

St. Mary's School

2017/2018

Parent/Student Handbook

Be it known

To all who enter here,

That Christ is the reason

For this school,

The unseen but ever present

Teacher in its classes,

The model of its faculty,

The inspiration of

Its students.

POLICY STATEMENT

In order to ensure an orderly and equitable admission for children to St. Mary's Catholic School (hereinafter referenced as the "School"), this policy and procedures is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the School Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

A. Primary Goal – Catholic Education

The primary goal of the School is to provide a Catholic education to the children in the Parish in accordance with the mission statement of the School, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School

B. Accommodation of Students with Special Needs

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Parishioner Status

Regular attendance at mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the Parish will be expected by Catholic families of students attending or wishing to attend the School. All School families will participate in a registration process that will help establish each family's gifts of Time, Talent, and Treasure. Families meeting these criteria will be deemed "participating parishioners" for purposes of determining the rate of tuition. All other families will be considered "non-participating" for purposes of tuition.

NON-DISCRIMINATORY POLICY OF ST. MARY'S SCHOOL

The School Commission, Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools with prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to any students who publicly advocate any practices or doctrines with are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

In response to the religious practices of some faiths, it is important to note that the school will retain the right to limit or prohibit the wearing of any item that is considered by the school to be a violation of school policy.

The school reserves the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

ADMISSION SELECTION PROCEDURES

Beginning with the spring registration date each year, without exception, students registering for grades 1 through 8, will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms according to the following categories in order of preference:

1. Current students of the School.
2. Catholic children of participating parishioners (as defined in C above) who are siblings of students attending the School in the current school year.
3. Catholic children of participating parishioners who are siblings of a graduate of the School.
4. Catholic children of participating parishioners.
5. Catholic children of non-participating parishioners who are siblings of students attending the School in the current school year.
6. Catholic children of non-participating parishioners who are siblings of a graduate of the School.
7. Catholic children of non-participating parishioners.
8. Non-parishioner Catholic children
9. Non-Catholic children.

TRANSFER STUDENTS

Students in good standing from another school will be considered for transfer admission after the following has been accomplished.

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of the School.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
4. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Section 504 Plan or Individual Catholic Education Plan (ICEP).
5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
6. Updated immunization records have been received.
7. Applicants for admission to grades 6,7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the School.
8. **NOTE:** Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be

successful in the Catholic educational setting, and an opening exists; the student may be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

CURRICULUM

The curriculum includes the following subjects: Religion, Math, Language Arts (Reading, English, Spelling, Handwriting), Social Studies, Science, Art, Music, Physical Education, Spanish, and Computer. St. Mary's follows the curriculum established by the Office of Catholic Education for the Archdiocese of Indianapolis and the Indiana Curriculum Proficiency Guidelines established by the State of Indiana.

MASS AND SACRAMENTS

All students are privileged to participate in the Liturgy of the Mass at least once during the week. The upper grades also sing at funeral masses.

The Sacrament of Reconciliation can be received during Advent and Lent. The reception of this sacrament at other times should be received with the family on Saturdays, or the times scheduled in the bulletin.

If a child only participates in the Mass and sacraments while at school, they are being denied the beautiful experience of participating with their family and coming to know that faith is first in the family.

RELIGION

Religious education is a life-long process of growing in knowledge and love of God. It begins at birth and does not end until we meet God at death. Thus, it is impossible to teach everything about the faith in a few years.

The Archdiocese of Indianapolis establishes guidelines, which we follow carefully. The guidelines specify expectations for each grade in content, such as doctrine and Church teachings, in values and in behaviors. A standards guideline is available to you at your request.

ADMISSION

Entrance age for kindergarten is five years of age by August 1. Early entrance is accepted only with principal's approval and testing and only if there is room in kindergarten class. Entrance age for the first grade is six years of age by August 1. A copy of the child's birth certificate is required for our file.

Medical history (shot records) and vision examination forms must be submitted at time of enrollment. All immunizations required by Indiana State Law must be listed on the permanent health record. All students must have received their 2nd MMR before entering the 6th grade. Immunization requirements will be checked by the South Dearborn Community School Corporation school nurse. If immunizations are not current, the parents will be notified. Immediate action to bring immunizations up to date will be required for continued enrollment at St. Mary's School.

An emergency contact information form must be on file for each student. This form is renewed each year, as the information must be current and accurate.

A new student must present their last report card. After parents sign the registration form, St. Mary's will request from the previous school the cumulative and health records of the child. These records are always sent from school to school.

