenever classes are in session (9:05 AM – 3:35 PM).
3. Playing or loitering in or around the restrooms or locker rooms is prohibited.
4. Students must have permission to be in the halls and restrooms during class time.
5. Students are to follow the instructions of any school staff member with respect to student conduct in the building.
6. Students are to keep floors in the classrooms, hallways and restrooms clear of paper and debris.
7. Students are not to be in the classrooms after regular school hours without the permission of the teacher or principal.
8. Students are not to remove school equipment or materials from the classroom without the permission of the teacher.

### APPROPRIATE LANGUAGE

All students and staff will use appropriate and courteous language with each other at all times. Profanity, abusive language, vulgarity, obscene words or any other type of language that is disrespectful is prohibited. Disciplinary action will be taken when these violations are expressed.

## CELL PHONE USAGE

Students:

During the school day, students who have urgent reasons for using the telephone are to obtain permission from their teacher and be excused from class to come to the office. Students who are ill should be sent to the office to see the School Nurse. All students are permitted to use approved cell phones and other electronic devices **for educational purposes under the direction of the classroom teacher. Cell phones are to be turned off and kept in personal lockers during school hours.** Consequence if student is using the cell phone at any other time during the school day – the phone will be taken to the office and returned to the student at the end of the school day. Consequence of 2<sup>nd</sup> violation – the cell phone will be taken to the office and returned to the student parent at the end of the school day. Consequence of the 3<sup>rd</sup> violation- the cell phone will be taken to the office, the parent notified and the phone will be kept until the end of the nine weeks with the student being banned from having a device at school through the end of the school year.

## ELECTRONIC DEVICES/E-READERS

Students are permitted to use electronic devices or other handheld game devices before the first bell (8:50 AM). These devices must remain in the student's desk, locker, or backpack during the rest of the school day. Violation of the above policy for electronic devices/E-readers will result in the same consequences as listed for cell phones.

St. Mary Catholic School will not be responsible for lost or stolen electronic devices.

## SAFETY GUIDELINES – BEFORE SCHOOL AND DISMISSAL

1. Unless there for a scheduled program or activity, students are not permitted in the building or on the playground until 8:30 A.M. as supervision by an adult is not available prior to this time.
2. Students in grades K - Eight are to wait in the gym until the first bell rings at 8:50 A.M.
3. Students are to go directly home after school unless specific permission has been granted for special activities such as tutoring, working with a teacher, intramural sports, other authorized activities, sports program, etc.
4. The bus loading/unloading area is on Marion Street, and bus students will enter and exit the building via the "old gym" door. For the safety of students and the drivers of vehicles traveling on Marion and Fourth Streets, it is imperative that cars not park in the bus-loading zone or in other legally restricted areas.
5. Walkers will exit the building via the "old gym" doors. Walkers who arrive at school prior to the first bell will enter the building via the "old gym" and will remain there until the first bell.
6. All students transported by private vehicle should exit the building via the alley doors of the parish center. Students will remain in the entry area and will be dismissed as their ride reaches the front line of cars in the alley. In consideration of our neighbors, parents are requested to please form the line for dismissal in the school parking lot.
7. At dismissal, students will not be permitted to cross Marion Street, Fourth Street, or the alley

behind the school unless accompanied by an adult.

### CARE OF BOOKS

The high cost of hard back books prohibits yearly replacement of textbooks. Proper care of books and materials is the responsibility of each student. All books are to be covered by the second day of classes. Please do not use contact paper or adhesive covers.

Books should be carried in a book-bag or backpack. Normal wear and tear is expected. However, books that are excessively damaged or lost must be repaired or replaced by the student. Parents are asked to remind the students to keep books covered and to assist the student in caring for all books.

### LUNCH ROOM

1. Inside voices are to be used in the lunchroom.
2. Food cannot be taken from the lunchroom to the playground.
3. Before leaving the lunchroom, students are to clean up their table area and surrounding floor.
4. All trash is to be disposed of by the students in the proper trash can.

School staff and parent volunteers provide supervision in the lunchroom and on the playground. For health and safety reasons, it is important that children be supervised in the cafeteria and on the playground. Some parents may not want to correct another parent's child. PLEASE remember that we need lunch and playground volunteers to assist with the supervision of students to insure their health and safety. A child could be injured when inappropriate and/or potentially harmful behaviors are ignored. Your help and cooperation is imperative in this situation.

