

SAINT MARY SCHOOL

OUR LADY OF THE ASSUMPTION



PARENT/STUDENT HANDBOOK

2021-2022

St. Mary School
237 Fourth Street
Elyria, Ohio 44035
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Principal: Ms. Sharon Urig
Secretary: Mrs. Mary Poling

Pastor: Fr. Charlie Diedrick

Office Hours: 7:15 a.m. - 3:00 p.m.
School Hours: 7:45 a.m. - 2:30 p.m.

Table of Contents

ST. MARY SCHOOL MISSION STATEMENT	4
ST. MARY SCHOOL BELIEF STATEMENTS	4
ST. MARY CHURCH MISSION STATEMENT	4
PHILOSOPHY OF ST. MARY SCHOOL	5
PARENTAL RESPONSIBILITIES	5
CODE OF CONDUCT	6
DISCIPLINARY ACTIONS	7
FACULTY AND STAFF	7
CONTACTING THE FACULTY	7
VISITORS	8
ADMISSION POLICY	8
NON-DISCRIMINATION POLICY	8
REGISTRATION	8
TUITION POLICY	8
TUITION PAYMENT & TUITION DELINQUENCY POLICY	9
WITHDRAWAL	9
SCHOOL DAY	9
ST. MARY SCHOOL UNIFORM REGULATIONS	10-11
ST. MARY SPIRIT DAY DRESS CODE	12
DRESS DOWN DAYS	12
BREAKFAST AND LUNCH PROGRAMS	12
EMERGENCY CLOSING OF SCHOOL	12
RELIGIOUS EDUCATION	12
EDUCATIONAL PROGRAMS AND SUPPORT	13
HOMEWORK	13
EVALUATION OF STUDENTS	14
Report Cards	14
Progress Reports	14
Parent-Teacher Conferences	15
Honors and Awards	15
EDUCATIONAL RESOURCES	15
Auxiliary Services	15
Library	15
Computer Lab	15
Band	15
Educational Field Trips	16
Testing Programs	16
SCHOOL ATTENDANCE	16
ABSENCE/REPORTING ABSENCE	16
TARDINESS	17
EARLY DISMISSALS	18
VACATIONS	18

MEDICINES – PRESCRIPTION & OVER-THE-COUNTER	18
IMMUNIZATIONS	19
CONTAGIOUS DISEASES	19
TRANSPORTATION AND SAFETY REGULATIONS	19
Walkers	19
Car Riders	19
Bus Riders	20
CAFETERIA AND PLAYGROUND SUPERVISION	20
LUNCH and RECESS RULES	20
EXTRA-CURRICULAR PROGRAMS	21
FAMILY/CUSTODIAL SITUATIONS	21
LEGAL CONCERNS	22
CHILD ABUSE	22
STUDENT THREATS	23
HARASSMENT POLICY	23
PROCEDURE TO FILE A HARASSMENT COMPLAINT	23
HARASSMENT INVESTIGATION PROCEDURE	24
WEAPONS POLICY	24
SEARCHES CONDUCTED BY SCHOOL PERSONNEL	25
Searches of School Property	25
Searches of Student's Person and Personal Property	25
CELL PHONES, ELECTRONIC DEVICES, CAMERAS	25
BIRTHDAY CELEBRATIONS	25
ST. MARY'S PARENT-TEACHER UNIT	25
VOLUNTEERS	26
COVID-19 ADDENDUM	27

St. Mary School Mission Statement

**St. Mary School follows
the examples of our Patroness Mary and
her Son, Jesus Christ,
by respecting others,
fostering spiritual development,
striving for academic excellence, and
providing service to our community.**

St. Mary School Belief Statements

**In light of our mission statement and in an effort to provide quality education,
St. Mary School endeavors to . . .**

- **Encourage and nurture the students' spiritual, intellectual, emotional, physical and social growth with the Gospel values.**
- **Provide every student with educational and spiritual growth opportunities in order to become successful adults.**
- **Prepare students to live in a diverse global society.**
- **Participate in the stewardship of God's creation.**
- **Place value on respect for students, teachers, parents and property.**
- **Encourage and challenge student learning to achieve academic excellence.**
- **Demonstrate through words and actions that everyone should be treated equally and with kindness.**
- **Create a community where as a family we seek to attain the ultimate goal in life: to achieve eternal happiness in heaven.**

St. Mary Church Mission Statement

**As a people of God on the pilgrim journey to the Kingdom,
we, the people of St. Mary benefiting from
a rich tradition of faith, are a Christ-centered community blessed by a diversity
of talents and gifts.**

**As a Catholic, Christian community we value the teachings of Jesus Christ and
the sacraments of the Church
which call us to justice and love.**

**As a people of hope, led by the Spirit, we continue the mission of building the
Kingdom. Through our ministry, service and outreach, we strive to welcome all
into
a warm, caring parish family.**

PHILOSOPHY OF ST. MARY SCHOOL

Elyria, Ohio

St. Mary School exists so that the Catholic heritage may remain a lived reality in the city of Elyria. We strive to "integrate religion with the rest of learning and living."

We share with the parents the responsibility to develop the human dignity of each individual and to stress all aspects of total human formation: fostering spiritual, intellectual, moral, physical, emotional, social, and cultural growth.

Every school year we commit ourselves anew to the growing challenges of maintaining academic growth for each student while building a Christian community founded on the Gospel message of peace and justice for all and rooted in service that extends beyond our own Christian community.

In addition, St. Mary School strives to support, strengthen and encourage parents in their role as primary educators.

The St. Mary School Parent-Student Handbook provides the policies and procedures for the governing of the school. However, not all circumstances and situations can be covered in a booklet of this size. The pastor and/or principal reserve the right to change and/or amend the handbook to govern particular situations or circumstances.