In order to receive our parishioner tuition rate, a baptismal certificate is required for Grade 1 and all new students. Interviews with parents and child will be held with the principal for new students entering grades 4-8.

Because we are a Catholic private institution, we do reserve the right to exclude anyone from attending our school at any time.

Voucher students who have met school admissions criteria may have to go through a lottery for selection if there are more voucher applicants than spaces available. Please note students still must meet admission criteria to be eligible for the lottery.

Our lottery date for the 2016-2017 school year is April 1, 2016.

Anti-Idling Policy

Vehicles are not permitted to idle in front of St. Mary's School.

TUITION - BOOK FEES

A tuition plan is available. Payments must be kept current and up to date. Report cards cannot be released unless this condition is met or other arrangements are made with the pastor or principal. Delinquent tuition may result in the termination of the tuition contract. If the termination occurs the student will not be allowed to attend classes at St. Mary's School. The pastor with principal will make the final determination.

Financial aid for parishioners is available. Contact the school office for applications in June.

SERVICE HOURS

Parent involvement is a hallmark of successful schools. St. Mary's School requires 15 volunteer hours, per family. This requirement not only helps to continue to make our programs possible, but enriches students' school experiences as well. There are many opportunities to volunteer both during and outside of our school day. Many people choose to play a large role by serving as an officer for one of our organizations, coaching one of our many sports or academic teams, or chairing committees that organize school fundraisers. There will be several opportunities available in all of these areas. Our PTO plays a large role in many of the school fundraising endeavors and will keep track of service hours to report to the principal. Thank you to all of those who have volunteered their time and effort to make St. Mary's such a special place.

INCLEMENT WEATHER AND EMERGENCY CLOSING OF SCHOOL

In the event school must be closed for inclement weather or for another emergency, the local and Cincinnati radio and television stations will make the announcement. St. Mary's School follows the closing procedure for the South Dearborn Community Schools. When they are closed because of bad weather, St. Mary's will also close. Stations that carry closing announcements are WSCH, WKRC, and WLW.

ATTENDANCE/TARDINESS

Regular attendance and punctuality are the shared responsibility of parents, students, and the school. The following attendance policy of South Dearborn Community School Corporation applies to students of St. Mary's as well:

1. School officials will keep constant and accurate student attendance records.
2. When the student misses **nine days in any one semester (4.5 days per quarter)** the parents or guardian will be informed and notified of the student's attendance record. The principal may deem a letter or conference necessary to accurately inform the parents of the attendance policy. The student may be forced to withdraw from the school for the remainder of the semester.
3. The attendance officer may be called on at any time to visit parents or student in order to encourage good attendance.
4. Being tardy three times constitutes one absence. A student will be considered tardy after 8:05 A.M. (except for those students riding the late bus.)
5. Continued poor student attendance will result in school officials pursuing the Indiana Compulsory Attendance Law.

If your child is absent from school for any reason, **you must phone to notify the school.** If no call is received, the office will call to verify the absence. This is done for two reasons; we are concerned about your child and for safety reasons. When your child returns to school, you must send a note stating the reason for the absence with signature of the parent/guardian.

Please remember that every student has the responsibility to attend school regularly and to be on time. Non-attendance at school does not excuse one from the work that was missed. Parents must make arrangements to get missed assignments home the day of absence. Work not turned in due to an absence may result in a zero.

An excused absence indicates that a student has a valid excuse for being absent and will be allowed to make up missed work. The absence is noted on permanent records. If a student is frequently absent, a doctor's note may be requested by the administrator.

It is the responsibility of the parents and students to request all missed assignments.

Trips planned during the school year are discouraged. 7th and 8th grade students who miss tests due to a trip/vacation will not be able to make up the assessments. This will result as a 0% for all missed tests.

TELEPHONE

Only **urgent** messages will be delivered to the teachers and students during class time. **If a child is not going home in the usual way, a note is required to be sent to the office. Please try to make arrangements before school for any transportation matters.**

To schedule a conference, please leave a message with the school secretary and the call will be returned at the earliest convenience. Discretion by school personnel will be used in allowing students to use the office phone.

Students must ask the teacher's permission to call parents during the school day. Any student having a cell phone must keep the phone in their school bag all day with the ringer turned off. If the cell phone needs to be used during the school day it must be done in the office. Any misuse of a cell phone will result in the phone being taken away, and the student will no longer be permitted to bring it to school.