### RECESS

1. Students are to listen to all adult supervisors, staff as well as parents, on the playground and to treat these individuals in a respectful manner.
2. Students may not leave the assigned playground or indoor recess area without permission from the supervisor that is on duty at the time.
3. Students are responsible for any sports equipment taken outside. Such equipment is to be returned when recess time is over. If a ball or equipment goes onto a roof or off the playground, the teacher or adult on duty will inform the office to arrange for the maintenance department to recover it.
4. Tackle football, "keep away", or similar games can not to be played on the playground because of safety concerns.
5. No snowballs are to be made or thrown on or near the school property.
6. Safety rules for the playground and playground equipment are based on the following, which are prohibited:
  - a) fence climbing, walking on the slide, standing on the swings, running under the swings, throwing rocks/stones/mulch.
  - b) playing on the railings on the school building
  - c) shoving or pushing at any time
  - d) food, candy or beverages on the playground

7. Games and other equipment used during indoor recess are to be returned to the designated areas by the students using these games or equipment.
8. When indoor recess is in the new gym, students will change from their street shoes to their gym shoes. The wood floor can be slippery, so stocking feet are not permitted for safety reasons.
9. For indoor recess in the Parish Center, the following are not permitted:
  - a) running
  - b) climbing or sitting on the tables
  - c) entering the kitchen area

### CONSEQUENCES FOR INFRACTIONS OF RECESS RULES

1. Students will receive a warning and verbal correction and students can return to play.
2. When a second warning is necessary, the student will stand by the building or sit on the steps (bleachers or chair during indoor recess) for a designated time-out, which can be for two to three minutes or for the remainder of that particular recess period.
3. Students can receive checks or can be required to turn a card for inappropriate behavior at recess.
4. Physical aggression will result in the loss of recess for a designated period of time. This time period will be determined by the principal, with consultation with the staff person on playground duty. No warnings will be given.
5. Recess is a privilege rather than a right. Students who frequently choose to ignore playground/recess rules may lose the privilege of having recess with the other students and will spend this time in the office or other supervised area designated by the principal.

### BICYCLE SAFETY

Students may ride bicycles to school provided the following rules are followed:

- The student wears a helmet while riding the bicycle.
- Bicycles are not to be ridden through/around the playground.
- All bikes are to be locked to the bike rack.
- Bikes must be taken home each day and not kept overnight at the school.
- The school is not responsible for the theft or damage to any bicycle on school property.

### CHEWING GUM

Chewing gum is not permitted in the school building or on school grounds at any time.

### GOVERNMENT SERVICES

St. Mary Catholic School receives some federal and state dollars that can be used to provide supplemental services for our students in grades K - Eight. These services are provided in the learning trailer as well as in the school building, itself.

TITLE ONE PROGRAM - Remedial reading and remedial math services are available for



students who meet eligibility criteria as set by the Federal and State of Ohio Title One offices. The amount of money that we receive for services is based on the family income level of our students, but income level has no bearing on eligibility to receive these remedial services. Scores on standardized achievement tests (IOWA) establish eligibility for students in grades K – Eight. The Title One teacher provides supplemental instruction classes, with a maximum of six students in each class. St. Mary Catholic School qualifies for only a part-time teacher, so Title One services cannot be provided for all eligible students.

Title One services are available for St. Mary Catholic School students who reside within the Marietta City Schools district, excluding the Putnam School attendance area. This exclusion is made because Putnam School is not eligible for the Title One program, and Title One services are not provided for children attending that public school. Services that we provide must be in accordance with those provided by Marietta City Schools in regard to grade levels and subject areas.

Title One services are also available for St. Mary Catholic School students who reside in other Ohio school districts if there were any students from that district who met the income eligibility levels for free or reduced lunches when this information was gathered in the Fall for the current academic year.

**SPECIAL EDUCATION INSTRUCTION** - Children who have a disability as determined by a multifactored evaluation are eligible to receive supplemental services based on their individual needs as specified in their Service Plan. The teacher is classified as an Intervention Specialist and can provide services for children with any disability classification.

**SPEECH/LANGUAGE THERAPY** - Speech/language therapy is available for students at St. Mary Catholic School, pre-school through eighth grade. Speech/language therapy is provided for students who meet the eligibility requirements as set by the Ohio Department of Education, Divisions of Special Education and Early Childhood. Eligibility is determined by a multifactored evaluation.

