



Saint Mary Elementary/Middle School
Parent/Student Handbook
2020-2021

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**Give ear, O my people, to my teaching;
incline your ears to the words of my mouth!
I will open my mouth in a parable;
I will utter dark sayings from of old,
things that we have heard and known,
that our fathers have told us.
We will not hide them from their children,
but tell to the coming generation
the glorious deeds of the Lord, and his might,
and the wonders which he has wrought. – Psalm 78:1-4**

Introduction

Welcome to the family of St. Mary School! The quotation, above, from Psalm 78 explains why our school exists: to tell the next generation about our Lord and his marvelous plan for their lives. This handbook explains our policies, procedures, and rules. Please read it carefully and return the signature page to the school.

COVID-19 Acknowledgement of Risks

We, the parent(s) and student who are signing this student handbook for Saint Mary Elementary/Middle School (“School”), acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, namely of student and/or parent(s) acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with the healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School/parish functions is the choice of each family, including ours. If student or parent(s) who visit the School/parish have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to the School/parish, attend any School/parish function, or visit the School/parish. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the School/parish, their employees/staff members, other students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the state of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to the School/parish or any School/parish function if: (1) student or parent(s) has a suspected or diagnosed/confirmed case of COVID-19, or (2) in the last 14 days, student or parent(s) has had

prolonged close contact with anyone, including a family member, diagnosed with or suspected of having COVID-19, or (3) if student or parent(s) is experiencing symptoms of COVID-19, including without limitation, fever, cough or shortness of breath. We further agree to immediately notify the School/parish if any of the foregoing access/use restrictions are applicable to student and/or parent(s).

Furthermore, we the parent(s) and student acknowledge and agree that due to the uncertainties associated with COVID-19, the educational contract by and between the parent(s), student, and School, may be fulfilled by in-person classes, but also when required as determined by the appropriate governmental authorities or at the option of the School administration, fulfillment of the educational contract may be satisfied by alternate teaching methods including but not limited to remote learning.

Policy on Travel

The travel policy is a safety precaution to continue our efforts in supporting the well-being of the children, our families, and our staff. When making your travel plans, please keep in mind that you will be required to quarantine for 14 days if you travel to a hot spot or high risk state as defined by the CDC and/or the State of Ohio. Please consult the State of Ohio website at: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>. You will not need to quarantine after travel and may return to school immediately if you did not travel to a hot spot or a high risk state, if you were not exposed to Covid-19, and you are not showing symptoms of Covid-19. Please be sure to plan ahead and check the CDC and State of Ohio travel advisories before making your plans. As always, our goal is to minimize disruption while at the same time keeping you, your family, and our staff healthy and well.

Our Mission

The mission of St. Mary School is to provide our students a foundation in faith, academics, and service. We expect our students to be practicing critical thinkers and to demonstrate responsibility, compassion, and respect. St. Mary School is a fully accredited elementary school, meeting all requirements of the State of Ohio and the Ohio Catholic Commission on School Accreditation.

Amendment Statement

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

A Catholic Education is A Privilege Open to All

Catholic schools exist to collaborate with parents/guardians to foster spiritual growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the Diocese of Columbus. Our school is open to the children of parents/guardians who seek the religiously oriented education which Catholic schools can provide. We recruit and admit students, regardless of race, color, gender or ethnicity to all our rights, privileges, programs, and activities. We do not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability (medical or academic) in the administration of our educational programs and extra-curricular activities.

In decisions concerning admissions, preference will be given to members of Catholic parishes. Others will be welcomed on the basis of availability of space at the discretion of the Pastor and/or Principal. The Pastor and Principal will exercise discretion in judging admission of pupils, and must refuse admittance to anyone who, in their judgment, seeks to enroll for the purpose of circumventing the law.

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. If the policies and/or regulations are not adhered to, and no commitment to improvement is present, a student may be asked by the Principal and/or Pastor to leave the school.

Admission Policy

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

Kindergarten students must be 5 years of age on or before September 30 of the school year. New first grade students must be 6 years of age on or before August 1. According to Ohio Revised Code 3321.01, “no child shall be admitted to a first grade...in August or September unless he is six...years of age...by the 30th day of September of the year of admittance...” Any exceptions to this law must be in compliance with the Diocese of Columbus policies.

Students enrolling must have a birth certificate, immunization records, sacramental records if Catholic, and official academic and conduct records from any and all schools previously attended. Before admission becomes final, an enrollment packet must be complete, and the student and family must meet with the Principal.