TAKING MEDICINE

Indiana State Law prohibits school personnel from dispensing any medications without written authorization. If your child needs medication, a written form must be on file in the school office granting permission for him or her to take this medicine. This permission must be renewed annually. **All medication must be kept in the office. Only medication supplied by the parents will be dispensed. Students can be expelled for possession of medication.**

STUDENTS LEAVING SCHOOL DURING THE DAY

A student will be permitted to leave school early only with advance written permission from their parents. Written permission from parents must be addressed to the office and approval must be given. The note should include the following: 1) Reason for requesting early dismissal. 2) When the student will return. 3) If someone other than the parent is to pick up the child this must be written on the note. A record is kept of all early dismissals. You must stop by the office and sign your child out of school.

REPORT CARDS/CONFERENCES

Report cards are issued four times a year, at the end of each quarter.

Parent-teacher conferences may be formally scheduled. A conference may be scheduled at any time during the year by contacting the teacher through the school office or writing to the teacher for an appointment.

Please contact the teacher at the **FIRST** sign of a problem. You should always talk to the teacher concerned about a problem before discussing the matter with anyone else. Usually communications with the teacher can solve any problems that may occur.

GRIEVANCE AND APPEAL PROCEDURE

The following steps should be followed anytime you have questions concerning the teaching styles or policies of St. Mary's School. 1) Request a meeting with the teacher to discuss the matter. 2) Request a meeting with the school principal. 3) Request a meeting with the pastor. **All meetings should be scheduled through the school office, please do not stop in classrooms unexpected to see the teacher.** These steps will help insure that your questions or concerns may be answered as satisfactorily as possible.

DISCIPLINE AND BEHAVIOR

All school and church personnel have the right to be treated with respect and work in a non-threatening environment. Parents and students must always address issues in a respectful and non-threatening manner.

These Rights and Responsibilities are established to build St. Mary's School Community so that all involved are contributing members in this safe, learning environment.

Student Responsibilities

- I have the responsibility to arrive at school on time each day with all my materials, ready to learn.
- I have the responsibility to use my time wisely at school, to listen and follow teacher directions, and to complete my daily class work to the best of my ability.
- I have the responsibility to complete all my homework to the best of my ability and to return it on time.
- I have the responsibility to listen to all school announcements and to deliver all school messages and memos to my parents/guardians promptly.
- I have the responsibility to respect the property and personal space of others and to get permission before using someone else's possessions.
- I have the responsibility to treat others with the same kindness and respect that I also have a right to receive.
- I have the responsibility to help keep our school building and grounds as clean and safe as possible.
- I have the responsibility to play by the rules, stay under control at all times and to demonstrate good teamwork.
- I have the responsibility to set a good example for others by keeping my hands and feet and objects to myself and by not using language that will hurt another's feelings.
- I have the responsibility to take all necessary materials, supplies books to and from school each day.
- I have the responsibility to make up work when I have been absent.
- I have the responsibility to look for ways where I can be of help or service to others.
- I have the responsibility to accept the consequences for my actions, behavior and decisions, and not to blame others or make excuses when I am at fault.
- I have the responsibility to live the Law of Love in my daily activities as Jesus taught me to do.

Student Rights

- I have the right to be valued as a unique, important, and special member of the St. Mary's School Community.
- I have the right to be treated with kindness and respect.
- I have the right to be safe and unafraid in a healthy environment.
- I have the right to learn the things needed to be successful in life.
- I have the right to be heard and to ask questions in a non-threatening, confidential and unbiased manner.

- I have the right to be kept informed of academic progress, assessment and to be recognized for noteworthy accomplishments.
- I have the right to know what behavior is expected of me at all times in every area of the school.

If these Rights and Responsibilities are violated, action will be taken in normal situations by immediate and appropriate consequences. These consequences will be an effective means of learning a better behavior and avoid future problems and thus will help build the School Community. Parental involvement will be requested when necessary.

Suspension, immediate removal from class or school, or expulsion may be deemed necessary for the following list of violations, which are all serious offenses to the Rights of the School Community Members.

1. Damage or destruction to parish/school property or private property on parish premises. Restitution will be required.
2. Fighting/assault/threat/intimidation/harassment.
3. Continued class or school disruption.
4. Open defiance or disregard of reasonable directives by parish or school authorities.
5. Leaving school premises during school hours without permission.
6. Disrespect to a teacher or other school authority.
7. Falsifying information or forgery of school related documents.
8. Use of indecent or obscene language in verbal or written form or in pictures or gestures.
9. Truancy or chronic tardiness.
10. Cheating or plagiarizing.
11. Stealing
12. Possession of narcotics, alcoholic beverages, tobacco or drugs.
13. Possession of dangerous weapons, instruments and objects in school.
14. Any other activity that a pupil knows or should know will disrupt the academic process or a curricular or extra-curricular activity either on the parish premises or on a premise where a school-related activity is taking place.
15. Conduct unbecoming a Christian student.