**TALENTED AND GIFTED PROGRAM** – The Talented and Gifted Program (TAG) is a program with a half-time Coordinator. The Coordinator can work with students in grades one through eight who meet the eligibility requirements for TAG services as set by the Ohio Department of Education. This is a pullout program, and TAG students will continue to also receive instruction in their regular classroom. Staff development for all teachers, which will be provided by the Coordinator, is a second component of the program. The objective is to assist our teaching staff in meeting the academic needs of all students in their respective classes.

**NURSING SERVICES** - The school nurse oversees student health records. The nurse completes vision, hearing and scoliosis screenings, insures that students are in full compliance with immunization requirements for school attendance, and monitors health care practices as stipulated by the State of Ohio and Diocese of Steubenville. The nurse also administers student medications and provides the first aid services on those days that she is at school.

**CLERK/SECRETARY** - A part time clerk/secretary position is funded by Auxiliary Services monies. Her duties are restricted to Auxiliary Services programs.

**MATERIALS & EQUIPMENT** - Limited funds are available for the purchase of textbooks, instructional materials and equipment. Purchases are limited to those items used directly by students. The purchase of religion textbooks and materials is not permitted with these funds.

**PROFESSIONAL DEVELOPMENT** - A small pool of money is available to our staff for professional development activities.

### **MEDICAL/HEALTH INFORMATION**

#### **ADMINISTERING PRESCRIPTION AND NON-PRESCRIPTION MEDICINE**

Prescription and over-the-counter medicines can be administered by school personnel only upon receipt of written permission from the physician or dentist and the parent. A completed permission form must be submitted to the principal's office before medication can be administered at school. If there are any changes in the original order, including dosage amounts or administration time, a revised statement signed by the physician or dentist and parent must be submitted. It is strongly recommended that medication be brought to the school office by the parent/guardian or other adult designated by the parent/guardian. Medication must be in the original container in which it was dispensed by the pharmacist, physician or dentist and labeled with the student's name.

Students are prohibited from possessing either prescription or over-the-counter medicines while in school or while participating in school sponsored events or activities. The exception would be in cases where a physician completes the required documentation stating that it is medically indicated that the student carries an inhaler with them. In such cases, the inhaler must be kept on the student's person at all times. It may not be a desk, locker, backpack, gym bag, purse, etc.

#### **MEDICAL RECORDS AND TESTS**

Upon initial entry to school, the parent/guardian must provide documentation showing that the student is fully immunized or is in the process of being immunized according to current regulations set by the Ohio Department of Education and the Ohio Department of Health. Documentation includes the day, month and year of each required immunization.

A medical history form is required for all students at their initial entrance into Montessori Preschool, Pre-K or Kindergarten. A medical history form is required for all students at their initial entrance into Kindergarten if they did not attend preschool at St. Mary Catholic School. Vision and hearing screenings will be completed for all students in kindergarten and grades One, Three and Five, and for all new students. Screenings will also be completed for other students at the request of the parent/guardian or teacher. Students in the upper grades will receive an annual screening for scoliosis.

A physical examination is required prior to participation in any organized sport. The form, which is completed by the parent/guardian and the physician, will be maintained in the school office.

## ACCIDENTS

In case of an accident involving a student at the school or on school property, the parent or guardian will be informed immediately. Parents/guardians are required to complete the emergency notification card and submit this information to the homeroom teacher by the end of the first full week of classes.

Family accident insurance is recommended for all students. Many families are covered under homeowners or medical health plans. To clarify if and to what extent your child is covered, consult your personal insurance agent.

## **PARENT CUSTODY DOCUMENTS**

When a child custody order or decree, including temporary order of child custody, is issued resulting from action of divorce, separation, annulment or dissolution of the marriage, the custodial or residential parent of the child shall notify the school of those custodial arrangements. The custodial or residential parent is to provide the school administration with a certified copy of the custodial order prior to the student entering school. The school must also be provided with a certified copy of the decree or order when any changes are made in the custody ruling.

