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Our Beliefs:

1. The chief priority of our Catholic school is the teaching of the Gospel message of Jesus Christ and, as such, is an integral part of our curriculum.
2. All children are encouraged to attain their full potential.
3. Each student is a valued individual with unique spiritual, physical, social, emotional, and intellectual needs.
4. Students are to demonstrate their understanding of essential knowledge, apply their learning in meaningful contexts, be actively involved in solving problems, and produce quality work.
5. Students learn in different ways and are provided with a variety of instructional approaches to support these learning styles.
6. Our school commits to continuous growth that is essential for enabling students to become confident, self-directed, lifelong learners and productive citizens.
7. Students, teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.

Our Mission Statement

Our mission, as a Catholic school, is to promote optimal learning for all students to enable them to lead responsible, productive, and spiritually fulfilling lives.

Objectives

St. Mary School endeavors to fulfill our Beliefs and Mission through the following objectives:

- To develop and to strengthen the foundations of spiritual and moral values, our religion program stresses the need for daily prayer; provides opportunities for participation in liturgies; includes instruction on church traditions, lives of the saints, sacraments, formal prayers, and encourages service projects. The teachers and priests share the responsibility for the religious education of our students with their parents; therefore, we encourage family involvement in all areas of our program.
- To provide the students with effective learning skills, we utilize a variety of curriculum techniques within a traditional framework. Teachers are encouraged to use a variety of teaching techniques to meet the various learning styles of the students. Students are encouraged to participate in classroom discussion, activities, special programs and are encouraged to use audio-visual materials, library resources and special resource persons within the school. The basic requirements of the state standards of education are fulfilled in our curriculum.
- To develop character, morals, responsibility, values and an atmosphere for learning, discipline is a means, not an end, which is nurtured within the school in classroom situations and in the day to day life of the students.
- To evaluate the students' progress in learning and character development, teachers prepare reports on a nine-week basis. Interims are given during each grading period. Various methods of assessment are used by the teacher when measuring student achievement. Opportunities are given throughout the school year for teacher-parent conferences.
- To assess our total school program, periodic evaluations are made of teachers, the principal and curriculum standards.

General Information

School Phone Numbers

Office:	740-654-1632
Coaches' Office:	740-654-7950
Clinic:	740-687-1686
Fax:	740-654-0877
E-Mail	stmaryoffice@greenapple.com

Changes may be made to this Handbook during the course of the school year if deemed necessary by the administration in consultation with the St. Mary Advisory Board. Parents will be notified of any changes made to the content of this Handbook if there are changes during the school year.

School Visitors

As soon as a person arrives at school to visit or volunteer in either the Main or Primary Building, they are required to register in the Main Office. A volunteer/visitor badge will be issued at the time the person registers. After registering, the person will be either escorted to the classroom or given permission to go to the area they will be visiting/volunteering. Visitors to the building must give at least twenty-four hours notice before being allowed to visit a classroom. This twenty-four hour notice does not apply to those who volunteer in various capacities in the building on a regular basis.

Phone Calls

Parents are asked not to interrupt the activities of the classroom. Forgotten books and lunches may be left in the office. Important messages by phone will be delivered to the students, but only in case of a real emergency.

A pay-phone is provided for student use in the main hallway. Calls are limited to local numbers only and the cost is \$.35 for 3 minutes. The pay phone will take calling cards. In emergency situations, students may use the telephone located in the school office.

Cell phones, beepers and other such electronic devices are permitted to be brought to school by students, but may only be used in emergency situations while in school.

School Communications

Communication envelopes containing timely information are sent home every Thursday ("Thursday Envelopes") with the youngest/only student in the family. These envelopes are to be signed and returned to school on Friday. Information regarding School Advisory Board meetings, Home and School Association meetings and functions will be included.

Emergency Medical Authorization Card ("EMAC")

A card containing information about each child is kept in the school clinic. This information is obtained at the beginning of each school year. **Please contact the office if this information** changes during the year. The emergency information card authorizes the school to give emergency medical attention and gives the names of relatives or neighbors who can be notified if parents cannot be reached.

Emergency Procedures and Crisis Response

Lancaster St. Mary School has developed and published a Strategic Plan that includes our fundamental beliefs. One of these beliefs states, "education flourishes

in a safe environment that encourages personal discipline, trust and mutual respect.”

This Emergency-Crisis Response Guide has been prepared to help direct personnel in the effective management of emergency situations so that the safety of students and staff can be protected as much as possible.

St. Mary School will work cooperatively with the Diocesan Department of Education as well as government and community agencies to prevent, assess, manage and investigate any threat to the safety and well-being of students and staff.