PARENTAL RESPONSIBILITIES

1. The primary responsibility for the education of children belongs to the parents.
2. The attitude of each parent toward sharing this responsibility with the school is important to the child as a person and to the community.
3. As role models for your children, it is important to provide a positive and supportive attitude toward the school and its staff. What children experience at home is the attitude, which they will reflect in school. Education requires a positive and trusting relationship based on respect.

As your child's primary educator, we ask that you are involved in the religious, academic and social activities by cooperating with the following:

- Place primary value upon the place of God in the life of the child. One means of doing this is to attend church services each weekend.
- Teach the 3 R's of **respect, responsibility, and right judgment**.
- Encourage conscientious completion of assignments.
- Insist that your child(ren) obey the regulations and principles of good behavior.
- Avoid criticism of teachers and school policy in front of your children. Discuss classroom problems directly with the teacher and other problems with the principal.
- Actively encourage the growth of the school by positively marketing the school in the community and volunteering your talents and time for its benefit.
- Be involved in field trips and fundraising opportunities.

STUDENT CODE OF CONDUCT

In all areas of Christian formation and learning at St. Mary School, the infusion of Gospel values into the school environment is a priority. With the Gospel as a guideline, the school community is strengthened by a Code of Conduct, which has as its purpose:

- To bring about self-discipline
- To provide a school atmosphere that helps all students learn
- To protect the rights of each individual
- To educate children to respect life and authority
- To promote conduct in conformity with the rules and regulations of a Catholic school community
- To give honor and glory to God

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

In our school, students:

- Will follow school rules and policies
- Will refrain from any deliberate disruption of the learning environment
- Will complete all assignments and participate in class as expected by their teachers
- Will not give or receive unauthorized assistance on tests, quizzes, or assignments
- Will be present for all required activities unless officially excused by the administration
- Will demonstrate good sportsmanship when engaged in co- and extracurricular activities
- Will be honest and committed to integrity
- Will be respectful and courteous toward others
- Will speak respectfully to and about others
- Will respect school property and the personal property of others
- Will refrain from harassment of any kind
- Will use appropriate language and refrain from using inappropriate language
- Will not engage in any inappropriate physical or verbal contact with another person (including without limitation fighting and inappropriate displays of affection).
- Will not bring to school nor possess at school any items inappropriate to a school setting including but not limited to real or toy knives or guns, sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or similar items.
- Will maintain and support others who maintain a safe and alcohol and drug-free environment at and near school and at all school sponsored functions/activities.
- Will, at all times, whether or not at school or school events, conduct themselves in a virtuous and appropriate manner, including without limitation with regard to the use of social media and electronic communications.

DISCIPLINARY ACTIONS

Any behavior contrary to the spirit and mission statement of St. Mary School and its Code of Conduct will be dealt with on the basis of: the students involved, the factors precipitating the behavior, the seriousness of the offense, and the number of times this type of conduct has taken place.

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

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

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

It is the policy of St. Mary School that **the teacher, principal, and/or supervisory adult handles all problems. NO STUDENT** may take matters into his/her own hands. If a problem arises, the student must notify the adult responsible for him/her at that time.

Because it is impossible to foresee all problems, which may arise, faculty members and administration will issue appropriate discipline measures for any action, which violates the spirit of the system, even though not specified here.

Desks, lockers, Chromebooks, iPads, and computers are the property of St. Mary School and are made available for the use of the students. The school maintains the right to inspect desks and lockers on a regular basis or whenever it is deemed necessary.

FACULTY AND STAFF

St. Mary School is staffed by professionals, who are certified according to the Ohio Department of Education standards. Professional competency and efficiency are stimulated through attendance at in-service workshops, professional development offerings and faculty meetings.

CONTACTING THE FACULTY

Faculty members can be contacted at (440) 322-2808 Monday through Friday from 7:15 a.m. to 2:50 p.m. An appointment to confer with parents can be made if desired. Since teachers are on duty during the school day, they will not be called to the phone during these hours unless there is an emergency. **Teachers should not be contacted at their home or on their cell phones unless instructed to do so.** Teachers and their classes should not be disturbed during the school day. Teachers might not be able to check email during the day so urgent messages can be called into the office.

VISITORS

All visitors must enter through the St. Joseph building doors and ring the buzzer to be acknowledged. If they are coming into the building, they must sign in before entering. Visitors are limited. This protects each child and provides a quality education—free of disturbances.

ADMISSION POLICY

St. Mary School's Admission Policy respects all faiths and nationalities, but recognizes that as a parochial elementary school, we exist first to serve members of this parish in the Diocese of Cleveland. A parishioner is defined as one who is registered, attends, and contributes to the parish; therefore, while there is room, students will be accepted in this order:

1. Parishioners with others in school or to be enrolled in school
2. New parishioners entering from another Catholic school
3. New parishioners from a public school
4. Non-parishioners
5. Non-Catholics

Upper grade students (Grades 6-8) are accepted on an individual basis considering faith, former school record, and reason to enroll in St. Mary School.

NON-DISCRIMINATION POLICY

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

REGISTRATION

Admission to St. Mary School is on a year-to-year basis. Registration for the next school year is ordinarily held from January-March. At this time, payment of the Education Fee is expected.

Our school population is composed of students from such outlying districts as Oberlin, Grafton, Lorain, Amherst, Wellington, LaGrange, Litchfield, North Ridgeville, Columbia Station, Sheffield/Sheffield Lake, as well as urban and suburban Elyria.

TUITION POLICY

The tuition policy for St. Mary School is determined by carefully studying the enrollment and financial situation of the school by the Parish Finance Council. It gives its recommendations to the pastor.

All families may request financial assistance by completing the required financial aid forms. No scholarships or grants will be considered unless the financial aid form is filled out and mailed to the appropriate address.

Qualifying students may also complete an Ed Choice Scholarship application, EdChoice Expansion Scholarship application, or a Jon Peterson Scholarship application paying close attention to deadlines.