Minor infractions committed by a student can result in some appropriate form of consequence decided by the teacher or principal. Minor infractions include but are not limited to:

- Gum chewing
- Running in hallways, stairs
- Noise during fire/tornado drills
- Throwing snowballs, rocks, etc. on playground
- Passing notes in class
- Having electronic gadgets in school
- Misusing school computer/technology equipment

Class Room Discipline Procedures:

Teachers will have additional guidelines, approved by the principal, specifically stated and posted in each room. These guidelines will also be sent home with the students.

All students will be informed of the Rights and Responsibilities. The Rights and Responsibilities form will be sent home with each student. It is to be signed by parent and student. These rules, policies and procedures are conditions of participation and do not imply any contractual relationship between the school and the parents or the school and the student. Any breach or failure to adhere to these conditions of participation may result in termination of participation. It is to be returned to the

office and it will be kept on file. These forms may be used as reminders to students of their agreement to follow the Rights and Responsibilities of St. Mary's School Community.

Seclusion and restrain:

St. Mary's School uses guidelines developed by the INPEA for student restraint and/or seclusion. A copy of these guidelines are available in the school office.

Cyber Bullying:

Inappropriate student to student cell phone texts, e-mail, and website postings outside of school have a negative effect on our school's learning environment. This problem has grown quickly out of control in many schools across America. It will not be tolerated at St. Mary's. Cyber-bullying, or the documentation of any inappropriate or illegal action posted on a website or cell phone that is reported to a school staff member, will be passed on to the principal who will notify parents and possibly child services or the police department.

Disciplinary action will be taken. Because we are a Catholic private institution, we do reserve the right to exclude anyone from attending our school at any time. Although this would probably not be the first step in disciplinary action taken, depending on the principal's and pastor's interpretation of the severity of the violation, it could be.

Parents are encouraged to monitor the internet and cell phone activities of their children. Discuss with your child what is and is not appropriate. Do not assume that they know the potential negative effects of their internet and cell phone actions.

SHIRTS:

All students will wear white or navy blue shirts with distinct collars or turtlenecks. Shirts are to be solid with no emblems, markings, logos, or imprints. Shirts must be tucked into pants or skirt during the school day. Students may also wear the navy blue or white St. Mary's polo shirts. All t-shirts worn under shirts must be solid white, navy blue, or tan with no visible marking or logos. Shirt sleeves must cover shoulders. No tank tops!

PANTS/SHORTS:

Students must wear navy blue or tan colored uniform or dress pants. Corduroy dress pants are acceptable (no outside stitching or decorative rivets). No cargo shorts/pants, no jeans or denim like material. All pants must fit properly and have hems: no baggy or tight fitting pants, no logos, no side exterior pockets or zippers, loops, etc., no contrasting stitching or decorations are acceptable. Pants may not drag the ground. Plain belts should be worn with pants when needed.

SHORTS:

Students must wear navy blue or tan dress shorts only. Shorts must have hems and may be no shorter than 5" above the knee and no longer than 5" below the knee. Dress Capri pants are acceptable.

JUMPERS & SKIRTS

All jumpers and skirts must be a solid navy blue or tan – no denim or jean material. Jumpers and skirts must be no shorter than 5" above the knee and no longer than 5" below the knee. Tan, navy blue, and solid white leggings/tights with no frills may be worn.

SWEATERS:

Students may wear cardigan or pull over sweaters in school. Sweaters must be a solid navy blue, solid white, or tan color with no logos, emblems or imprints other than a St. Mary's logo (on the front only).

SWEATSHIRTS:

The only acceptable sweatshirts worn in school are solid navy blue, solid white, or tan color sweatshirts. Sweatshirts may have the St. Mary's name or logo (on front only). Students may only wear a St. Mary's sweatshirt with a blue or white collared shirt under the sweatshirt. Hooded and front pocket sweatshirts are not acceptable.

SHOES:

Shoes must be closed toe and must cover the entire heel of the foot. Shoes that only have a heel strap (sandals/crocs) will not be permitted. (Non-marring) Gym shoes are encouraged for safety purposes. Shoes that light up are not permitted due to the level of distraction that they cause in the classroom.