This guide is designed to contain the primary elements or steps necessary for effective intervention and follow-up for selected common emergencies.

Since it is impossible to enumerate all the emergency situations that may arise, this guide, along with common sense, should help to ensure that emergencies will be handled as effectively and safely as possible. The overarching goal of this plan is to eliminate and/or minimize, to the extent possible, student and staff exposure to dangerous and traumatic situations.

In the event that students and staff need to be evacuated from the Primary and Main Buildings, they will be taken to St. Mary Catholic Church, 132 S. High Street, Lancaster, Ohio. A second alternative would be that those in the Main Building, grades 4-8, would be taken to South Elementary School, 220 E. Walnut Street, Lancaster, Ohio and those in the Primary Building, grades K-3, to Fire House No. 1 at 254 East Chestnut Street, Lancaster, Ohio. After students have been taken to either of these locations, students should find their homeroom teacher and remain with that teacher until the students are released to their parents. Students at this time may use cell phones, if available, to call their parents or guardians. When parents arrive at the evacuation facility, they should sign out their children on the Emergency Dismissal Sign Out sheets located at designated areas. No student may leave unless a parent or other authorized adult signs the student out. The responsibilities of all staff members during an emergency are stated in the Emergency Procedures Crisis Response Guide.

A copy of the St. Mary School Strategic Plan is available in the school office.

School Lunch Program

St. Mary School has a hot lunch program. The price for a school lunch is determined yearly. The school lunch is paid for weekly or daily. A free/reduced price lunch program is offered for those with need. The office will send home applications at the beginning of the year for the program, or a request for an application from the office may be made at any time during the school year. Students who bring their own lunches may buy milk at a price determined yearly. Food may be eaten only in the cafeteria and no food may be taken to the park or any other area during the noon time period.

Eligibility for School Subsidy

In order to be eligible for parish school subsidy, a family must meet four criteria as a participating family:

1. They must be registered in the parish
2. They must be recognized by the Pastor as a family participating in the sacramental life of the parish
3. They must contribute time and talent to the ministries of the parish; and
4. In agreement with the Pastor, they must regularly contribute an appropriate portion of their annual income to the financial support of the parish

The first three criteria are relatively self-explanatory. As to the fourth criteria, it must be noted that a predetermined amount may not be assigned to “regular

contribution” as a qualifier for parish assistance or it is no longer considered a free-will gift which is tax-deductible but, rather, just more tuition paid through the parish rather than directly to the school. Because the fourth criteria includes “in agreement with the Pastor”, there is the opportunity for dialogue where the Pastor believes the family could contribute a larger portion of their fair share of support of the parish. If the family has registered their child in a school of another parish, the receiving school must obtain a written agreement regarding subsidy eligibility from the sending parish. It is the responsibility of the parents to obtain this information. The standard form can be found in **Office of Catholic Schools Policy 3240.0**.

Tuition Payment Policy

St. Mary School has the right to check tuition and fee payments of families previously having children attending other Catholic/private schools. Decisions for entrance to St. Mary’s will be contingent upon evidence of good payment records. Maintaining the children’s enrollment will be contingent upon the present record of payments. The final decision regarding acceptance and/or continuance of families will rest with the financial committee of the St. Mary School Advisory Board. There is a \$100.00 non-refundable per family registration fee due at the time of registration that is applied toward the tuition balance.

St. Mary School’s tuition payment policy is as follows:

1. The tuition rate for each academic year is established by the St. Mary School Advisory Board upon recommendation from the St. Mary Parish Finance Committee. Each family enters into a written and signed agreement with the School for tuition payment at the time of registration.
2. There are two methods for the payment of tuition:
 - a. One payment in full due by July 1 to receive a 10% discount.
 - b. Ten equal payments due by the 15th of the month with the first payment due July 15 and final payment by April 15. A ten dollar (\$10.00) late fee will be added to the balance each month that payment is late.
3. The first tuition payment is due on July 15 unless paid in full by July 1. No student will be admitted to class at the beginning of the school year until the July and August payments are paid, nor will students be admitted to class whose family owes tuition from a previous year.
4. There are penalties for late payment of tuition. They include:
 - a. Unless the principal/pastor has been notified of an extenuating circumstance(s) prior to the start of the second semester, a student will not be permitted to attend St. Mary School at the start of the second semester if the tuition balance is not current as of December 15.
 - b. Report cards will be withheld at the end of the year until tuition is paid in full.
 - c. Eighth grade students will not be permitted to participate in graduation ceremonies unless tuition has been paid in full.
5. Monthly statements will be sent to families owing tuition for the current school year.
6. Parents who are unable to maintain the payment schedule during the year must contact the principal or pastor in advance of the due dates to avoid any penalty. In such situations, the principal, along with representatives from St. Mary School Advisory Board and St. Mary Parish Finance Com

mittee, will arrange a meeting with a member/members of the family to discuss any special arrangements which may be necessary for the extenuating circumstances.