## **NOTICE OF RECORD ACCESS**

Parents, legal guardians, 18-year old students, and students enrolled in an institution of post secondary education are accorded the right to inspect and review any and all official data directly related to their child. Such information is to be found in what is known as the cumulative record, which is located in the school office. This record includes identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

The right of access to the records is limited to parents, legal guardians, 18 year olds and students enrolled in an institution of secondary education, except when written permission is on file from one of these authorized persons to release this information to a third party. This limitation does not apply to school personnel having a professional need to examine or work with these records. Transcript data may be conveyed to another school district where a student is enrolled without parental permission, but a notice of transfer of records will be sent to the last known address of the parent, legal guardian or authorized student.

Parents, guardians, 18 year olds, and students enrolled in an institution of post secondary education may request an appointment to inspect records, during the regular school day, by contacting the school office. Records will be reviewed in the presence of the teacher or principal.

The content of the record may be challenged as to clerical accuracy and propriety of inclusion of specific data in the record. This challenge will be answered and an effort made to resolve the

question.

Copies of materials in the cumulative record are available to those individuals authorized to inspect the records. When possible, copies will be provided immediately upon request. However, the school reserves the right to have up to five (5) working days for the preparation of these copies when other job responsibilities do not allow for the immediate preparation of the copies.

## DIRECTORY INFORMATION

Under the law, the school may provide for publication of directory information from the cumulative record, unless specifically denied the right to do so by the parent, guardian, 18-year-old, or student enrolled in an institution of post secondary education.

Included in the directory information category are the following: student's name, address, telephone listing (unless designated as unlisted), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

If the parent, guardian, 18 year old, or student enrolled in an institution of post secondary education wishes to deny the use of any or all of this information for publication, they may file their denial, in writing, with the principal by the third week of the current school year. After this date, the school may utilize this information in a responsible manner, if they have not received a denial of its use.

In accordance with State of Ohio licensing regulations for preschool programs, class rosters, including student names, addresses, phone numbers and parents, will not be included in the general school directory. A separate class roster will be maintained for each preschool class, and parent permission will be secured before a child is listed on the roster. The roster will include the child's name, the names of the parents, and the phone number. Addresses will not be included.

## ORGANIZATIONS

**ST. MARY CATHOLIC SCHOOL LOCAL EDUCATION ADVISORY COUNCIL** - This Council is comprised of six (6) members elected by the Parish Community. The term of office is for three (3) years. In addition to the elected members, the president of the Booster's Organization and the president of the Home and School Organization are members of the Advisory Council. The Council is a consultative and advisory board to the principal and Pastor in the areas of policy and guidelines for the school and staff.

The Advisory Council president is an ex-officio member of the Parish Council. A representative from the Council is a member of the St. Mary Catholic School Foundation Board.

**ST. MARY CATHOLIC SCHOOL FOUNDATION** - This is an Endowment/Trust Board formed with nine (9) appointed members from the parish and school community. The terms of

office are for two (2) years. The ex-officio members of the board are the president of Parish Council, the Pastor, the principal and the Bishop of the Diocese of Steubenville.

**ST. MARY CATHOLIC SCHOOL HOME AND SCHOOL** - This organization is the direct parent group of the school that helps organize the volunteers and activities within the school. The officers, who include the president, the vice-president, the recording secretary, the corresponding secretary and the treasurer, comprise the executive committee. Members of the executive committee are nominated by the board or the members at large and voted-upon by the general membership. Some areas in which the Home and School Association is involved are: lunchroom and playground supervision, homeroom parents, book fair, end of year picnic, hot lunch coordinators, guest speakers, etc. A parent representative is required for each grade level for preschool through eighth grade.

**BOOSTER ORGANIZATION** - This is a fund-raising organization of the school for special activities for the students. Areas assisted by the Boosters include the boys and girls sports recreational league teams in Marietta for grades Three-Six, library materials and books, school equipment and computers, and staff needs. The major fundraising events for the Boosters' organization are sports tournaments and the Fourth grade boys' basketball league as well as the 5-K runs. Lenten fish fries are co-sponsored by the Boosters and the Home and School organizations with all funds going to the general budget of the school. A parent representative is required for each grade level for third through eighth grade.

## **XXI. POLICY ON THE USE AND ABUSE OF ALCOHOL AND DRUGS**

Diocesan schools take a firm stand against drug and alcohol abuse as a violation of Catholic Christian values and the laws of the United States. Students attending Diocesan schools and discovered to be users of drugs will be required to participate in a drug rehabilitation program external to the school. Should the pupil refuse to accept the remedial program, or, having submitted to the remedial program but subsequently found to continue his behavior of drug abuse, such pupil will be expelled from the school.