Custodial parents must provide documentation of any child custody orders or decrees pertaining to the pupil. (Diocesan Policy 5119.2)

Admission to and continued enrollment in St. Mary Elementary-Middle School is contingent upon the family's support of the school's mission, policies, procedures, guidelines, staff, and administrative decisions. All students must participate in all generally required school and class activities unless there is a legitimate documented medical excuse.

Admission is contingent upon our school having the appropriate academic program/educational plan that fits the student. St. Mary Elementary-Middle School may or may not be equipped to service the educational needs of students with disabilities. Students with Individualized Educational Plans (Service Plans) require individualized review and approval for admission.

St. Mary School reserves the right to admit students on a trial basis.

Students who have been on probation and/or suspended from another school require individualized review and approval for admission and will be admitted on conditional status. All suspensions from other schools will be honored. Students expelled from another school will not be considered for admission.

Students may enroll and be admitted at any point during the school year, but no student will be enrolled on a temporary basis. A student/family questionnaire may be required of enrolling student/families.

Attendance, Tardiness, and Absence

Attendance at all classes and school activities within normal hours is mandatory. Excused absences are limited to personal illness, death in family, or religious holiday. A written excuse must be provided to the parish office or the absence will be considered not excused. A written, signed note is required from the parent/guardian upon a child's return to school after an illness or any absence. If the absence was due to a medical appointment, a note from the medical office must be presented.

Any student arriving between 8:03 a.m. and 9:00 a.m. will be considered tardy and must report to the school office to receive a written tardy slip. An arrival between 9:00 and 11:30 a.m. will be counted as a half-day absence. A student arriving after 11:30 a.m. will be considered to have been

absent one full day. A departure between 11:30 a.m. and 1:15 p.m. will be counted as a half-day absence. A departure between 1:15 p.m. and 2:15 p.m. will be considered an Early Dismissal.

Three tardy slips equal one demerit. Three demerits equal an afternoon detention, to be served from 2:20 p.m. to 2:50 p.m.

A total absence of seven days will lead to a reminder letter. A total absence of fifteen days will lead to a letter sent home requiring a doctor's note for each subsequent absence. Any student who misses 27 or more days of school in one academic year may be retained.

Medically excused absences and absences excused by the Principal will not count toward the above guidelines.

Policy for Virtual Classroom Activity

In order to provide continuity of instruction as a result of the COVID-19 pandemic, the Catholic Schools in the Diocese of Columbus may use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities and instruction should be under the supervision of the parent/guardian and is subject to school and Diocesan policies and regulations, including but not limited to, student conduct/behavior and acceptable use of technology. Students should also keep their camera on so the teacher can view them and wear appropriate dress clothes and the background should be free of any inappropriate or distracting images or content. While the COVID-19 pandemic continues to exist and evolve, "remote" and/or "distance" learning (hereinafter referred to as "Remote Learning") may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video.

Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning. Furthermore, parent/guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student's immediate family. To the extent any Remote Learning videos are created and recorded, parent/guardian promises and agrees to permanently delete such recording following his/her child's observation of, and/or participation in, that particular class session. These recordings will be stored, accessed, and disposed of according to guidelines that may be established by the parish or the Office of Catholic Schools for the Diocese of Columbus.

If you have any questions or need assistance with virtual classroom instruction or activities, please contact your child's classroom teacher or principal.

My signature in the handbook expresses my understanding, acknowledgment and agreement with the above terms and conditions and the potential for video and audio recording of my child during virtual classroom instructions and activities.

Discipline Policy

By this all men will know that you are my disciples, if you have love for one another. - John 13:35.

The word "discipline" is related to the word "disciple." As disciples of Jesus Christ, we are taught to consider what is best for our neighbor, following Christ and His law of love. In the context of a school, all students consider the needs of their neighbor by observing school rules designed to help them put the needs of others first, thus ensuring a serene and safe learning environment where every student can achieve his or her full potential.

Playground, Bus and Cafeteria Rules – follow the common sense guidelines below:

- i. No physical, one-on-one horseplay. Keep your hands to yourself.
- ii. Follow directions from the playground monitors.
- iii. Behave respectfully toward others and all equipment.
- iv. Follow the Zero Tolerance Policy.
- v. Remain quiet; behave in an orderly fashion when asked – standing in line, waiting in line, seated and eating, seated on bus.

Missing Assignments. Teachers formulate classroom policy regarding missing work. Missing assignments culminate in demerits and losing school privileges. It is our expectation that each student is prepared each day with completed assignments.

Any instance of rude or disrespectful behavior is punishable by a demerit; this applies to students in all grade levels. Rules are enforced by Demerits, Detentions, After-School Detentions, In-School Detentions and Out-of-School Suspensions.