7. A family currently enrolled in St. Mary School, who does not pay tuition on a regular basis as outlined in both the St. Mary School Tuition Payment Policy (revised March 1999) and in accordance with the Tuition Agreement signed by the parent at the time of registration and who has not contacted the school office concerning the reason for either irregular or nonpayment of tuition during that particular school year, will be required to pay in full the cost of the entire school year on or before August 15th in order to enroll their child(ren) in St. Mary School for the next school year. All past tuition must be paid in full before a parent can register their child(ren).
A family who is not presently enrolled in St. Mary School, but who was previously enrolled in St. Mary School and who has had a history of either not paying tuition on a regular basis or non payment of tuition for a particular year and who failed to contact the school office concerning such situation, will be required to pay in full the entire tuition for the school year on or before August 15th in order to re-enroll their child(ren) in St. Mary School. All past tuition must be paid in full before the cost of the full year will be accepted.
8. If a family who has paid tuition in advance withdraws from St. Mary School during the first five days of the quarter, the amount reimbursed shall be prorated to the end of the school year. If a family withdraws after five days, the family shall be reimbursed the remainder of the school year, excluding the quarter in which the withdraw occurred.
9. Any student going from one school to another in the Diocese will be accepted only if all financial obligations are current at the sending school.

St. Mary School Admissions Policy

In the admission of students to St. Mary School, the order of priority is listed below.

1. Children from active, participating, and contributing families of St. Mary Parish / St. Bernadette Parish and other Catholic parishes currently enrolled in St. Mary School / St. Bernadette School and their siblings, non-Catholic children currently enrolled at St. Mary School. Families must meet the requirements in the Tuition Agreement to guarantee acceptance of reregistration.
2. Children of St. Mary parishioners (must be active, participating, and contributing members and student is a baptized Catholic)
3. Children of parishioners from surrounding parishes that do not have a school, are coming from a Catholic school and student is a baptized Catholic.
4. Children of parishioners from a surrounding parish that does have a school but the school cannot accommodate them due to the specific class being filled.
5. Children of parishioners from parishes that do not have a school and student is a baptized Catholic.
6. Siblings of non-Catholic children currently enrolled at St. Mary School / St. Bernadette School, or previously graduated from St. Mary School.

7. Non-Catholics.

If there are more applicants than spaces available in any of the above categories, the pastor will determine acceptance based on, but not limited to, the following criteria:

- (a) Faculty/Staff member
- (b) Number of years family has been an “active, participating, and contributing” member
- (c) Financial contribution to the parish
- (d) Parish and school volunteer activity
- (e) Date of registration in parish
- (f) Previous application to the school
- (g) Compliance with Tuition Agreement Requirements
- (h) Prospective students with older siblings who have graduated from St. Mary School

A waiting list will be created for each grade if classes are filled. As openings occur, the criteria listed above will be considered in offering the position to individuals on the waiting list in that grade. The principal will advise the pastor when an opening occurs. Waiting lists are not carried forward. New lists are created after registration each year. The custodial parent is required to provide the principal or person in charge of Admissions a certified copy of any custody order or decree pertaining to a pupil. (Diocesan policy 5119.2)

NOTE: Failure to comply with any of the obligations outlined in the Tuition Agreement form may result in the parent/guardian being responsible for the entire cost of the child(ren)’s education and future enrollment may be jeopardized.

Admission Child Custody

Where applicable, parents are required to submit a certified copy of any court order or decree relative to custody and/or residence of a child. Unless such a decree sets specific parameters regarding access to data, visitation, and so forth, the parent who is not the residential parent is granted full access to student data and to conferences with the teacher. Visitation, however, must be conducted outside of school hours. Should a parent request restriction of a parent who is not the residential parent, that parent must submit documentation from the court, or proper official, outlining specifically, a legal basis for such restriction. Verbal request without such written documentation cannot be honored.

School Attendance Area

School attendance areas are defined by diocesan criteria for both elementary and high schools.

Elementary Schools’ Criteria

1. A student shall attend the school of the parish in which the student’s parents(s) / guardian(s) are registered members. As stated in policy, if the parish school is full, the student may attend another parish school if the student’s pastor and the pastor of the chosen school concur.