PE:

Students may bring clothes for PE. However, they will be expected to change into and out of their clothes during the PE class time. Students are responsible to have proper shoes for PE classes with them. Physical Education is a mandatory program for our students. It is important for a child to learn the proper ways to exercise and why exercise is important for their health. A doctor's note is required if your child is not able to participate in a Physical Education activity.

OTHER:

Each student's hair should be kept clean, tidy, and styled in a way that does not obstruct vision (covering one or both eyes).

Students should not be permitted to wear hats during the school day.

Headbands, bows and any other hair accessories should be kept small and simple; following the colors of our student dress code.

Only skin-toned make up and nail polishes are permitted.

No temporary tattoos.

Jewelry should consist only of wrist watches, small rings, a single wrist band, and a single thin chained necklace with a small stone or religious cross or medal. Girls with pierced ears may wear small earlobe size earrings only.

Students may dress out of uniform on Fridays. Other out-of-uniform days will be given at the principal's discretion. Out-of-uniform dress must be respectful school clothes with NO inappropriate sayings/signs/logos such as: sex, drugs, alcohol, or violence. Shirt sleeves must cover shoulders. No tank tops! No yoga pants and leggings may only be worn beneath a skirt or shorts, or worn with a long top.

These rules apply to all school events. The administrator will make the final decision on uniform compliance. Students not conforming to the dress code will remain out of class until parents can bring proper attire. It will be the student's responsibility to make up any work missed while waiting for parents to bring clothing.

HOMEWORK

If homework keeps students working from the time they get home until time to go to bed, something is wrong. This practice should not continue. Please find out if the student is trying to do "a week's work in a single night" because it was put off. If this is not the case, parents should inform the teacher.

Homework, additional practice, and re-enforcement of skills are necessary. Homework assignments are given to fit the student's age and abilities. On average, time that will be required for assignments to be completed at home will be ten minutes per grade level as follows:

1st Grade 10 min.

2nd 20 min.

3rd 30 min.

8th Grade 80 min.

Pupils are required to have and to use the approved assignment book in grades 3-8. Study assignments are equally as important as written assignments.

For questions about the homework policy due to absence, please refer to Attendance/Tardiness.

WITHDRAWAL

When withdrawing a child from school, please notify the principal's office several days in advance. Inform the office of your new address and new school. The new school should be the one to request the student's records.

LUNCH

No child is permitted to leave the school premises without the principal's permission. All children must eat lunch every day. They may buy a hot lunch offered by the cafeteria or bring a lunch from home. Our hot lunch program is federally funded. No soft drinks or restaurant foods in their original wrappers are permitted at lunch. A five-day lunch ticket must be purchased. These tickets entitle the student to 5 meals of their choice and may be used for the salad bar. They do not necessarily have to be used during the week the ticket is purchased. You may write a \$14.50 check to St. Mary's school or pay by cash. Students forgetting their lunch money may charge their lunch. However, all charges must be paid through a lunch ticket. No cash will be taken for charges. **Individual lunch, lunch tickets will not be sold until the last several weeks of school.** Teachers will handle the lunch tickets to insure the students do not lose them.

Federal funding for free and reduced lunches is available. Families that may be eligible for these programs are encouraged to apply.

A salad bar is available to students in grades 4-8. We will no longer have separate salad bar tickets. The salad bar cost the same as a hot lunch and students in grades 4-8 may use their lunch ticket to pay for either a hot lunch or a salad bar.

TEXTBOOKS - SUPPLIES

Textbooks are furnished on a rental basis. Books should be covered at all times. Torn or damaged books will have to be replaced by the parents. All books are to be carried in a schoolbag or book bag.

SCHOOL SAFETY

Health:

Parents should have on file, in the school office, an emergency phone number. Parents are informed of all injuries, except those judged to be minor scratches, etc. Appropriate accident/incident reports will be on file.

No medication will be dispensed unless authorized by the parents. This includes non-prescription as well as prescription drugs. The parent must provide ALL medication.

Any special health problems, such as allergies, ear tubes, heart condition, etc., should be made known at the time of registration. Special learning disabilities (ADD, ADHD, LD) should also be made known at time of registration.

If a child has been absent because of a contagious disease, a doctor's release is necessary.

A public health nurse visits the school periodically. Under her direction, vision and hearing tests are conducted, as well as a scoliosis exam. This nurse maintains individual health records on students.