Families who are parishioners of another Catholic parish are to contact their pastor regarding what assistance their parish provides for children attending St. Mary School. Please have him complete the "Other Parish" Assistance Form.

A deduction of \$100 per family is offered for full payment of tuition for students in Grades K-8 if payment is made by the designated date.

TUITION PAYMENT & TUITION DELINQUENCY POLICY

Parents are required to sign up with our designated tuition company. Monthly payments will be automatically withdrawn from the parent's financial institution by the tuition company. Ten monthly withdrawals begin in July and continue through April.

Tuition Delinquency Policy:

1. At the beginning of the school year, tuition payments must be current for child/children to begin school. Extenuating circumstances need to be discussed with the pastor.
2. Tuition payments past 30 days due will be considered delinquent. After 30 days past due, a phone call will be made by the pastor or his delegate to the parents to inquire about the circumstances that have caused the delinquency in payment.
3. The tuition company will assess the designated account monthly. If there are insufficient funds in the bank account, a service charge will be assessed. The banking institution will also assess a service charge for insufficient funds. These service charges cannot be waived once they are assessed. It is the responsibility of the parent to call the tuition company to notify them if funds will not be available on the normal withdrawal date.
4. Parents will be informed that within seven days. It is their responsibility to make the delinquent payment **OR** contact the pastor to explore options for payment. If the parent does not call or make payment by the seventh day, a process for withdrawal and transfer from St. Mary School will begin to take place.
5. Student interim reports, report cards, and permanent records will be held for all unresolved delinquencies.

WITHDRAWAL FROM SCHOOL

1. A parent must come in person to the school office to complete and sign a withdrawal from school form. The local public school where the student resides is notified of the withdrawal.
2. A copy of the permanent record card and health record is to be sent to the receiving school upon request and prior written authorization of the parents. If the child leaves the school before the first report card has been issued, he/she should receive grades based upon the completed work. These grades and the number of days absent and tardy should be indicated on the permanent record in pencil. Otherwise, term grades are averaged and entered on the permanent record card.
3. The permanent record card will be withheld if tuition or fees are owed. The health record and state and standardized test results may be sent if prior written authorization has been obtained.

SCHOOL DAY

The school day begins at **7:45 a.m.** and ends at **2:30 p.m.** Students who arrive after **7:45 a.m.** will be marked tardy. The time the student signs in will determine what portion of the day the student will be marked absent.

ST. MARY SCHOOL UNIFORM REGULATIONS – Revised September 2021

Uniforms are a requirement for students in Grades K-8. Schoolbelles has the correct style of clothing for girls and boys. When shopping for school clothes, please refer to the Schoolbelles catalog. If you can find a better price of the same style, they will be acceptable. St. Mary School has a resale shop where parents can purchase gently used uniform clothing.

GIRLS K-8

- a. St. Mary School plaid, navy blue or khaki uniform split skirt, skorts, pleated, or kilt skirt
- b. St. Mary School plaid, navy blue or khaki traditional uniform-style or corduroy pants (no rivets, extra big pockets or side leg pockets). NO leggings/jeggings unless worn under skirts
- c. St. Mary School plaid, navy blue or khaki traditional uniform-style walking shorts

Shirts:

White, navy blue or light blue collared button-up blouse (long or short sleeve), knit polo or turtleneck worn with modest undergarments

One of the following may be worn with skirts, skorts, shorts and pants:

- a. Navy blue or white sweater (v-neck, crew neck, or cardigan)
- b. St. Mary School/Cougar sweatshirt (NO HOODS)

Socks:

- a. Solid white, black, navy or khaki/cream ankle socks (**MUST COVER ANKLE**), knee socks or tights
- b. No nylons permitted **EXCEPT** on dress-up days

NOTES:

Hip huggers and excessively tight pants are not acceptable. The length of skirts/jumpers will not exceed two inches above the knee.

Jerseys may be worn over uniform shirts on game days or Fridays.

BOYS K-8

- a. Navy blue or khaki traditional uniform-style pants or corduroy (no rivets, extra big pockets or side leg pockets)
- b. Navy blue or khaki traditional uniform-style walking shorts

Shirts: (MUST BE TUCKED IN AT ALL TIMES)

- a. White, navy blue or light blue tailored, dress oxford (long or short sleeve, knit polo, or turtleneck)
- b. Undershirts must be white

One of the following may be worn:

- a. Navy blue sweater (v-neck, crew neck or cardigan)
- b. St. Mary School/Cougar sweatshirt (NO HOODS)

Socks:

Solid white, black, navy blue or khaki/cream socks - **MUST COVER ANKLE**

NOTE:

Jerseys may be worn over uniform shirts on game days or Fridays before weekend games.

THE FOLLOWING INFORMATION IS FOR GIRLS & BOYS - K-8

Shoes:

Black, navy or white athletic shoes (no colored shoe laces) OR brown, black or navy solid colored school shoes with non-marring soles. Saddle shoes are acceptable also. All laces must match the color of the shoe. **Closed** heel and toe, **Heels not to exceed 1 inch from the sole**; refer to the Schoolbelles catalog for acceptable shoe suggestions.

For safety reasons sandals are not permitted, and shoes must fit securely.

Waistband:

The waistband of the girls' uniform and the belt of the boys' uniform **must be visible at all times; Grades 2-8** - If there are belt loops on pants, a black, navy or brown belt **MUST** be worn and **MUST** be visible.

Make-up:

No make-up of any type. This includes nail polish, lipstick, lip gloss, blush or any eye make-up.

Jewelry:

Jewelry and accessories brought or worn to school must be in good taste and reflect the philosophy of St. Mary School. Only the following will be permitted: wrist watches (silenced), a necklace, bracelet and/or "charity bracelet" may be worn. Girls may wear one set of small post earrings in the lobe - one in each ear.