In case of a consolidation, a number of parishes shall be assigned to a particular school.

2. If a parish has no school, the children may attend a nearby parochial school. Financial arrangement shall follow guidelines set forth in policy 3240.0

Secondary Schools' Criteria

1. The location of the residence of the student's legal guardian is used to determine the assigned high school. (This is defined by the specific street address, not the general zip code area.)
2. Boys may also attend St. Charles Preparatory School.

Waiver Requests

For waiver requests regarding this policy, refer to regulation 5117.1

Secondary School Attendance - Outside of Franklin County

Lancaster:	Fisher Catholic High School Fairfield, Hocking, Perry*, Ross and Pickaway* Counties
Marion:	Marion Catholic High School Marion, Hardin, Morrow, Union and Delaware* Counties
Newark:	Newark Catholic High School Licking, Knox Counties
New Phil:	Central Catholic High School Tuscarawas, Holmes, Coshocton Counties
Portsmouth:	Notre Dame High School Scioto, Pike, Vinton, and Jackson Counties
Zanesville:	Rosecrans High School Muskingum and Perry* Counties

Please Note: An asterisk (*) designates that the area is listed under two high schools.

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POLICIES AND PROCEDURES

Access to Student Records

Diocesan Policy 5125.0

STUDENT RECORDS - ELEMENTARY AND SECONDARY

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

Those who are permitted to view an individual student's records are:

1. school personnel;
2. parents(s)/guardian(s) of a minor student;
3. the student who is 18 years of age or older;
4. non-custodial parent of an individual minor student unless denied access by a court order;
5. officials of other schools to which the student transfers.

Parents(s)/guardian(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file.

All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

Absenteeism / Tardiness Policy

Attendance at classes is a basic requirement for academic success. Absence detracts from this requirement and prevents the student from fulfilling an essential condition for earning credit for scholastic work.

A school may refuse credit to any student who misses 28 days, pro-rated per marking period, whether the absences are excused or unexcused. Parents will be notified by the principal when a student has missed 20 days. Continuous absences will be subject to review by the principal.

An exception to the above is hospitalization, extended illness or injury, and ability to make up work through tutoring or some other type of aid approved by the principal.

After each absence, a student must bring an excuse, written, dated and signed by the parent, stating the specific reason for the absence and noting any medication to be taken. The excuse is to be given to the student's homeroom teacher on the day of return. Excused absences include illness, death in the family, and inclement weather. Please call the school office at 654-1632 between 7:45 a.m. and 9:00 a.m. to notify us if your child is absent.

Students who miss classes regularly or take vacations during school time cannot demand the privilege of being given assignments, "makeup" work, or tests by teachers either before or after the absence.

No student shall be permitted to leave school before the dismissal time except in case of sickness or emergency. If a student should get sick while in school, the parent will be notified and arrangements made for picking up the child.

To be excused from school, a student must present a written note from the parent which is to be approved by the principal. If possible, medical and dental appointments should be made outside school time.

Tardiness

Students who arrive at school after the 8:00 a.m. bell should report to the office before going to homeroom. A tardy slip will be given. Tardy slips will be recorded on the student's permanent record and on the report card. A tardy that is due to a medical appointment is regarded as an excused tardy. The student must present verification upon arriving at school from the physician in such a situation. A pattern of tardiness or excessive tardiness will not be permitted. Parents will be notified if such incidents of tardiness persist and appropriate action taken.

Students in grades K-8 will be considered tardy to school if they arrive after the tardy bell rings at 8:00 a.m. and within the first 1-1/2 hours of school, and will be marked tardy. Students arriving after 9:30 a.m. will be marked one half day absent for the morning. Students leaving before 1:15 or not returning to school by 1:15 p.m. will be marked absent for the afternoon.

Student Early Departure or Return to School

Parents removing children from school before regular dismissal times must sign-out the student in the school office. A sign-out book is provided in the school office. If a student returns to school during the day, he/she must go to the office before returning to class for an admission slip.

School Closing Information

If the Lancaster City Schools close due to weather, the Catholic schools in Lancaster will also close. There may be weather-related situations in which the Catholic schools decide to close while the Lancaster City Schools remain open. Announcements will be made starting around 5:45 a.m.

Weather-related closings can be found on the following radio stations:

WHOK - FM 95.5
WLOH-AM -1320
WNCI - FM - 97.9
WTVN-AM-610
WSNY - FM - 94.7

Weather-related closings can be found on the following television stations:

WCMH TV 4
WSYXTV6
WBNS TV 10
FOX 28

If in doubt of school closings or delays, call the Lancaster City School District's direct line at 687-7300 or St. Mary School at 654-1632 for a tape-recorded message of closings or delays.