Clean Slate Rule. While detentions and demerits are tallied throughout the year, each student gets a clean slate for accumulated detentions, demerits, missing assignments and other discipline assigned, with the beginning of the second semester. Note: **This does not apply to our attendance policy.**

After-School Detentions are served from 2:20 p.m. to 2:50 p.m., in Room #1, supervised by a staff member. Detentions are behavior-based.

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school; threatens the safety of or endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the diocese or school. For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent(s)/guardian(s) has been notified. In such cases, St. Mary School will follow the procure, including appeals process, described in the Diocese of Columbus Catholic Schools policy #5114.0.

Concerns That Will Not Follow the Normal Discipline Process include but are not limited to:

| | | |
|----------------------|--------------------|---------------------------------|
| Assault/Fighting | Battery on staff | Possession of dangerous weapons |
| Drug Possession | Felony | Hazing |
| Harassment of others | Safety violation | Sale of narcotics |
| Theft | Tobacco violations | Violation of the law |

Student Behavior Off Campus and Outside School Hours

Conduct at school or away from school that contradicts Christian moral standards, conduct that is in violation of the law, including on social media, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

Bullying and Harassment

As a Catholic school, we require all school community members to respect and promote the dignity of every human person. For this reason we do not tolerate any action that diminishes or attacks human dignity. Bullying and harassment will not be tolerated on school grounds or at any school activity that takes place elsewhere, whether such actions are committed in person, in writing, or by electronic means, including social media.

Under the heading of “bullying,” actions that will not be tolerated include a student being picked on, physical intimidation or assault, extortion, oral or written threats, teasing, name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation. School staff members who become aware of such acts will take immediate steps to intervene and report to the school principal. We expect all students, parents, and guardians who become aware of such acts, whether they take place on school property or at a school activity held elsewhere, to report it to the school Principal for further investigation. No retaliation against anyone who reports harassment will be tolerated.

Consequences for students who violate this rule may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation.

St. Mary School maintains a working and academic environment, in all programs and activities, that is free of all forms of harassment and intimidation. Harassment is defined as verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics. Investigations of alleged harassment and intimidation will follow the Columbus Diocese Catholic Schools Policies # 5140.05 and # 5140.06.

Student Health

Before entering school, all students not previously enrolled at St. Mary School must have a physical examination.

All students must provide a record of immunization compliance to their school by the 14th day from the first day of attendance. If no immunization record was provided when the student registered, a record must be submitted to the school showing compliance by the 14th day of school to avoid exclusion as required by Ohio law. Please see ORC 3313.671 for further information as to exceptions to immunization requirements. The complete schedule of required immunizations/vaccinations may be found at the Diocese of Columbus Office of Catholic Schools Policy # 5116.0

Prescription and over-the-counter medication

If a student needs to bring medications to school for use during school hours, the school must first have on file a signed medical authorization form from the parent(s)/guardian(s), and a properly completed physician's statement. The authorization must include the following:

Physician's verification of:

- a. the necessity for the medication;
- b. name of medication;
- c. dosage;
- d. times or intervals at which it is to be taken;
- e. duration; and
- f. possible side effects;
- g. a statement releasing and holding school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.
- h. Medication must be in original containers and have affixed label including student's name.
- i. Accurate records of the medication given must be kept in the student file.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datriil) may be allowed if the school judges that adequate personnel are available, and

provided that appropriate permission forms are on file in advance of need. The school will not administer aspirin to students because of its connection to Reye's Syndrome.

Illness and Attendance

A child will be sent home if he/she has:

- * A temperature of 100 degrees or greater
- * Vomiting
- * Diarrhea
- * An undiagnosed rash
- * A suspected contagious disease
- * Pediculosis (head lice)

A child may return if the following are true:

- * Fever free for 24 hours (NB suspected covid-19 cases may require a longer waiting period)
- * Vomit free for 24 hours
- * On medication, if prescribed, for 24 hours
- * Has followed the pediculosis policy
- * Free of contagious disease (a doctor's note may be required)
- * Strep – students need to remain home until they have their strep culture results or any other culture results.
- * If a rapid strep culture is negative the student must remain home until the results of the 24-hour test

Pediculosis (Lice) Policy: Any student found attending school with Pediculosis (lice) shall be excluded from school until the student has been treated with an effective pediculicide and all lice and/or nits (eggs or egg cases) have been removed. Parents are required to show proof of a pediculicide treatment. If the concern continues, a medical note will be required for the child to return to school. The Principal may exclude a student from school if it is determined that a family has not followed proper procedures to eradicate the infestation.