Hair:

Boys hair length should be above the shirt collar and should not be in the eyes

Boys & girls - No extreme hairstyles or extreme accessories

Boys & girls - No chemically altered hair color including highlights or bleaching

Winter Weather:

Students must be dressed appropriately for the weather conditions (i.e., hat, gloves, boots, and scarves). Boots must be worn during inclement weather. Students must change into their school shoes before entering the classrooms.

Extreme Styles:

Extreme clothing styles or "SAGGING" is NEVER ALLOWED whether in uniform pants, slacks, or on any dress down days. Clothes cannot be ripped or torn.

PHYSICAL EDUCATION UNIFORM – GRADES K-8

Boys & Girls - The REQUIRED uniform for Physical Education classes is:

Shirt: PLAIN dark gray t-shirt (or gray St. Mary Cougar t-shirt previously sold as phys. ed. shirt)

Bottoms:

a. Longer legged plain navy mesh athletic** shorts (or St. Mary Cougar shorts previously sold as phys. ed. shorts)

b. Plain navy blue sweatpants** for cold weather (or St. Mary Cougar sweatpants previously sold as phys. ed sweatpants)

c. NO TIGHTS/LEGGINGS

Socks: White crew socks which cover the ankle

Shoes: Athletic shoes with non-marring soles

ST. MARY SPIRIT DAY DRESS CODE

The dress code for St. Mary Spirit Days is as follows:

- Any St. Mary shirt or sweatshirt may be worn (NO HOODS)
- Jeans or school uniform pants may be worn (NO CLOTHING WITH RIPS OR HOLES)
- Sweatpants MAY NOT be worn
- Navy or khaki school shorts may be worn
- All other aspects of the dress code still apply
- A student may always wear his/her school uniform, if they choose

DRESS DOWN DAYS

On dress down days the students are to wear clothing appropriate for a Catholic school setting. No leggings or tight slacks or shorts, no revealing blouses or shirts, no shirts with inappropriate language, no clothing with rips or holes, etc., may be worn.

BREAKFAST AND LUNCH PROGRAMS

A breakfast and hot lunch program is available to the children at St. Mary School. Families are provided with the daily lunch and breakfast menu. At the present time any student may receive a free breakfast and a free lunch.

EMERGENCY CLOSING OF SCHOOL

St. Mary School will close for inclement weather when the Elyria City School District closes. Listen to the television stations and/or local radio stations for the announcement of the closure. Text alerts will be made using the Remind 101 system. Parents must register for this service. Please do not call the school or parish offices. We are waiting for the same announcement.

For other emergency closings, such as heat or water problems, St. Mary School will notify the television stations, radio stations and use Remind 101 to announce the closing.

RELIGIOUS EDUCATION

Religious guidance in the elementary school is integral to the education program and should be incorporated into all areas of the curriculum. The major focus of all guidance activities in Catholic elementary schools is the development of the whole child in an atmosphere of a caring Catholic community. Woven throughout the curriculum strands is Catholic identity. Character education and programs that promote healthy relationships are implemented.

Sacramental preparation is in conjunction with the parish catechetical leader. Second graders prepare for the sacraments of Reconciliation and Eucharist. Eighth graders receive Confirmation preparation.

All-school liturgy is celebrated monthly as well as grade level Masses. Religious education guidance, along with faculty help, is used to assist student liturgy preparation and participation. Prayer services are held at different times throughout the year. Training as an altar server is available for Catholic students in grades 5-8.

Christian formation in sexuality is incorporated in grades K-8 following curriculum guidelines and the Call to Protect program.

EDUCATIONAL PROGRAMS AND SUPPORT

The school:

- Operates an instructional program that has been developed from best practices to ensure that each student is encouraged to reach his/her potential.
- Cultivates partnerships with key stakeholders to support the educational program.
- Designs and implements educational programs and experiences that provide a high quality Catholic education for all students.
- Provides students with sufficient time and opportunity to meet diocesan and school performance requirements and objectives measured by required state-mandated tests.

School support services foster Catholic identity and create a safe and healthy environment for students.

Instruction includes intervention that is designed to meet student needs.

Instruction and instructional activities:

- Are consistent with educational research and proven best practices.
- Are appropriate to student ages, developmental needs, learning styles, abilities, and English proficiency.
- Are designed so that each student reaches his/her academic potential and eases the transition as a student moves from one educational environment to another.
- Are designed to include additional time for the teaching of according to the directive of the Catholic Office of Education for all grade levels.
- Are based on diocesan approved school curriculum that is consistent with the requirements of the Ohio Revised Code and the Ohio Catholic School Accrediting Association.

Grades Preschool through Grade 8 follow state and diocesan curriculum guidelines.

All students study: religion, mathematics, English, language arts, science, health, social studies, physical education, computer science, music, art, and Spanish.

The junior high program is directed toward the specific needs of young teenagers to prepare them for high school. The required subjects are taught on a modified departmental basis and include: religion, mathematics, computer science, English, science, literature, social studies, health, physical education, music, art, and Spanish.

State law requires all students to participate in physical education classes. Only an excuse from a doctor stating the reason and the length of time the student is to be excused will exempt a student from participating in physical education classes.

HOMEWORK

A reasonable amount of homework will be given. The assignments will be an extension of class work: 1) to supplement learning, 2) to review independently what was taught in class, and 3) to provide opportunities to use research skills.

Time allotment for homework depends on the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all, since children work at different rates of speed. If parents feel that the homework assignments are excessive, privately discuss this with the teacher.

When a student's absence is reported to the office in the morning, homework can be requested to be sent home or picked up at the office by 3:00 p.m. Requests to pick up homework before the end

of the school day cannot be honored. Teachers will do their best to provide as much missed work as possible. However, in some cases a teacher must provide instruction or explanation of directions before an assignment can be given. Teachers may use Google Classroom to post daily assignments online.