Websites: www.wsyx6.com - click on School Closings
www.10tv.com
www.ohionewsnow.com

Newspaper: www.LancasterEagleGazette.com

There may be days when school is dismissed early due to bad weather. Please make sure that your child knows what to do if he/she is sent home early. Your child should have a key or know where a key is kept if both parents work or would be unable to be at home when the child comes home early. You should let your child know if he/she is to go to a neighbor's or relative's home if they are dismissed early. When school is dismissed early due to bad weather, the city and county buses will pick the students up at school and bring them home. We don't want students dropped off at home with no way of getting into the house in the cold or snow. Again, please take time to discuss what your child should do if we should dismiss early. On days which may present a possible weather-related problem, please remind your child what to do before leaving home in the morning. Listen to the radio for a possible early closing and try to avoid calling the office as our lines are usually tied up when such situations occur. In case of an emergency that affects the entire student population, all parents will be notified through the Ohio School Alert System.

Rules Concerning the Use of Various Electronic Devices

PSP play stations, game boys, or any such electronic devices are not permitted to be brought to school. If they are found in school, they will be confiscated and returned to the parent.

Portable CD players, i-pods, MP3 players and any other music players may be brought to school. However, these items must be kept in the student's book bag and in the student's locker at the risk of the student. They may not be used in the building at any time. This includes before school, at lunch time, or after school. If any of these items are found being used in the building by a student it will be confiscated and returned to the parent and the student will lose his/her privilege for the rest of the quarter.

Cell phones are permitted to be brought to school but must be turned off and kept in the student's locker at his/her own risk. Cell phones can only be used with teacher or principal permission during the school day but may be used before the school day begins and after school. Cell phones can not be used to call home for forgotten lunches, homework assignments, gym clothes, etc. A student must come to the office for these situations to possibly use the school phone. Cell phones found on a student's person will be confiscated and returned to the student at the end of the school day. If a student's cell phone is confiscated, that student will lose his/her cell phone privilege for the rest of the quarter.

Cameras of any type are not permitted to be brought to school except with teacher permission for field trips and on the last day of school. Pictures may not be taken on school property using a cell phone camera except for the situations listed above. Violation of this rule will result in the camera being confiscated and returned to the parent.

St. Mary School is not responsible for stolen or damaged electronic devices brought to school.

The administration reserves the right to modify, up-date, or change any of the above mentioned areas dealing with electronic devices when necessary.

Discipline Policy

This Code of Conduct serves to guide the behavior of students at St. Mary School. It outlines expectations and indicates consequences for inappropriate behavior. It binds neither the administration nor staff to actions not in the best interest of the child; rather, it provides a framework within which behavior can be effectively monitored.

Faculty and staff are to be fair, firm and consistent in dealing with discipline situations. Teachers establish their own Code of Conduct for the classes they teach, as well as their homerooms, and explain the consequences to the students. Students should understand school/classroom rules and regulations. Teachers are to communicate any discipline problems with parents, especially if behavior is consistently out of line with school/classroom rules and regulations. Students who arrive after the 8:00 a.m. bell must report to the office before going to homeroom. A tardy slip will be given. Names of students given either a demerit or detention should be sent to the office as soon as possible. The principal is the final recourse in all disciplinary situations and may waive disciplinary rule for just cause at his/her discretion

Following are consequences for certain rule violations. Situations not listed below are left to the judgment of the teacher/staff member/principal/School Discipline Committee.

1. Violation of Dress Code — **Demerit**
2. Tardy — **Demerit**
3. Gum chewing in the building — **Detention**
4. Behavior in the classroom/playground/cafeteria that does not exhibit consideration of other's rights, fair play and safety — **Demerit/ Detention/Suspension**
5. Any acts of insubordination — **Detention/Suspension**
6. Destruction of school property or the property of others—**Detention/ Suspension**
7. Student possessing or distributing pornographic material —**Suspension**
8. Student receiving a Bus Conduct Report — **Detention/Suspension/Expulsion**
9. Possession, distribution, sale, or offering of drugs, alcohol or tobacco—**Suspension/Expulsion—Send to office immediately**
10. Possession, handling, transmitting or concealing of any object which is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises and at school-related functions.—**Detention, Approved school/ community service, In-school suspension, Referral to Juvenile Court and/or other appropriate law enforcement agency, Suspension from school, Expulsion from school following suspension—Send to office immediately**

Students detained for detention after school will be give a detention slip that is to be taken home and signed by the parent and returned to school and sent to the office.