Schools in the Diocese of Steubenville will provide students with information and activities designed to discourage and prevent them from using alcohol and other drugs in a manner harmful to themselves and others. Information and activities will clearly and consistently convey the message that illicit use of alcohol and other drugs is wrong and harmful, and that abstinence is desirable. Prevention activities include classroom instruction, parent education, in-service training, guidance and counseling, and the promotion of positive school climate.

### **A. Intervention**

Schools in the Diocese of Steubenville will establish and follow procedures that convey the message that the possession, use, or sale of alcohol and other illicit drugs will not be tolerated. The purpose of intervention is to assist students who may be involved with alcohol or other drugs through immediate and decisive action when alcohol and other drug use is suspected or discovered, including consistent application of consequences appropriate to the nature and severity of the offense. These procedures are designed to help students to successfully address their harmful involvement with alcohol or other drugs, maintain membership in the school community, and restore and support satisfactory progress in the attainment of personal, social,

emotional, spiritual, and academic or vocational goals. Intervention and enforcement policies balance concern for the provision of a safe and positive learning environment for the common welfare with compassionate concern for the welfare of each individual. They are applied in a manner that safeguards the moral and legal rights of individuals and families with respect to matters of personal reputation and privacy. Intervention with students will require the involvement of parents as primary educators and decision-makers in matters affecting their children, reflected in efforts to obtain parental cooperation, assent, and participation.

## B. Corrective Action

Schools in the Diocese of Steubenville will forbid students to manufacture, distribute, dispense, possess, use, or be under the influence of, in the school setting, any alcohol substance, any intoxicating or auditory, visual, or mental altering chemical or substance, or any narcotic drug, hallucinogenic drug, amphetamine, anabolic steroid, barbiturate, marijuana, or any other controlled substance, as defined by Federal or Ohio law or rule, or any counterfeit of such drug or substance; all being collectively referred to as drugs. School setting includes any school building or any school premises; any vehicle used to transport students to and from school and school activities off school property during any school-sponsored or school-approved activity, event, where students are under the jurisdiction of the school.

Students who violate this policy will be subject to corrective procedures that may result in suspension or expulsion from school. While each student is expected to comply with the school's standards for performance, school authorities may hold penalties in abeyance if students and their parents demonstrate willingness to seek appropriate assistance, and if acceptable progress and satisfactory performance is observed. Where violation of the law is involved, the law enforcement will be notified.

## VIOLENCE

In the school setting, students attending St. Mary Catholic School whether in the full day schedule, or at school-approved activities, events or functions, may not carry articles that could inflict bodily harm to another person. This could be a deadly weapon, such as a gun, knife, sharp object or any counterfeit of such material that could be considered a deadly weapon. Young students may not bring to school any toy guns for play, show-and-tell, birthday celebrations, or any other activity in school and/or school-sponsored or approved activity. Items of this type may not be stored, kept or hidden in any part of the school facility, desk, locker or any substitute area of the school. Films, movies and/or videos that express violence and seek the approval of violence in any form, are not acceptable or permitted in any school building or facility sponsored by St. Mary Catholic School.

## HARASSMENT

Students will have respect for all other students, staff and faculty members at St. Mary Catholic School. Students will not harass other students because of their sex, race, national origin, talents, abilities, handicap, or any other reason. All students will be treated impartially under the guidelines of the school. Any student who does not follow these guidelines will be liable to the discipline guidelines, suspensions and expulsion procedures.

## PEER SEXUAL HARASSMENT

Peer sexual harassment is strictly forbidden at St. Mary Catholic School, on its premises and during its programs and activities. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his or her sex; that interferes with the ability of a student or students to receive an education.

Students enrolled at St. Mary Catholic School shall treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action shall result from violations of this anti-harassment policy. St. Mary Catholic School strongly encourages students to report sexual harassment immediately to Teachers or Administrators. If the report is made to a Teacher, the Teacher will promptly notify the Principal. St. Mary Catholic School will take prompt and fair action to investigate any report and to stop the sexual harassment.