School Nurse

The responsibilities of the nurse include:

1. Immunization record review
2. Vision Screening
3. Hearing Screening
4. Postural Screening for grades 5 and 6
5. Kindergarten Screening
6. Temperature Screening

Emergency Medical Authorization Forms

Every student is to turn in a medical authorization form each year. This form must be completed by a parent or guardian by the end of the first week of school. If you should change your address or work/home/cell phone number, you are responsible for notifying the school immediately to keep our records current.

Drugs, Alcohol, Substance Abuse

For the purposes of this policy, “drugs” shall mean:

All dangerous controlled substances as so designated and prohibited by the Ohio statute (ORC §3719.011); all chemicals which release toxic vapors; all alcoholic beverages; any prescription or patent drug, except those for which permission to use in school has been granted; anabolic steroids; and any substance that is a “look-alike” to any of the above (ORC §2925.01-O).

St. Mary School prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law on school grounds, in school vehicles (including buses provided by public school districts), or at any school-sponsored event. The term “drug paraphernalia” shall have the meaning set forth in the Ohio Revised Code. (§2925.14-A.)

In its teaching and other activities, St. Mary School emphasizes the prevention of drug use and age-appropriate, developmentally-based alcohol and other drug education and prevention.

Tobacco Policy

No tobacco or associated products are allowed on the property of St. Mary School. The possession and use of E-cigarettes, vaping pipes, and related items are likewise prohibited.

Tuition

St. Mary School charges tuition. Tuition Rates are reviewed in the spring of each year in consultation with the School Advisory Board, who recommend changes to the Pastor. School tuition rates fall into two categories: participating and non-participating. Participating families are households in which one or both parents is/are a practicing Catholic who is committed to raising their child(ren) in the Catholic faith, regularly attending Mass at St. Mary Church, and contributing to the support of their parish. All other families are categorized as non-participating.

Participating families with more than one child enrolled in St. Mary School receive a discounted rate.

St. Mary parish and school wish to make a Catholic education available to all who desire it. For this reason, financial aid is available to families who can demonstrate financial need, as determined by a third-party system known as FACTS. Families who are eligible to receive an EdChoice or EdChoice Expansion scholarship from the State of Ohio must apply. Families paying their own children’s tuition must enroll in FACTS (payment system) unless tuition is paid in full sixty days before the first day of school. Those paying in full before the beginning of the school year may also receive a discount as determined by the School Advisory Board and Pastor.

If a family fails to honor their tuition payment agreement, this will lead to consequences including withholding of grade cards, or termination of enrollment. If a tuition account is delinquent for more than three months and no payment plan has been arranged, the school reserves the right to make a claim through the court system. Student records can be provided to the child’s new school only upon satisfaction of the tuition obligation.

Tuition Refunds

If written notice of withdrawal is received by the school on or before August 15, the entire tuition obligation will be waived, and any payments made will be refunded upon written request to the school.

If written notice of withdrawal is received by the school after August 15 and the student does NOT attend, 90% of the annual tuition will be forgiven. The family is obligated to pay the remaining balance of 10% of the annual tuition as billed. If payments were made in excess of 10% of the annual tuition, a refund for that amount will be issued upon written request to the school.

If a family chooses to withdraw their child(ren) from the school once they begin attending, the family tuition obligation will be calculated as follows:

| Withdrawal Date | Annual Tuition Obligation |
|-----------------|------------------------------------------------|
| September | 80% of tuition forgiven; family obligation 20% |
| October | 70% of tuition forgiven; family obligation 30% |
| November | 60% of tuition forgiven; family obligation 40% |
| December | 50% of tuition forgiven; family obligation 50% |
| January | 40% of tuition forgiven; family obligation 60% |
| February | 30% of tuition forgiven; family obligation 70% |
| March | 20% of tuition forgiven; family obligation 80% |
| April | 10% of tuition forgiven; family obligation 90% |
| May | No adjustment; family obligation 100% |

Calculations will be based on the last month in which the child(ren) attended one or more days of school. If payment has been made in excess of the family obligation, a refund will be granted upon written request to the school.

Student records can be provided to the child’s new school only upon satisfaction of the tuition obligation.

Arrival and Dismissal: Daily Schedule

Doors open at 7:40 a.m.

Students arriving by cars must enter through the South gymnasium doors. Students arriving by bus must enter through the North cafeteria door, then proceed through the cafeteria, exiting by the South door, and entering the main school building by the East door.

Car riders getting breakfast in the cafeteria will walk through the gym, out the North door, enter the South cafeteria door for breakfast, and return to the main school building by the East door.