Suspension and Expulsion

1. Serious misconduct is cause for suspension, or suspension and expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school, endangers students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the diocese or

school. For such conduct the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent or guardian has been notified. Expulsion shall not take place except as a result of the suspension procedure described below.

2. If the parent or guardian has not been reached on the day the misconduct occurred, then prior to the start of the next school day, the principal or administrator in charge shall notify the student's parent(s) or guardian(s) of the suspension. If there is a delay in notifying the student's caregiver, the student may be placed in an in-school suspension. In the case of an in-school suspension, the student will do class work isolated from the other students and under adult supervision. No later than the next school day the principal or administrator in charge shall notify the student's parent(s) or guardian(s) of the suspension, both verbally and in writing, stating the reason(s) for the suspension and requesting that the student and the parent(s) or guardian(s) meet with him/her to review the matter.
3. Within three school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s) or guardian(s). The student and parent(s) or guardian(s) shall be given an opportunity to express their views.
4. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s) or guardian(s) of his/her decision, either to readmit the student to school, extend the period of suspension, or expel the student.
5. If the decision is to extend the period of suspension, the length of this period shall be indicated; the suspension period may not exceed 10 school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time.
6. If the student is expelled, the principal or administrator in charge shall notify the parent or guardian(s) and the superintendent of schools, in writing, clearly stating the reasons for the expulsion. This notification shall also inform the parent(s) or guardian(s) and the student of the right to appeal the expulsion to the local school board. If the school does have a board, or if the school board does not have an appeals procedure, or if the student the parent(s) or guardian(s) choose to waive an appeal at this level, the principal or administrator in charge shall notify the parent(s) or guardian(s) and student of the right to appeal the expulsion to the Diocesan Grievance Committee.
7. If the parent(s) or guardian(s) request a hearing before the local school advisory board and the school board has an appeals procedure, this hearing shall take place within three school days of the request. Statements supporting the charges against the student may be submitted as well as statements by the student and others in the student's behalf.
The parent(s) or guardian(s) shall be given an opportunity to express their views. The board or its designees may, by a majority vote of its membership, affirm, reverse, or modify the decision to expel.
8. By the school day following the hearing, the advisory board or its designee shall notify the parent(s) or guardian(s) and the superintendent of its decision, in writing, clearly stating the reasons for the decision reached. If the decision is to uphold the expulsion, this notification shall also inform the parent(s) or guardian(s) and student of the right to appeal the expulsion to the Diocesan Grievance Committee.

9. Review of an expulsion shall be made only when requested by the student's parent(s) or guardian(s) or when requested by either the pastor or superintendent acting at the student's request. This request must be within two calendar weeks of the expulsion date. The review will be conducted by the Diocesan Grievance Committee comprised of an independent group of parents appointed by the Superintendent or the Superintendent's designee.
10. If a hearing is requested, it shall take place within three school days of the request. The student, the principal, and the parent(s) or guardian(s) shall have an opportunity to express their views. If a hearing was held at the local level, only documented information presented at the local level may be presented at the Diocesan level. By the school day following the hearing, the Grievance Committee or its designee shall notify the parent(s) or guardian(s) and student of its decision, in writing. The decision of the board shall be final and binding.
11. When a student is expelled, public school authorities shall be notified and the regular transfer procedure used for records. Readmission to a school within the diocese (i.e. the same school or another school), shall be at the discretion of the receiving pastor/principal (elementary) or principal (secondary).

General Student Conduct:

1. All students are required to conduct themselves in an orderly manner in the building.
2. Children are expected to take their recess and lunch periods outdoors with their classmates in fair weather. Parents are requested not to ask that their children be kept indoors at these times. To avoid accidents, the following playground rules are enforced:
 - A. Walk to and from the playground.
 - B. Crosswalks and stairs must be used when entering and leaving playground.
 - C. Obey directions of Safety Patrol students.
 - D. Students must stay in the park, not allowed on the bank, sidewalks, or near the railing.
 - E. Leave stones, sticks and dirt on the ground—do not throw or play with any of them.
 - F. If a ball rolls into the street, ask an adult to retrieve it.
 - G. Fighting and hitting are not allowed.
 - H. Take turns on the playground equipment.
 - I. No public displays of affection.
 - J. Students must stop playing and line up as soon as the whistle blows or bell rings — no shoving or pushing in line.
 - K. If a student has to leave the playground, he/she must ask the monitor or teacher for permission.
 - L. In case of rain or inclement weather the following will apply:
 - 2 parents in Primary Building (if available)
 - 1 parent in the Main Building — Second Floor (if available)
 - If no parent volunteers are available, students will stay on bleachers until end of lunch period.
3. Children must respect the property of others and school property.
4. Running in the halls is not permitted.
5. There is to be no chewing gum in school.
6. Parents of children detained for disciplinary action will be warned 24 hours

beforehand. Children riding buses may not be kept after school unless it has been prearranged with a parent

7. The Diocese of Columbus Schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus.

Bullying, including cyberbullying, is a pattern of abuse over time and involves a student being “picked on”. Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

The diocese expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.