Students enrolled at St. Mary Catholic School shall treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action shall result from violations of this anti-harassment policy. St. Mary Catholic School strongly encourages students to report sexual harassment immediately to Teachers or Administrators. If the report is made to a Teacher, the Teacher will promptly notify the Principal. St. Mary Catholic School will take prompt and fair action to investigate any report and to stop the sexual harassment.

## INTERVENTION

Individual testing may be required when there is reason to suspect that a student may be under the influence of alcohol or other drugs, acts out in a violent manner or is involved in sexual harassment. Any student judged by school officials to present a risk of imminent danger to himself/herself or others may be removed from school. When either the student or parent(s) do not wish to cooperate in obtaining needed assistance, the student's entitlement to continued enrollment in the school may be reevaluated, taking into account the best interests of the student, educational opportunities and the rights of other students, staff and faculty, in the context of the philosophy, goals and objectives of St. Mary Catholic School and the Diocese of Steubenville.

## SEARCHES

The buildings, grounds, classrooms, and lockers located within the St. Mary Catholic School Building are the exclusive property of the Diocese of Steubenville and may be searched randomly in accordance with the Ohio Revised Code and case law promulgated by the courts of Ohio.

## **ADDENDUM**

### **PARENT STUDENT HANDBOOK STATEMENTS COMMON TO ALL DIOCESAN SCHOOLS (effective June 1, 2007)**

The Diocesan Handbook for Schools (Effective December 18, 2002) supersedes the local Parent-Student Handbook. In the event of conflicts between these documents, the Office of Education and Diocesan Attorney shall make the final determination for any resolution of the conflict(s). Such resolution shall become effective upon written notification to the parties involved.

The Principal may amend the Parent-Student Handbook as needed and such amendments shall become effective upon written notification to the parents of any such amendments.

The parent(s) and/or guardian(s) and the student agree to follow and adhere to the policies, rules and regulations of the School as currently set forth in this Parent-Student Handbook and such other rules and regulations as may be promulgated hereafter by the School.

#### Decree on Child Protection

The requirements of the Decree on Child Protection for the Diocese of Steubenville as promulgated by the Most Reverend R. Daniel Conlon, Bishop of Steubenville, effective March 5, 2003, together with any amendments and/or modifications thereto are observed by all of the Diocesan Schools of the Diocese of Steubenville.

#### Notice of Non-Discrimination Policy

The Catholic Schools of the Diocese of Steubenville recruit and admit students of any race, color, or ethnic origin, to all the rights, privileges, programs and activities. Schools shall not discriminate on the basis of race, color, or ethnic origin in the administration of their educational policies, scholarships, loans, fee waivers or educational programs. In addition, the schools are not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. The Catholic Schools of the Diocese of Steubenville will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.

### **COMPULSARY EDUCATION AND SCHOOL ATTENDANCE**

#### Admission to Kindergarten

Students enrolling in Kindergarten must be (5) years of age by September 30<sup>th</sup> of the year of admission. Diocesan schools may, at their option, establish August 1<sup>st</sup> of the year of admission for Kindergarten students who are five (5) years of age at that time. Diocesan schools may also, at their option, establish dates between August 1<sup>st</sup> and September 30<sup>th</sup> of the year of admission for Kindergarten students who are five (5) years of age at these specified times. The Principal of



the Diocesan school shall consult with the Diocesan Superintendent of Schools concerning the admission of students to Kindergarten who do not meet the specified minimum age requirements.

#### Custody of Enrolled Students

Questions concerning the legally designated custodians(s) for enrolled students will be referred to the Diocesan Attorney whose determination shall be final.

#### Student Attendance

Students enrolled in Diocesan Schools are expected to maintain a ninety-five percent (95%) attendance rate based upon the 178 days of instruction required by the Ohio Revised Code. It is the responsibility of the parent(s)/guardian(s) to support the Principal's efforts to maintain this standard through notification, counseling, and where necessary, referral to appropriate legal sources. Principals shall notify parent(s)/guardian(s) of the school's concern about the student's attendance when five (5) days of absence have been recorded. Parent/Guardian failure to comply with the program of compulsory attendance will result in the withdrawal of the student from the school. The Principal shall be the final arbiter of what constitutes a satisfactory record of attendance.