Walkers: With written permission from parent/guardian, students in grades 5 through 8 may walk to school by themselves and walk home at the end of the school day. Younger children may walk to school only if accompanied by an adult family member previously authorized, in writing, by parent/guardian.

Dismissal is at 2:15 p.m. each day. Buses load at 2:20 p.m.

Bus riders will be dismissed to the North parking lot.

Parents arriving to pick up their child must park in the South lot and wait for their student(s) to exit the gymnasium.

All children must be picked up no later than 2:45 p.m. unless prior arrangements have been authorized by the Principal.

Closings and Delays

St. Mary School will follow the major decisions made by the Marion City Schools when it comes to weather closings and delays. In some cases, St. Mary School will adjust its decision to take into account students riding the buses of other districts.

These decisions will be communicated to you by our school One Call system. Bus riders, please be aware that if your public school district cancels school and St. Mary does not, you will have no bus service to or from our school that day.

Crisis Plan/Emergency Drills

Fire, tornado and crisis situation drills are held regularly during the school year as required by state law. These drills are designed to give the students practice evacuating the area in the case of a real disaster.

In the event of a lockdown situation, school buildings will be secured and students will be kept at school until regular dismissal time unless otherwise advised by the Marion Police Department. Parents will be informed of any lockdown via the OneCall system. Students will be sent home by normal transportation means or released to parents pursuant to school policy.

The school's emergency plan is on file with the Ohio Department of Education as required by state law.

Cell Phones and Electronic Device Usage

Students are permitted to bring cell phones to school; however, they may not be turned on or used on school property, and must be kept in book bags. Teachers and staff are not responsible for the security of cell phones owned by students or student families. A student found using a cell phone on school property, or who is found to have a cell phone that is not turned off, will lose the privilege of having a cell phone on school property in the future, as determined by the Principal.

The use of valuable property, including but not limited to digital cameras, cellular telephones, Ipods, electronic games (ex: Nintendo DS, Gameboys) or any other type of mobile device - is discouraged while on school grounds. Therefore, it is recommended that the aforementioned items NOT be brought to school. The school will not accept responsibility for the loss of personal property.

Technology and Acceptable Use

All students and their parents/guardians must sign the diocesan Technology and Acceptable Use Policy (Policy 6140) at the beginning of each school year. The full policy is reproduced as an appendix to this handbook.

Directory Information Notice

Directory information regarding students will be released in various formats, including websites, unless the parent/guardian informs the school that information regarding his/child is not to be released. Forms for this purpose are distributed to all parents/guardians at the beginning of the school year. Directory information includes the names of students, grade level, homeroom, home address, phone number, etc.

Personally Identifiable Information Notice

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and education records (Policy 5126.2)

Child Custody Considerations

Parents have an obligation to inform the school immediately of any changes in the custody status of a student. School officials will require a copy of the court-ordered document for the child's permanent record. Both the custodial and the non-custodial parent are entitled to access to their child's records and to conferences with the teacher, unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the

expressed written and verbal permission of the custodial parent. Step-parents have no legal rights to records, reports, or conferences without permission from the custodial parent.

Background Checks and Protecting God's Children

At St. Mary Church and School all clergy and employees, regardless of their level of contact with children and youth, all volunteers in a program or ministry for children or youth, regardless of their level of contact with children or youth, all volunteers for other parish programs or ministries who have been delegated care, custody, or control of children or youth, any volunteer who has the possibility of working alongside, being delegated care, custody, or control of children and youth, while acting on behalf of St. Mary Church or School, and who is 18 years of age or above, is required to complete a civilian criminal background check, through BCI & FBI, and participate in a "Protecting God's Children" training session prior to beginning service. By definition **this requirement applies to all paid school staff and volunteers.**

School Advisory Board

The School Advisory Board is comprised of the principal, pastor, teacher representative, Home and School President, Parish Finance Committee member, up to two (2) parents and up to two (2) registered parishioners, who discuss issues related to the school and offer input to the Pastor. Tuition increases require a vote of the Board.

The Board will schedule all meeting dates for the upcoming school year each September. All meetings are open to the public. If you require action by the board, a written request must be given to the board president and/or principal at least 2 weeks prior to the meeting.

Reporting of Abuse and Neglect

In compliance with state law (ORC 2151.421), any teacher, counselor, administrator, or other school employee, having reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county Child Protection Services or law enforcement and inform the agency contacted of the facts and circumstances which led to the filing of a report. The employee will immediately report the case to the school administrator. The school administrator will immediately report the case to the diocesan superintendent. If the suspected child abuse involves a school employee, the school administrator shall also immediately notify the Office of Educator Conduct within the Ohio Department of Education.