The diocese expects students and parents who become aware of an act of bullying on school grounds or any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents teachers, school staff, and reviewing records. (Diocesan policy 5140.02)

Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

This list of offenses and consequences is a component of our school’s Catholicity goal dealing with bullying which is a part of our Continuous Improvement Plan that will cover the next five years. The defining of consequences is an on-going process and will be periodically reviewed by members of the Discipline Team.

<u>Offense</u>	<u>Consequence</u>
Acts of Vandalism	Minimum -one day suspension -restitution -school/community service
Accomplice to Vandalism	Minimum -one day suspension -restitution -school/community service
Physical Intimidation/ Physical Threats in either written or oral form	Minimum -Detention
Assault	Minimum -Suspension
Inappropriate Materials	Minimum - Detention
Incidents of Harrassment	Minimum - Meeting involving student and members of Discipline Team to review situation in order to determine consequences.
Public Display of Affection	Minimum - Demerit

**Behavior in the classroom/
playground/cafeteria that does
not exhibit consideration of
other's rights, fair play and safety** **Minimum -Demerit**

Inappropriate Language **Minimum -Demerit**

- *The terms demerits/detentions may not apply to students in grades K-3. Comparable consequences will be applied.*

8. Diocesan Policy 5144.3 states:

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such a nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

As regards the enforcement of this policy, members of the St. Mary Discipline Committee met on Wednesday, May 3, 2006 to discuss the policy. It was determined at that time that incidents that occur off-campus which may be inappropriate to Christian moral standards, a violation of the law, or detrimental to the common good, threatening, harmful, or offensive to other students or staff or which may jeopardize the good name of the school will be considered on a case by case basis. Consequences for such inappropriate behavior will be determined by either the principal or recommendation made to the principal by the Discipline Committee, which would include a meeting with the parties involved in the situation by either the Discipline Committee, the principal or both. It was felt that maintaining a positive learning environment based on the rules and regulations as found in our St. Mary School Handbook can be both challenging, as well as time consuming, on the part of the teachers and administration and that to include off-campus incidents may infringe on the rights and responsibilities of parents.

We ask the cooperation of the parents in the matter of discipline. We recognize your rights as primary educators of your children, but we must build on the foundation already laid by you. Let us work together.

GUIDELINES FOR SCHOOL DANCES

There may be a total of four (4) school dances a year. Only students who attend St. Mary School will be permitted to attend school-sponsored dances. The dances will be held at the following times during the school year:

- First Quarter — Students in grades 7 & 8
- Second Quarter — Students in grades 7 & 8
- Third Quarter — Students in grades 7 & 8
- Graduation — Students in grades 7 & 8

Dress attire for girls and boys attending school sponsored dances must reflect the values of Catholic moral teaching. Dress attire must be modest and unrevealing.

A student who, after the interim report in the fourth quarter, is failing two core academic subjects to that point in the school year or who, throughout the school year, exhibited consistently inappropriate behavior in violations of the student

code of conduct, may not be permitted to attend the Graduation Dance. The principal, in consultation with the student's teachers, will make the decision as to whether the student will be permitted to attend the dance.

If the dance is held during school time, there shall be a total of three teachers present at all times. The chaperones are to patrol the dance floor, locker rooms, rest rooms, and the upper hall on a regular basis. The bleacher lights are to remain on at all times.

The DJ will be reminded that he/she is playing music in a Catholic school and shall be asked that songs pertaining to sex, body parts, vulgarity, etc. not be played.

School dances held in the evening shall begin at 7:00 P.M. and end at 10:00 P.M. Dances held in the evening shall have a total of eight chaperones — 2 teachers, and 6 chaperones from the sponsoring class or organization.

Students will not be permitted to go outside.

Students leaving early must be picked up at the front door of the school or lower level door to the parish Spirit Center by a parent. An adult chaperone must be notified when the student's parent arrives to pick up the student and make sure that it is indeed the student's parent before allowing the student to leave.