Students will be given an adequate amount of time to complete missed assignments due to absence. The teacher based on the length of absence, difficulty of the assignment, etc. will determine the time. It is recommended that the student or parent discuss specific deadlines with the teacher.

EVALUATION OF STUDENTS

Grading Scale

Diocesan Scale		O, S, N, U Scale	
A+	100 - 98%	O	100 – 93%
A	97 - 95%	S+	92 – 87%
A-	94 – 93%	S	86 – 79%
B+	92 – 90%	S-	78 – 77%
B	89 – 87%	N	76 – 70%
B-	86 – 85%	U	69 – 0%
C+	84 – 82%		
C	81 – 79%		
C-	78 – 77%		
D+	76 – 75%		
D	74 – 72%		
D-	71 – 70%		
F	69 – 0%		

Report Cards

Report cards are issued quarterly to all students. They should be signed and returned to the school within one week with the exception of the fourth quarter report card. The fourth quarter report card is mailed.

Progress Reports

Approximately halfway through a grading period, reports are issued to parents to inform them of their child(ren)'s progress. They should be signed and returned to the school within one week. If a missing assignment sheet is attached, the work should be completed and returned to school. In addition to the progress reports, grades are updated on your family's Gradelock account. Some teachers may be using Google Classroom and parents can receive updates on work completion if they respond to the parent-invite sent by the teacher.

Parent-Teacher Conferences

In the case of the individual child, there is nothing more helpful to the child, to the teacher, or to the parent than a meeting to discuss ways of cooperatively helping the child. All families are required to attend the annual fall parent-teacher conferences. Pre-school parents will have an additional spring parent-teacher conference to create a transition to kindergarten plan. Information surrounding scheduling is sent home a couple of weeks in advance. Conferences can be scheduled with the teacher any time throughout the school year.

Honors and Awards

Honors are given at the end of each quarter. An honors assembly is held at the end of the school year. The honors requirements for grades 4-8 are listed below:

First Honors	A average	3.80-4.0+
Second Honors	B+ average	3.40-3.79
Third Honors	B average	3.00-3.39

EDUCATIONAL RESOURCES

Auxiliary Services

These programs are paid for with State of Ohio funding which provide students extra support and services. St. Mary School has a school psychologist, math and reading tutors, school nurse, speech therapist, school counselor, Title I tutor, and intervention specialist.

Library

All grades have an assigned library period each week during which students check out books (except preschool), have book reviews, and/or library instruction. Reference books and periodicals are available to students for home use. Students are responsible for books checked out to them. Students are not permitted to check out additional books until all books are returned. Lost books should be reported immediately. Students shall be charged the replacement cost of lost and/or damaged books.

Computer Lab

Students in Kindergarten through Grade 8 have one computer lab class period each week. SmartBoards or ActivPanels have been installed in classrooms for teachers and students to use as an educational resource. To aid in technology integration, Chromebooks and iPads are available to be used in the classrooms. Chromebooks or iPads may be taken home on a case by case basis.

Band

Opportunities for instruction in instrumental music and participation in our school band are provided for students in grades 4-8. A qualified music/band instructor gives music lessons during the school day. An introduction to instrumental music using flutophones is provided in grade 3. No previous musical experience is necessary. Fees are paid at the school office.

Educational Field Trips

Educational field trips are pre-planned experiences related to the curriculum. Written parent permission is obtained prior to each field trip.

Resident Outdoor Education is available for the fifth grade students, which is an overnight experience. Specific information regarding the program is sent home to parents at the appropriate time. This has been cancelled due to the COVID-19 pandemic. We will aim to extend this to 6th graders so they have the opportunity to attend.

Parents are often asked to accompany students on field trips. Their role is to act as supervisors under the direction of the teachers to provide for the well-being and safety of the students. Chaperones are to refrain from taking and posting pictures to social media due to privacy issues.

Transportation for field trips is either by bus or car, depending on availability and distance. If a car is used, the driver must present to the office his/her driver's license and proof of insurance, one week prior to the field trip. When students are transported by car, parents must provide a car seat/booster seat for each child in accordance with current state law.

Testing Programs

Students entering Kindergarten are given a screening/assessment. Students in Grades 1, 3, 5, and 7 are given the Cognitive Abilities Test (CAT). The Cognitive Abilities test seeks to measure the individual student's innate ability.

Students in grades K – 8 are given the Measures of Academic Progress (MAP) assessments three times a year. These tests assess the student's achievement levels in reading, language arts, math and science in order to identify the individual academic needs for all students. Students attending St. Mary School under one of the state scholarship programs are required to take the state tests.

Students in grades 5 and 8 are given the Assessment of Catechesis of Religious Education (ACRE test).

SCHOOL ATTENDANCE

Regular attendance and punctuality are important in developing habits and attitudes of responsible behavior. Throughout the entire day foundations are learned upon which the child builds and develops skills and habits that will ensure his or her progress. It is the responsibility of the home to have students in regular attendance. Attending school regularly helps children feel better about themselves and creates habits they can continue through their entire academic careers. While students sometimes get sick or have medical appointments, missing any amount of school can be harmful to their learning.

Absence/Reporting Absence

If a student is absent, state regulations require parents to notify the school office by phone (440) 322-2808 extension 242. Please call before 8:00 a.m. with a reason for the absence. If a call is not received, the school will try to contact you. Messages can be left on the school's voicemail.

After an absence, a **written excuse with the specific reason for the absence must be presented** to the teacher on the day of the child's return to classes. This is **in addition** to the phone call to the school office. A doctor's note is required for three or more missed days due to illness. When a child

is absent three or more days, please contact the school office by phone or note to make a request for work. Please allow a reasonable amount of time for the teacher to gather books and assignments.