### PUPILS: HEALTH AND SAFETY

#### Immunizations

Students are required to provide proof of immunization against mumps, poliomyelitis, Diphtheria, pertussis, tetanus, rubeola, rubella and chickenpox (effective 2006-07 school year) at the time of their original entry into the school or at the beginning of the school year. Kindergarten students are also required to provide proof of immunization against hepatitis. Parent(s)/Guardian(s) objecting to this requirement must submit a written statement explaining their objection. The Principal shall make the final determination as to whether the student is to be admitted. Students who do not provide the required documentation for immunization will be withdrawn from the school on the fifteenth day after admission.

#### Prohibition on Weapons

Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises. A valid carry concealed license does not authorize the licensee to carry a weapon onto these premises. Violators will be prosecuted.

#### Health Threat – Anabolic Steroids

Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment. (Ohio Revised Code 3313.752)

## PUPILS: TUITION AND FEES

1. The parent(s)/guardian(s) agree to pay the tuition and all fees for the grade in which the student is to be enrolled.
2. The fact that the School allows tuition and fees to be paid in two or more installments does not create a fractional or divisible contract or in any way relieves the parent(s)/guardian(s) of the responsibility for the entire year's tuition and fees or the pro rata portion thereof in the case of late entrance. The parent(s)/guardian(s) further agree that the total amount due and payable to the School shall be considered as agreed upon liquidated damages between the parties of this agreement.
3. The parent(s)/guardian(s) agree that if payment of tuition is not made in accordance with the agreement, the School shall have the right to refuse to admit the student to class and to terminate the agreement. The parent(s)/guardian(s) also agree that the School shall have the right to withhold the transcript of the student's academic record and the student's diploma until all tuition and fees have been paid.

## CONDUCT AND DISCIPLINE OF PUPILS

The Principal may make exceptions to written disciplinary procedures at the building level where in his/her judgment such exception is warranted and such exceptions are not in conflict with the Diocesan Handbook for Schools.

### Complaint Procedures

Parental complaints about a Teacher(s) shall be directed to the Teacher(s), then to the Principal whose decision shall be final.

Parental complaints regarding the Principal shall be directed first to the Principal, then to the Pastoral Administrator whose decision shall be final.

**NOTE: THERE IS NO APPEAL TO THE DIOCESAN SUPERINTENDENT OF SCHOOLS AFTER A DECISION BY THE PRINCIPAL AND/OR THE PASTORAL ADMINISTRATOR HAS BEEN MADE.**

### Unacceptable Uses of Technology

Technology resources that are located within the school, or, are the personal property of the student (including those owned by student's parents/guardians) may not be used to transmit, retrieve, or store any type of communication, message, image, or material that: 1) is discriminatory, defamatory, or harassing; 2) contains derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, or physical attributes, or any other condition or status protected by Federal, State, or local law; 3) is obscene or X-rated; 4) contains abusive, profane, or offensive language; or, 5) violates any policy of the Diocese of Steubenville, including, but not limited to, its policies regarding child abuse and harassment, or that is otherwise contrary to the religious mission and values of the Diocese of Steubenville. **NOTE: THE BUILDING PRINCIPAL RESERVES THE RIGHT TO DISCIPLINE STUDENTS FOR INAPPROPRIATE OFF-CAMPUS CONDUCT RELATED TO THE USE OF TECHNOLOGY DURING NON-SCHOOL HOURS.**

### Confidentiality

Confidentiality is generally held to mean that one individual will not reveal private information that has been given by another. It sometimes happens that a student provides information to a Teacher or other Staff Member and asks that it be treated as confidential. Any Teacher or Staff Member who receives any information that may be interpreted as threatening to the health, life and safety of any person shall report it to the Building Principal immediately.

### Cell Phones

The building Principal shall establish all rules and regulations governing the use of cell phones within the school building.

### Suspension Procedures (to be used with “out of school” suspensions only)

The Principal”

1. provides a hearing for the student to review the reason(s) for the suspension;
2. determines the number of days of suspension to be assessed to a maximum of ten (10) days;
3. informs the Pastoral Administrator of the decision to suspend the student;
4. notifies the Parent(s)/Guardian(s) by certified mail of the reason(s) for the suspension and the number of days and dates involved; and, that the
5. student is responsible for “making up” class work missed during the period of the suspension (there is no appeal of the Principal’s decision to suspend a student).