Food Service

Our cafeteria is located in Moira Hall (lower level of the church building). Lunch prices are announced at the beginning of the year. St. Mary School also participates in the free/reduced lunch program. Paperwork for those programs comes home the first week of school.

St. Mary also offers a breakfast program which begins each morning at 7:40 a.m. There is no breakfast on Two Hour Delay Days.

2020-2021 School Year Special Notice: Due to current concerns about covid-19, the number of food choices may be reduced to facilitate social distancing and efficient movement in the cafeteria.

Student Dress Code and Uniform Policy

St. Mary School pupils will wear uniforms as specified below. Students are to be in uniform on all school days unless the principal designates otherwise. This code will be enforced by school administrators, teachers, and staff. There are two uniform standards: K-5 and Middle School.

K- 5 Girls

- Jumper: Plaid or navy blue jumper. Shorts must be worn under jumpers at all times.
- Blouse: May be white, pale blue, or pale yellow. Peter pan collar or button-down oxford style, long or short sleeve, under the jumper. White turtlenecks may also be worn.
- Slacks: Dark navy only; classic tailored (Dockers) style. Belt (black or navy) is optional but recommended.
- Skirts: Dark navy or Educational Apparel plaid only; no more than 3 inches above the knee. Leggings and shorts must be worn under skirts.
- Shorts: Dark navy only; permitted from May 1 to October 15; belt is optional, but recommended. No cargo style shorts.
- Sweater: Dark navy only; crew neck, V-neck, vest or cardigan; uniform shirt must be worn under sweater
- Earrings: Post earrings only
- Hair Accessories May be worn as needed to keep hair off face and neck
Bows of appropriate size and color may be worn
- Sweatshirt: St. Mary insignia only. Available from Educational Apparel and sales during school year; uniform shirt must be worn under sweatshirt.
- Socks: Plain ankle, knee socks or tights; navy or white only; socks may be worn over tights in cold weather. Socks must be visible above the shoe.
- Shoes: Good tennis shoes or dress shoes.

K-Grade 5 Boys

- Shirt: Dress shirt, oxford, knit with collar or turtleneck; pale blue, pale yellow or white
- Slacks: Dark navy only; classic tailored (Dockers) style; belt (black or navy) is optional but recommended; no jeans or pants with rivets or cargo style pants
- Shorts: Dark navy only; walking shorts no more than 3 inches above the knee; in warm weather from May 1st to October 15th; belt is optional but recommended. no cargo style shorts Shorts will NOT be worn to Mass.
- Sweater: Dark navy only; crew neck, V-neck, vest or cardigan; uniform shirt must be worn under sweater.
- Sweatshirt: St. Mary insignia only. Available from Educational Apparel and sales during school year; uniform shirt must be worn under sweatshirt.
- Socks: Plain crew socks; navy or white. Socks must be visible above the shoe.
- Shoes: Good tennis shoes or dress shoes.

Vendors for K-5 Uniform

Educationalapparel.com
School #110

schoolbelles.com
school code S2876

Middle School Women

Mass Days: White blouse, plaid skirt, white socks, and black school shoes.

Tops: Dark green or white polo shirts or oxfords (long or short sleeved).
Bottoms: Gray or school plaid two (2) kick pleated skirt; Bike shorts or spandex shorts may be worn the skirt.
Shorts: Grey walking shorts, top of the knee. Shorts may be worn from May 1 to October 15, except on days when students attend Mass. A black belt must be worn with your shorts.
Sweater: Dark green cardigan or pullover sweater with no hoods. Fleece jackets, sweatshirts, sweater vests, v-neck, etc. may be worn.

Socks White or dark green knee-high socks or tights may be worn. Dark green or white leggings may be worn between October 15th and May 1st in place of knee socks/leggings.

Shoes Black “Mary Jane” shoes or similar slip on black shoes. Tennis shoes for gym.

Hair: Hair is to be natural color, neatly kept, and not cut in “distracting” styles. Styles are labeled “distracting” at the discretion of the Principal. Hair may be worn up or down.

Hair Accessories: Ladies may wear appropriate hair accessories such as bows, clips, ribbons, or headbands. Distracting headwear such as holiday headbands, light up headwear or hats/scarves/bandannas are not permitted.

Earring, etc. Post earrings only. No tattoos, body ink or body art, piercing, artificial fingernails, make-up, nail polish, wrist or ankle bracelets. Exceptions: wristwatch, ID bracelet, religious medals, scapulars.