A student is considered truant until the parent/guardian contact has been made. O.R.C. 3313.1205 requires the parent/guardian to provide the school with the current address, telephone number, employment number, and an emergency number. Failure to comply with attendance policies will result in disciplinary action, the implementation of an attendance intervention plan as determined by the Ohio Department of Education and/or referral to the Lorain County Children Services.

	Consecutive hours	Hours per school month	Hours per school year
Habitual Truancy	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences	--	38 with or without legitimate excuse	65 with or without legitimate excuse
Chronic Absenteeism	--	--	10% with or without legitimate excuse

(Source: Ohio Department of Education)

It is especially important to notify the school if a child has contracted a contagious disease such as strep throat, pink eye, flu, or COVID-19. Students absent from school all day will not be permitted to participate or spectate in ANY extracurricular activities for that day.
(Source: Ohio Department of Education)

Tardiness

Latecomers must stop at the secretary's office (Marian Building, Room 102) for a tardy slip. Since tardiness interferes with the child's progress in school and disrupts the classroom routine, the cooperation of the parents in cultivating the habit of punctuality is earnestly requested. Attendance will be recorded as follows.

	Sign-In Time	Sign-Out Time
Tardy	7:45-8:00	
¼ Day Absent	8:01-9:30	12:31-2:00
½ Day Absent	9:31-11:00	11:01-12:30
¾ Day Absent	11:01-12:30	9:31-11:00
Full Day Absent	12:31-2:00	8:01-9:30

If signed out between 2:01-2:30, it will be marked as 1/8 day absent.

After a student is tardy five times in one quarter, a note from the teacher will be sent home to be signed by a parent.

If the student continues to be tardy, a meeting with the principal, teacher, parent and student will be scheduled.

Note that tardiness due to medical/dental appointments will not be included in the above.

Early Dismissals

If a student must leave school early, it is necessary for the office to have a signed note from the parents stating the reasons for the early dismissal. Please send this note through the classroom teacher so he/she will be aware of the early dismissal. The note should then be forwarded to the school office. All students dismissed early must be picked up in the school office by the parent or parent representative. This person must sign the student out. No student is permitted to leave the school grounds during the school day without the written permission of the parent. When returning to school, the parent should come to the office and sign in the child.

Absences due to appointments should be kept to a minimum. A note from the parent or, if needed, the doctor should be presented at school before the day of the actual appointment. Parents are to come to the school office to sign out children.

Appointments should not be made during the time of final exams or during standardized testing times.

Vacations

Family vacations should be planned to coincide with the school calendar, because missing school is detrimental to the child's education. If children are absent from school for a vacation, it is the complete responsibility of the student and parents to see that assignments and tests are made up. Assignments must be completed in a reasonable amount of time.

Parents should contact the principal, teacher, and school office as soon as possible to notify the school that students will be absent for a vacation. After the vacation, the student and/or parent should contact the teacher regarding the work missed. Time will need to be arranged to teach the new concepts that were taught, to schedule the evaluations, which must be done, and to complete the assignments missed. This may require that the student stay after school or miss recess. This is at the discretion of the teacher.

Vacations should not be scheduled during standardized testing time and exam week.

MEDICINES – PRESCRIPTION AND OVER-THE-COUNTER

The Ohio Legislature has set up definite guidelines concerning the dispensing of medicine to children. If it is necessary for your child to take ANY medication during school hours, please request a medication form from the school office or school nurse. One is also sent home in the back-to-school packet in August. This form includes both prescription and over-the-counter medication.

All medicines must come to the office and the school nurse will dispense them at the appropriate times. Children may not be in possession of ANY medication (prescribed or over-the-counter drugs) while in school.

IMMUNIZATIONS

At the initial entry or at the beginning of each school year, every student must present written evidence that he/she has been immunized following the directives of the Ohio Department of Health against various diseases, including, mumps, measles, poliomyelitis, diphtheria, pertussis, tetanus, and rubella.

Written proof of immunizations must be shown within fifteen (15) school days. If it is not, the student will be removed from classes.

CONTAGIOUS DISEASES

Parents are asked to contact the school office when their child has been diagnosed or suspects their child as being contagious. This includes strep throat, pink eye, head lice, chicken pox, and COVID-19.

Please see the Covid Policy Addendum for what to do in specific situations regarding COVID-19 and its symptoms.

If a child is sent home with a fever and/or vomiting at school, please keep him/her home for twenty-four (24) hours. Please do not send children to school who are sick. This is unfair to the child, his/her classmates, and the teacher.

When a child returns to school, a written excuse is necessary. This is required even though a phone call has been previously made to the school.

TRANSPORTATION AND SAFETY REGULATIONS

In regards to all methods of students' departure for home at the end of the school day, a note to the teacher or a phone call to the office is required for a student to change his/her normal mode of transportation. If we do not have one of these, the student is required to take the normal transportation home.

Walkers

Children who walk to school are to go directly home when they are dismissed. They are to use Fourth Street, not St. Mary's Way, to go to either Middle Avenue or East Avenue. Students should arrive no earlier than 7:15 a.m.

Car Riders

Please follow the traffic pattern that is distributed at the beginning of the school year in the back to school packet. If other family members or friends are asked to pick up your child during the course of the year, please make them aware of the traffic pattern. This is for the safety of your child and every child.

After school, cars may park in the far end of the playground up as far as the back fence. Do not park by the east entrance of the St. Joseph building. Cars pick up in this area. Do not park in the area directly in front of the Marian Building, as cars pick up in this area.

Please be considerate and cautious. A small child is difficult to see when behind a car. Drive very slowly on the playground and through St. Mary's Way. **A FEW MINUTES OF INCONVENIENCE IS WORTH ONE CHILD'S SAFETY . . . ONE CHILD'S LIFE.** If for any reason one has to cross a street, especially St. Mary's Way, use the crosswalk for everyone's safety.

Bus Riders - At this time, all bus riders are required to wear a face mask.