### Expulsion Procedures

The Principal:

1. gathers the appropriate documentation leading to a recommendation for expulsion and provides a hearing with the student and the Parent(s)/Guardian(s);
2. confers with the Pastoral Administrator for agreement to recommend expulsion;
3. recommends expulsion (in writing) to the Diocesan Superintendent of schools who will conduct a formal review (to the extent needed) of the recommendation and inform the Principal of concurrence or non-concurrence with the recommendation;
4. if the Diocesan Superintendent concurs with the recommendation of the Principal, the Parent(s)/Guardian(s) will be notified in writing by the Principal the decision to expel is final and the effective date of the expulsion (there is no appeal of a decision to expel a student); or,
5. if the Diocesan Superintendent does not concur with the recommendation of the Principal, the Principal shall implement the recommendation(s) of the Diocesan Superintendent and notify the Parent(s)/Guardian(s) of these recommendations in writing.
6. All written communication to the Parent(s)/Guardian(s) will be sent by certified mail.

### Facilities – Random Searches

The buildings, grounds, classrooms, and lockers located within Diocesan Schools are the exclusive property of the Diocese of Steubenville and may be searched randomly in accordance with the Ohio Revised Code and case law promulgated by the courts of Ohio.

## HARASSMENT

### Anti-Harassment Policy

It is the policy of the Office of Education of the Diocese of Steubenville that any harassment of students by students shall not be tolerated. Students shall not be permitted to engage in physical or verbal harassment based upon race, color, creed, ethnic origin, gender, and physical or mental limitations of other students. The Principals and Teachers shall enforce this policy as an integral part of their employment responsibilities.

### Peer Sexual Harassment

Peer sexual harassment is strictly forbidden on the premises and during programs and activities of all Diocesan Schools. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his or her sex, that interferes with the ability of a student or students to receive an education.

Students enrolled at all Diocesan Schools shall treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action shall result from violations of this anti-harassment policy. Students are strongly encouraged to report peer sexual harassment immediately to Teachers who shall report it immediately to the Principal. The student may also report peer sexual harassment directly to the Principal. The Principal shall take prompt and fair action to investigate any report and to stop the peer sexual harassment.

### Peer Harassment in general

Peer harassment is strictly forbidden on the premises and during programs and activities of all Diocesan Schools. Peer harassment is any unwelcome physical or verbal conduct directed at a person that interferes with the ability of a student or students to receive an education.

Students enrolled at all Diocesan Schools shall treat their fellow students with dignity and at all times on school property and in school programs and activities. Disciplinary action shall result from violations of this anti-harassment policy. Students are strongly encouraged to report peer harassment immediately to Teachers who shall report it immediately to the Principal. The student may also report peer harassment directly to the Principal. The Principal shall take prompt and fair action to investigate any report and to stop the peer harassment.

## EDUCATION FOR CHILDREN WITH DISABILITIES

### Eligibility

1. Students who require special education services must be identified through the procedures specified by the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 (eff: 3-12-99) or the Individuals with Disabilities Education Improvement Act of 2004.
2. Diocesan Schools may provide, at their discretion, an Educational Adjustment Plan. Parent(s)/Guardian(s) are advised that this program is not a substitute for the IDEA specified by federal legislation.

## RECORDS OF PUPILS

### Family Educational Rights and Privacy Act of 1974 (FERPA)

The parent(s) and the legally designated Guardian(s) who have contracted for the education of an enrolled student will be permitted to review the student's educational record. Parent(s) and Guardian(s) who have not contracted for the education of an enrolled student will not be permitted to review the student's educational record. The final determination in all cases involving parental/guardian rights and privileges with respect to reviewing a student's record rests with the Diocesan Attorney.

### Directory Information

The following information is defined by the Office of Education for the Diocese of Steubenville as "Directory Information": name, address, telephone listing, date and place of pupil's birth, major field of study, participation in officially recognized activities and sports, weight and height (if member of an athletic team), dates of attendance, date of graduation, any awards received, most recently attended school or institution. The parent(s) and legally designated Guardian(s) have the right to inform the Principal in writing that they do not want "Directory Information" released to non-school organizations or individuals.

### Military Recruitment

Diocesan High Schools cooperate with requests from the United States Military relative to being provided with the names, addresses and telephone numbers of students enrolled in Grades Eleven and Twelve. The parent(s)/guardian(s) will be notified by the High School Principal when such a request has been received and will be afforded the opportunity to specify that information concerning their child(ren) be excluded from release to the United States Military.