Fire Safety – Tornado Drills

Fire drills are held once a month. Tornado drills are also held four times a year.

Students in each grade will be instructed by teachers where they are to assemble for such drills.

Emergency Drills:

Teachers are informed of plans for emergencies. The school will do whatever possible to keep children safe. Please make arrangements for early dismissals due to weather or other emergency needs. These plans may not be for school to contact parents, phones may not always be available or in working order. An Emergency Plan Form must indicate what your child will do for any early dismissal. An Emergency Plan Form will be sent home the first week of school.

If we ever need to evacuate the school area, students will be taken to St. John's School on Third Street.

Everyday Safety:

All school doors are locked for outside entrance. Anyone coming to school must report in the office. All Parents/visitors must sign in.

If parents wish to see teachers, appointments must be made. Teachers may not be disturbed in their classrooms at any time.

Parents bringing in forgotten items to students should leave them in the office, please do not take items directly to the classrooms. Please encourage your child to take responsibility for themselves by not repeatedly bringing them forgotten items.

Teachers will walk students out of the building at the last bell and monitor the dismissal.

Student pictures, accomplishments, etc. may be reported in the local press, Criterion (Archdiocesan newspaper), and school-student newspaper, social media site(s) and the Bulldog Barks. If you do not wish for your child's name/picture to be published, there is a media release form to be signed stating your wishes included in your registration packet.

Internet use is also a safety issue and all parents and students must sign an Internet use form at the beginning of the year. This form is also included in your registration packet.

VOLUNTEERS - All Volunteers for school or sports must have a background check completed through the Safe and Sacred training. Please go to safeandsacred-archindy.org to register and participate in the required class.

Where would any of us be without the generous help and support offered just because someone cared? Volunteers in any organization or institution provide the talent and effort that make things happen! One of St. Mary's strongest assets is our volunteers. Many are needed to assist with cafeteria and recess duties. If you are interested in volunteering, please call the school and/or fill out the volunteer form. You can and do make a difference. You may have a talent or skill you wish to share with the children. Please contact the office to discuss a time, day, etc.

DAILY SCHEDULE

Students arriving at school by private transportation or by school bus must immediately enter the school building through the front door. Students are not permitted to go anywhere else. If your child needs to go to the store or someplace else prior to school, you must take them there or drop them off at that location.

- 7:25 A.M. School doors open. Do not let a student attempt to enter dark building. The school is not responsible for students dropped off at the school prior to 7:25. Parents may be subjected to punishment under the child endangerment laws if students are persistently left unattended. All students arriving prior to 7:45 A.M. must stay in the cafeteria and study quietly. If there is a delay announced, the doors might not be open until that delay time - example: 2-hour delay, doors open at 9:25 A.M.
- 7:45 Students will be sent to homerooms.
- 8:05 Morning Pledge and Prayer. Regular classroom schedules begin.
- 8:15 Mass - Wednesdays - All School
- 2:20 Afternoon prayer and announcements. Bus dismissals.
- 2:35 Classes end - After School Program takes place in school cafeteria until 5:30 pm

Students must be off of school property unless supervised by the After School Program. **It will be mandatory for students who have not been picked up by 2:35 pm to be placed in the After School Program with the appropriate charge assumed by the parent.**

***There are 6 days that we will have early dismissal for professional development for teachers and staff. Please refer to the School Calendar that was provided with registration paperwork.**

TRANSPORTATION

The South Dearborn Public School District provides school bus service. Children transported to and from school must observe all safety regulations required by South Dearborn School Corporation. Failure to do so may result in suspension or loss of bus privileges. Bus drivers have the authority to refuse services to disruptive students. * Watch school calendar for days St. Mary's is in session and will not have bus service.

HONOR ROLL

In order to qualify for honor roll, students (grades 4-8) must receive no grade lower than a "B" on any subject where cognitive skills are being graded.

Names of Honor Roll students will be submitted to the local paper. Anyone who makes the Honor Roll all four quarters will receive an award at the end of the school year. Individual awards will be given for each class in the major subjects at the end of the year.