A request for bus transportation for all new students must be obtained in the school office.

Pupils should conduct themselves as they would in school while on the bus. In the event of misbehavior, the child will receive a warning from the driver to be signed by both the principal and the parent. We cannot endanger the welfare of the pupils on the bus due to the misbehavior of a few. **THEREFORE, MISBEHAVIOR ON THE BUS MAY RESULT IN THE LOSS OF TRANSPORTATION PRIVILEGES, SUSPENSION, OR EXPULSION FROM SCHOOL.**

Only authorized students are permitted to ride the school bus. The principal, teachers, or office staff may not give permission to ride a different bus. Permission must be requested from the bus district.

CAFETERIA AND PLAYGROUND SUPERVISION

Adults supervise the cafeteria and playground areas. A list of playground and cafeteria rules is made known to the students along with periodic reminders. Respect for these supervisors and the rules are essential to ensure the students' safety and the continued privilege of enjoying recess.

LUNCH and RECESS RULES

The following rules are to be followed in the cafeteria during lunch times:

1. The students are to sit in their seats the entire lunch period.
2. Students should use indoor voices.
3. No throwing food or garbage on the floor or at each other.
4. The students are to use the restrooms before or after the lunch periods begin.
5. The students are responsible for their garbage and keeping their eating area picked up.
6. The students are to respect the lunch monitors and follow their instructions.

The following rules are to be followed in the classrooms during indoor recess:

1. Students are to stay in their classroom seats.
2. Students should use indoor voices.
3. Students are to play board games, read books, draw, or play-organized games at their seats.
4. No electronic devices are permitted
5. The students are to use the restrooms before or after recess.
6. The recess monitors will dismiss the students.
7. The students are to respect the recess monitors and follow their directions.

The following rules are to be followed during outdoor recess:

1. Students in grades preschool through grade 3 may use the bars, slides, and apparatus. Grades 4 through 8 may use the equipment when the younger students are not at recess.
2. At the sound of the bell/whistle, all students will walk to their line up positions. No playing in line is allowed.
3. Recess monitors may seat misbehaving students in an isolated place within their supervision area.
4. At no time is any student allowed on top of the equipment.
5. Follow directions of recess monitors. Talking back, rudeness, or disrespectful tone of voice will not be tolerated.
6. No chasing, pulling or tugging on clothing.
7. Jump ropes are to be used only for jumping rope.

All Bars and Apparatus:

1. Students may not jump off any slides or bar equipment.
2. Only one person is allowed at the top of the slide at a time. Students must go down on their bottoms, facing forward.
3. One student at a time on: climbing bars, ladders, slides, and bouncing items.

Ball Rules:

1. The recess monitors will oversee getting balls that go off of school property or out of the designated playground area.
2. Balls may be kicked in designated areas on the playground.
3. Balls should be kicked facing away from the buildings, and windows.
4. Balls are not to be bounced or thrown against walls, in hallways, or after the bell rings.
5. The basketball hoop should be used for playing basketball. Hanging from the rim or net is forbidden.

These rules apply before, during and after school including when parents are supervising their own children.

EXTRA-CURRICULAR PROGRAMS

Extra-curricular activities available for our students are: altar servers, Student Council, band, choir, Boy Scouts, Girl Scouts, CYO sports, including football, volleyball, cross country, cheerleading, basketball, track, Future Catholic Teachers Club, Academic Challenge, yearbook, Art Club, and Educational Enhancement Programs. These programs may take place before, after, or during the school day.

Students, who participate in after-school sports, will not be supervised by faculty and/or staff members. Coaches should schedule times when they will be present AT ALL TIMES to supervise the children.

FAMILY/CUSTODIAL SITUATIONS

St. Mary School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For these reasons we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations. In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Mary School personnel will, therefore, send home notices, communications, etc., with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to: conference appointments, report cards, mid-quarters, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to the parent who currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. St. Mary School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear *custody by one parent*, the principal is to be informed by the residential parent of this fact. A copy of the **entire** decree bearing the case number, including the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the residential parent. Residential parents should understand, however, that unless the divorce decree specifically limits the non-residential parent's right to access to records, the non-residential parent has a right to the same access as the residential parent. We will, unless instructed by a Court Order, release such records upon request to the non-residential parent. "Records" includes official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non-residential parent has the right to attend any school activity of their child that includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children. In cases of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that *one* conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding or misinterpretations. In cases where joint conferences are *clearly* neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by diocesan legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

LEGAL CONCERNS

St. Mary School conforms to the recommended policies of the Cleveland Catholic Diocese in regards to legal issues.

CHILD ABUSE

Since all school employees are mandated reporters under Ohio law (ORC 2151.421), they shall report all known or suspected child abuse.

If such an individual, in his or her official or professional capacity, knows or suspects that a child under 18 years of age or a mentally retarded, developmentally disabled, or physically impaired person under 21 years of age has suffered or faces a threat of suffering any physical, emotional, or sexual abuse, the mandated reporter must **immediately** contact one of the following authorities: The

County Department of Children and Family Services Child Abuse Hotline, a sheriff/deputy sheriff, or a municipal peace (police) officer. With the revision to the reporting statute, the mandated reporter must **personally** make the call. All mandated reporters are required by Ohio law ORC 2921.22) to report child abuse and are under criminal consequences for failure to do so.

STUDENT THREATS

1. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
2. Whoever hears the threat should report it immediately to the principal.
3. In appropriate cases, the police should be notified immediately.
4. If the police are notified, the student should be kept in the principal's office under supervision.
5. The parent/guardian of the student who has made the threat shall be notified immediately.
6. Any adult or the parent/guardian or any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
7. The student may be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.)
8. Counseling may be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.