Middle School Men

Mass Days: White button-down shirt with a white undershirt, school plaid tie, black socks and dress shoes.

Pants Grey flat front or pleated dress pants.

Shorts Grey shorts; walking shorts to the top of the knee. No cargo style shorts (May 1st through October 15th)

A black belt must be worn with your shorts and shirts must be tucked in at all times.

Shirts White or dark green polo shirts. (long or short sleeved).

Sweater Dark green pullover sweater or sweater vest with no hoods. Fleece jackets, sweatshirts, v-neck, etc.

Belts Black belts

Socks Black socks

Shoes Black dress shoes; tennis shoes for gym classes

Hair: Hair is to be natural color, neatly kept; length should be no longer than 2”. Sideburns must not be below the earlobes. Students are to be clean-shaven at all times.

Earrings, etc. Boys will not wear earrings. No tattoos, body ink or body art, piercing, artificial fingernails, make-up, nail polish, wrist or ankle bracelets. Exceptions: wristwatch, ID bracelet, religious medals, scapulars.

Vendors for Middle School Uniform

Educationalapparel.com
School #110
(most items)

schoolbelles.com
school code S2876

Occasional Rewards/Jeans Days will be announced in advance by the Principal

Students who have not earned any discipline offenses or lost school privileges for missing assignments and any other classroom related situations may take part in Rewards Day. On Jeans Days, all students are expected to be well-groomed and dress in a respectful manner as follows:

Jeans must be clean, not ripped or torn, not excessively tight, not low rise. Sweatshirts and t-shirts are allowed provided they have no inappropriate, disrespectful, offensive sayings or pictures, or signs and symbols related to drug and alcohol use. From May 1 to October 15, when shorts are allowed, the hem of the shorts must touch the top of the knee. Baggy or sagging shorts are not allowed. Shirts/blouses/tops must completely cover the stomach, back, and shoulders. Fashion boots or boots with high heels are not allowed. The following are not allowed for any student: pajama-style and flannel trousers, compression shorts, camouflage pants, compression shirts, shoes with wheels, flip-flops, open-toed shoes or sandals, crocs.

Dress Code Violations – parent/guardian will be called immediately

First Offense – parent phone call, appropriate attire brought to school

Second Offense – parent phone call, attire delivered, detention

Third Offense – parent phone call, attire delivered, out-of-school suspension

Grading/Evaluation Reports

Schools within the Diocese of Columbus believe that grades should communicate exactly what a student knows, understands, and can do. The emphasis is on both the academic content and the process a student takes to mastery. The intent is to present information regarding a student's progress so that intervention or enrichment strategies can be applied to help a child learn.

The Diocese of Columbus has adopted a standards-based progress report system. Progress reports reflect academic achievement in relation to diocesan curricula and content standards. Using a diocesan wide system means that all Diocesan schools are using the same grading criteria. Students are evaluated on the basis of the following:

E = Exceeds Essential Standard

The student exceeds the essential standard by consistently demonstrating an advanced level of understanding and/or the ability to apply knowledge at a higher level. For example, the student synthesizes information and makes connections between concepts to apply the knowledge in new and unique ways or to apply the concepts to solve real world problems

M = Consistently Meets Essential Standard

The student has consistently met the essential standard taught.

W = Working toward Meeting (or Inconsistent)

The student is working toward mastery of the essential standard or is inconsistent in his/her demonstration of mastery when assessed.

N = Not Meeting

Student has not demonstrated mastery of the essential standard. This is usually given to students who are at the beginning stages in learning a new concept or who are working below grade-level.

INS = Insufficient Evidence

There was insufficient evidence provided for demonstration of mastery when assessed, usually because

of lack of attendance or effort. There should be corresponding documentation on other parts of the report card. Students will be given the opportunity to provide sufficient evidence by the end of the next grading period.

Homework

Homework is an integral part of the educational process at St. Mary School. Teachers will enforce their own homework policies, with rewards and demerits given out according to their policies.

Missing assignments will lead to demerits being issued by the teacher. 3 or more demerits may result in loss of school privileges, as the Principal determines (1st Offense: 15 minutes recess, 2nd 30 minutes recess, 3rd 1 Jean day, 4th 2 Jean days, 5th Missed assemblies or field trips).

Chronically missing assignments may result in additional disciplinary action, up to and including suspension or expulsion as the Principal may determine.