SCHOOL CALENDAR

2017/2018

July 31 and August 1	Organizational Day/Staff Development
August 2 (Wednesday)	First Full Student Day
August 16 (Wednesday)	Early Release at 12:35 p.m. - no After School Care
September 4 (Monday)	Labor Day – No School
September 13 (Wednesday)	Early Release at 12:35 p.m. - no After School Care
October 6 (Friday)	Farmers’ Fair – No School
October 9 – 13 (Monday-Friday)	Friday Fall Break – No School
October 16 (Monday)	Class Resume
November 8 (Wednesday)	Early Release at 12:35 p.m. - no After School Care
November 22 – 24 (Wednesday-Friday)	Thanksgiving Break – No School
December 21 - January 3 (Thursday – Wednesday)	Christmas Break – No School
January 4 (Thursday)	Classes Resume
January 15 (Monday)	Martin Luther King Jr. Day No School - Possible Snow Make-up Day
January 17 (Wednesday)	Early Release at 12:35 p.m. - no After School Care
February 14 (Wednesday)	Early Release at 12:35 p.m. - no After School Care
February 19 (Monday)	Presidents’ Day No School – Possible Snow Make-up Day *
March 19 - 23 (Monday – Friday)	Provisional Spring Break * Possible Snow Make-up Days
March 26 - 30 (Monday – Friday)	Spring Break – No School
April 2 (Monday)	Classes Resume
April 18 (Wednesday)	Early Release at 12:35 p.m. - no After School Care
May 24 (Thursday)	Last Student Day
May 25 (Friday)	Records Day *Snow make up day if needed.
May 28 (Monday)	Memorial Day – No School

*Make-up days (snow days) will continue through June as necessary.

EXTRACURRICULAR ACTIVITIES

Students may desire to participate in the following:

Deanery Academic Team – grades 5-6

Deanery Speech Team – grades 5-6

Basketball - boys and girls, grades 4-8

Football - boys, grades 7-8 at South Dearborn Middle School

Track - boys and girls, grades 7-8 at South Dearborn Middle School

Cross Country – boys and girls grades at 7-8 South Dearborn Middle School

Wrestling - Boys grades 6-8 at South Dearborn Middle School

Golf – grades 7-8 at South Dearborn Middle School

No transportation will be provided for extracurricular activities.

Participants

Students attending St. Mary's School in grades 4-8 may participate in the extracurricular activities. Participants must, above all else, be Christian participants. They are expected to be good citizens, at school and in the community. The participant is expected to be honest, reliable, and to represent St. Mary's in a becoming manner at all times.

Students participating in the athletic program are required to pass a physical and be covered by insurance. Physical forms and permission slips stating that the family has adequate insurance coverage must be turned in to the coach by the first practice. No student will be permitted to attend practice without a physical form and a permission slip.

St. Mary's parishioners and St. John's students are the only other students eligible to play on St. Mary's School teams.

The requirements listed below pertain to all students in **any** extra curricular activity.

Scholastic Requirements

Students participating in extracurricular activities are expected to work to their fullest potential concerning class work at all times. All assignments are to be completed on time. Coaches and parents will be informed if the principal feels that a student is not working to their fullest ability or is not passing. At that point the student will be considered ineligible to participate. Coaches are to see that participants who are ineligible do not play during games, performances, or practice.

Conduct

Students participating are expected to behave in a Christian manner at all times. Any student acting in a manner or conduct, in or out of school, that is not honorable and a discredit to St. Mary's, will not remain on the team. Vandalism to any property, whether during practices or games, to our own property or the property of another school, or to an individual, will be grounds for dismissal from the team. Depending upon the seriousness of the damage, it may warrant restitution and or dismissal from St. Mary's School. This final judgment will be left to the Principal and/or Pastor.

Sport Uniforms

Each participant is responsible for uniforms and equipment that they are issued. Lost or damaged uniforms or equipment must either be replaced or payment must be made equal to the replacement value of the item.

Speech & Academic Teams

Catholic schools in the Batesville Deanery sponsor a speech league and an academic meet. Competition is held once a year. Students in grades 5 and 6 may participate. Awards and trophies are given to the students. A traveling trophy is awarded to the school with the highest point total. Not all students may participate due to limited openings. Tryouts will be announced well in advance. Seventh and eighth graders will have the opportunity to try out for the LaSalle Academic Meet.

Field Trips

A standard “walking” permission slip needs to be on file in the office. This covers trips to the library, park, and local places. Other field trips will require additional permission slips. No student will be able to attend field trips without a permission slip. The teachers and principal have the right to not let the student participate if the student has not fulfilled prior stated or written obligations or if the student has demonstrated that he/she cannot behave in an appropriate and Christian manner.