HARASSMENT POLICY

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

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

PROCEDURE TO FILE A HARASSMENT COMPLAINT:

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

1. A complaint of harassment is to be made to the principal or pastor, or assistant principal (if the principal is the alleged harasser) and shall be as specific as possible regarding details. If an employee makes the complaint, it shall be in writing.
2. The principal shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge of harassment.
4. Stress the need for confidentiality with due regard for the need to conduct a thorough investigation.
5. No reprisals will be tolerated against complainants, witnesses, or individuals involved in the investigation.

6. The principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

HARASSMENT INVESTIGATION PROCEDURE:

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

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

No one shall retaliate against any employee or student because he/she filed a harassment complaint, assisted or participated in a harassment investigation, proceeding or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy.

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

If the investigator is the alleged harasser or a witness to the incident, an alternate investigator shall be designated.

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

WEAPONS POLICY

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, St. Mary School expressly prohibits the use, possession, sale, or discharge of any weapons, dangerous objects, or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy applies to all students, participants in parish programs, teachers, administrators, volunteers and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, dangerous object, object used as a weapon, deadly weapon, or an object that is indistinguishable from a deadly weapon, or explosive or incendiary device. An object that is indistinguishable from a deadly weapon is prohibited if a person indicates that he or she possesses the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon. A deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed and used as a weapon" (O.R.C. 2923.211A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department and your area assistant superintendent before

confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

Searches of School Property

All property of the school, including students' desks and lockers as well as their contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property.

Searches of Student's Person and Personal Property

The search of a student's person or handbag currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, dangerous objects, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

CELL PHONES, ELECTRONIC DEVICES, CAMERAS

Student use of cell phones, electronic devices, and cameras of any type are **prohibited** at school, recess and on school-sponsored field trips. A request for permission for the use of cell phones, electronic devices and/or cameras will or will not be granted by teachers or administration before the event. Please request permission at least a day before the event. Do not bring these materials on the day of the event with the request. These items may be confiscated and returned to the parents only after consultation with the principal. Any deviation from this rule must be cleared through the office.

Bringing cell phones to school is discouraged. However, if (with parental consent) a student needs to bring a cell phone to school, the cell phone must be given to the classroom teacher at the beginning of the day. Failure to comply with this regulation will result in confiscation of the cell phone. A parent or guardian will need to meet with the principal who will then return the cell phone to the parent.

BIRTHDAY CELEBRATION POLICY

NO FOOD items are to be brought to school for birthday celebrations. Alternatives such as pencils, stickers, bookmarks, or a book donated to the classroom or library are acceptable. If food treats are brought in they must be wrapped and taken home to be eaten at the child's parents discretion.

Students may "dress up" to celebrate their birthday. Jeans, shorts, and t-shirts are not acceptable "dress-up" clothes.

ST. MARY'S PARENT-TEACHER UNIT

St. Mary's Parent-Teacher Unit is a supportive organization of the school. Through the proceeds of its activities, it offers speakers on educationally related topics, provides an annual library budget, a maintenance budget for art, music, and physical education equipment, and purchases educational materials and other items or services for the school as the need arises.

Any parent, guardian, or teacher who is interested may become an active member. Some of the ways the PTU is involved in the school are as listed here:

- * PTU Newsletter
- * Room mothers
- * Sponsoring fund raisers
- * Purchasing needed equipment, material, etc., for the school, the library, and classrooms
- * Baking for school activities
- * Additional activities and services that provide learning opportunities and enhance the environment of the school.

VOLUNTEERS

Volunteers having unsupervised contact with students on a regular basis must complete Virtus training and have on file a background check completed every five years.

Should the need arise, St. Mary School reserves the right to amend this handbook at any time.

Covid-19 Addendum

Policies regarding Covid 19

1.) Daily Health Check at Home

- A. Temperature Check
- B. Assess the child for these symptoms: fever greater than 100 degrees, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

*** If the child has a fever of greater than 100 degrees Fahrenheit or is experiencing any other symptom listed above (or as updated from time to time by the school), the child must stay home from school and the parent must notify the school.

2.) School must be notified by families, caregivers, and staff if these situations occur:

- A. They have been exposed to COVID-19.
- B. They, or any members of the household have been diagnosed with or presumed to have COVID-19.
- C. They are quarantined.

*** Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days or as otherwise advised or instructed by the local health department. Students who travel to a location with known community spread may choose to self-quarantine at home for 14 days.

3.) Handwashing and Sanitizing

- A. Students hand wash frequently for at least 20 seconds (before and after eating, after restroom use, blowing nose, coughing, sneezing or touching garbage)
- B. Hand sanitizer will be provided by school to be used as needed for example when entering the school or entering and exiting the classroom.

5.) Social Distancing

- A. Maintain 3-6 ft. distancing in classrooms, hallways, restrooms, cafeteria, and pick-up / drop off areas.
- B. Follow all directions given or posted about social distancing.
- C. Follow all floor or other markings which show the flow of traffic.
- D. Avoid sharing items, materials and spaces with others.
- E. Maintain social distancing on the bus to and from school.

6.) Facemasks and Coverings

- A. Based on information from the health department, it is strongly recommended that students wear facemasks while at school and in church. The policy is subject to change should conditions warrant.
- B. Facemasks are required to be worn on the bus.

7.) Students who become Sick at School

A student who, while at school, develops a fever of greater than 100 degrees or exhibits any one or more of the symptoms of COVID-19 (not including anything that the school administration reasonably believes to be unrelated to illness, such as allergies, or isolated incidents of coughing or sneezing) may not remain at school and must be picked up and taken home as soon as possible.

- A. Students will be directed to a designated isolated area (monitored by staff) until they go home.
- B. In case of suspected or confirmed cases of COVID-19, the school will call the local health department to report the matter and obtain guidance.
- C. Students who have a suspected case or confirmed case of COVID-19 may not return to school until he/she meets the CDC's guidelines.
- D. Others who may have been potentially exposed will be notified in accordance with the directives of the local health department.