Parent Communication/OneCall

Saint Mary School will be in regular communication with parents and guardians by means of printed information sent home with the students. Because it is sometimes necessary to communicate important information to school families on short notice, we also ask that all parents and guardians participate in the OneCall system, which allows the school to update the school community in real time by text, email, voice message, or a combination of all three. All school parents/guardians will be enrolled in the OneCall system at the beginning of the school year.

Student Records

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a student under 18 years of age. Records are kept under lock and key. The following are permitted to view an individual student's record: school personnel, parent(s)/guardian(s) of a minor student, non-custodial parent of an individual minor student unless denied access by court order, Officials of other schools to which the student may transfer.

Internet Use Policy

No school, school personnel or school volunteer may:

- 1) use social networking tools to communicate with individuals under 18 other than family members
- 2) use social networking tools to release personally identifiable information for individuals under 18 unless written permission has been obtained from the parent or guardian
- 3) use the school internet for online gambling or bidding
- 4) use anything other than an authorized email or a learning management system to communicate with students
- 5) use for sale ads that are contrary to acceptable Catholic Guidelines
- 6) permit web hosted advertisements unless a disclaimer is also posted

School Family Social Media Use

St. Mary School has found that social media is a useful tool to let the community know the good news about Catholic Education. We ask school families to keep their posts about St. Mary School positive and consistent with our Catholic mission. Parents or other members of the St. Mary School community who post, whether in public or private groups, defamatory, threatening, or offensive

statements will be asked to remove the offensive material immediately and/or withdraw his or her child from the school. This includes the use of social media for purposes that may prove detrimental to the common good, messages that may be threatening, harmful or offensive to other parents, students, staff and administration, or posts that may harm the good name of the school. Parents/guardians who have a complaint or enquiry about any school-related matter should please speak directly to the school about the matter rather than discussing it in a public forum.

If there is a question about school cancellation, delay, change of calendar, etc., please do not pose questions on the school Facebook page or on social media. School families should communicate directly with school staff to obtain an authoritative and accurate response to such questions.

Use of Name/Branding Policy

Attaching the school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. However, involvement by individual faculty, staff, students, or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather the activity, program, or event must be one for which the school takes institutional responsibility. Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the Pastor and Principal. No individual, company, or organization may seek to use the school name, logo, or insignia for any commercial benefit without the written approval of the Pastor and Principal. In appropriate cases determined by the Pastor/Principal, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

ACKNOWLEDGMENT STATEMENT AND AGREEMENT FORM

I have read and agree to abide by the policies contained in the Saint Mary Parent/Student Handbook including appendices. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the School in its sole discretion, without notice.

The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator’s Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator’s Manual that governs.

This agreement form must be signed by the parents/guardians and students in all grades and returned to the School Office no later than September 1.

parent/guardian

parent/guardian

student

student

student

APPENDIX



6140.0

ELEMENTARY

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REGULATION

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INSTRUCTION

Diocesan Office of Catholic Schools

Technology Acceptable Use Policy

Please read this document carefully before signing.

Catholic schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Office of Catholic Schools. While some materials accessible via the Internet may contain information that is inappropriate or inaccurate, the Office of Catholic Schools believes that the benefits to students and school employees exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet:

Students and school employees are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students and school employees are expected to abide by the generally accepted rules of network etiquette:



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- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send or access materials which you would not want your teachers and parents to see. Should students or school employees encounter such material by accident, they should report it to their teacher or administrator immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access listservs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way which disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet:

Since internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.



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ELEMENTARY

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TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE OF SCHOOL OWNED MATERIALS:

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students and school employees will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of Networks and Technology Equipment:

Students and school employees are responsible for appropriate behavior when using diocesan or school technology resources. Students and school employees are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students and school employees should take special care with the physical facilities, hardware, software, and furnishings.
- Students and school employees do not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students and school employees should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to diocesan technology resources or any other technology resources.
- Do not attempt to gain access to the diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Technology Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize diocesan technology equipment or software in any way.
- Do not use diocesan resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.



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Consequences for Inappropriate Use of Networks or Technology Equipment:

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources by students, depending upon the severity of the situation may include one or more of the following:

- A warning followed by reclarification of the acceptable use guidelines.
- Loss of access to diocesan technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of diocesan or school equipment.

Consequences of Misuse or Abuse of These Resources by Employees:

School employees are responsible to read and be knowledgeable of the Technology Acceptable Use Policy. School employees are aware that the Diocesan computer systems and technology resources are intended for educational purposes. School employees understand that it is difficult to restrict access to all controversial materials and will not hold the diocese responsible for materials acquired on the network.

Conclusion:

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner.

The diocese makes no guarantee that the functions or the services provided by or through the diocesan system will be error-free or without defect. The diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.