Library Rules

1. Classes may visit the library once a week.
2. All students are allowed to check out 2 books at a time. If they fail to return their books on time, they will not be allowed to check out any books that day. If they return 1 book; they may check out 1 book.
3. If a student loses or damages a book, he/she will be required to pay for it. If a student has a book that is two weeks overdue, the parents will be notified to help the child to locate the book.
4. Students are to be quiet and courteous in the library at all times.

Advent Program of Lessons and Carols/Christmas Program for primary grades/Spring Musical
These are required events for all students. If a student is unable to attend (other than sickness), parents must notify the principal. Students absent (other than sickness) will receive an alternate assignment.

St. Mary's School ISTEP Policy

- Test materials will not be delivered to school buildings more than one week in advance of test administration.
- We will not allow teachers and other school staff members access to secure materials (except for the *Examiner's Manual*) more than 24 hours in advance of test administration.
- We will provide for the security of the assessment materials during testing and storage of all secure assessment materials before, during, and after testing.
- All test materials will be stored in the principal's office under lock and key.
- All appropriate staff will have knowledge of the *Indiana Ethical Testing Practices and Procedures* and understand how to secure, administer, and handle the assessments while in their possession.

Principal responsibilities include, but are not limited to, the following:

- Communicating to all appropriate staff at least once annually the standards for determining what is ethical or appropriate practice contained in the *Indiana Ethical Testing Practices and Procedures* as well as any additional local standards.
- Clearly defining and communicating at least once annually for all appropriate staff how standards and procedures will be monitored.
- Clearly communicating to all appropriate staff the purpose(s) of each statewide, corporation-wide, and school-wide assessment.
- Clearly defining and communicating at least once annually for all appropriate staff all security procedures established for each assessment.
- Providing any other information and professional development necessary to ensure that all appropriate staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results from assessment.
- Establishing a testing schedule.
- Establishing an access policy for test materials that allows all appropriate staff to have access to test administration manuals prior to the administration of the test, but prohibits the unsupervised reviewing of any secure test questions before, during, or after the assessment administration.
- Establishing a process that ensures all student assessments are secure when they are not being administered.
- Establishing procedures for reviewing practices and materials used in the entity to prepare students for assessments, and communicating these procedures at least once annually to all appropriate staff.
- Periodically reviewing materials and practices related to preparing students for assessments, administering assessments, securing assessments, and interpreting the results from assessments.
- Providing channels of communication that allow teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate.
- Establishing procedures for investigating any complaint, allegation, or concern about inappropriate testing practices, and insuring protection of both the rights of individuals and of the integrity of the assessment.
- Each entity shall investigate any complaint of inappropriate testing practices or testing irregularities.

Investigating complaints of inappropriate testing practices or testing irregularities will include, but will not be limited to, the following:

- A formal process by which all complaints are documented and can be tracked to their resolution.
- An initial inquiry to determine whether there is credible evidence that such an event has occurred must be conducted within one school day of receipt of a verified complaint, allegation, or concern about inappropriate testing practices, or a report of testing irregularity.
- If any evidence of an inappropriate testing practice or testing irregularity exists, a report to the Office of Student Assessment must be sent within the next seven calendar days.
- Protection for the integrity of any ongoing assessments.
- A final written report to the Office of Student Assessment within four weeks, unless a written request for a timeline extension has been granted.
- The final report must clearly indicate any recommendations or findings that would impact the reliability or validity of student scores and specifically detail actions that the entity recommends the state to take.

Security Violations

Any person who knowingly or carelessly violates or permits another person to violate Indiana Department of Education guidelines for test administration has committed an ethical violation. Those persons responsible for test materials must maintain strict control over assessments and related materials. Assessment books are printed with unique bar codes to assist with inventory purposes. Allegations of violations must be substantiated through a formal signed report.

Consequences of a Violation

Participation in high-stakes assessments is a legal standard for school accreditation. If school personnel knowingly or carelessly commit or permit a violation of test security, the Indiana Department of Education has just cause to review the accreditation status of the school; such a review could result in the school being placed on probationary accreditation status (511 IAC 6.1-1-4).

Violations of test security, pre-test activities, testing conditions, and post-test activities WILL result in license suspension or revocation of any school personnel involved under IC 20-28-5-7.

This school adheres to the Indiana Indoor Air Quality Program, “IAQ”

The Procedure and Record Handbook is located at:
School Office

The IAQ Coordinator is:
Tony Vincent

The IAQ coordinator can be contacted at:
812-926-1558

School Name:
St Mary of the Immaculate Conception

School Address:
211 4th Street
Aurora, IN 47001

Location of IAQ records:
School Office