Parents will be called to pick up their child if they are caught drinking or smoking while at a dance or carrying items which could be considered or used as a weapon. Such action could also result in either suspension or expulsion.

Inappropriate actions such as kissing, foul language or dangerous behavior will not be tolerated during a dance. If a student is told more than once to stop any of the above or anything else considered inappropriate behavior, the student will sit on the bleachers for the remainder of the dance. During an evening dance, the student's parent will be called to take the student home. Further disciplinary action could be taken at the discretion of the principal.

Revised 6/03

Bus Transportation and Bus Discipline

The right of students to ride the bus is conditional upon their good behavior and observance of rules. Habitual disturbers are subject to forfeiture of this right, either temporarily or permanently. The bus driver is responsible for maintaining safe and reasonable student control. For repeated misbehavior, the bus driver will complete a conduct report on the student and submit it to the principal. The principal will decide what action should be taken.

Local public schools should be contacted to obtain bus/schedule information. Bus students assemble in the gym at dismissal. If students ride a bus other than their own, or students who normally do not take a bus ride home with a friend, they must present a note of explanation to the principal before being allowed to ride on the bus and must present the note to the bus driver after being approved by the principal.

Uniform Policy Boys' Dress Code

Grade 1-5:

- White dress shirt/golf-style shirt with collar, short or long-sleeved; shirt tails are to be tucked in at all times.
- Only the grey (ash) Home & School-designed sweatshirt or the plain/plaid “M” sweatshirts may be worn. NO hooded or plain colored sweatshirts are permitted.
- Solid navy blue dress slacks (no corduroy or denim fabrics).
- Solid navy blue walking shorts may be worn between May 1 and October 1. Shorts are to be no higher than 2” above the knee nor longer than the knee. (No corduroy or denim fabrics.)

Grades 6-8:

- Monogrammed uniform white oxford button down shirt, long or short sleeve.
- Shirts to be tucked in at all times
- White undershirt only, devoid of writing, decorations and graphics
- Monogrammed uniform tie to be worn everyday. Knot must cover top button of shirt
- Black monogrammed uniform pants
- Belt- solid black, no buckles, studs or decorations including cut-outs
- Sweaters- monogrammed uniform crew-neck sweater or v-neck sweater vest in green or gray
- Socks- above the ankle bone black or white only no decorations, logos
- Shoes- black or brown leather, tennis shoes, all white, no colors. Shoes must be in good condition and tied at all times.

****Sept and May- optional uniform:**

- Shorts- monogrammed uniform black walking shorts
- No higher than 2 inches above the knee, not below
- Monogrammed uniform white oxford button down collar shirt short/ long sleeve
- No tie when wearing shorts

Additional Regulations:

- Hair is to be kept neatly trimmed above the ears and above the collar
- Hair is to be kept out of the eyes
- Bushy hairstyles are not permitted
- Hair color should be of natural color
- No extreme hairstyles, as determined by the administration
- No clogs
- No beach shoes
- No boots
- No sandals
- No necklaces, * exception: religious medals on a fine-linked gold or silver chain must be worn inside of the shirt
- No body piercing, no tattoos
- No male earrings,
- No wallet chains

- No studded necklaces, bracelets or belts
- No hooded or non-hooded sweatshirts are permitted for grades 6-8

All Boys

Grades 1-5:

- White socks, devoid of decoration, that cover the ankle.
- Solid forest green or navy blue cardigan sweaters, long-sleeved pullovers, sweater vests or the school sweater may be worn. All sweaters are to be void of decoration, logos or brand names.
- Brown, navy blue or black belts must be worn by students in grades 4-5.
- Extreme hairstyles (as deemed by the administration) are not acceptable. Hair is to be kept neat and trimmed at all times. Hair should be above the ears and above the collar.
- No earrings are permitted to be worn by boys.

Girls' Dress Code

Grade 1-5:

- White dress shirt/golf-style shirt with collar, short or long-sleeved; shirt tails are to be tucked in at all times.
- Only the grey (ash) Home & School-designed sweatshirt or the plain/plaid "M" sweatshirts may be worn. NO hooded or plain-colored sweatshirts are permitted.
- The approved school uniform jumper, which may be purchased from Educational Apparel, with white shirt with a collar, long or short-sleeved. Normal waistline of jumper shall not be altered unless done by a parent for size/fit purposes. Length of jumper shall be no higher than two (2) inches above the knee, nor longer than the knee. Girls in grades 1 — 5 may only wear jumpers. Skirts are not permitted to be worn.
- Solid navy blue dress slacks (permitted during entire school year when worn with uniform blouse). No corduroy or denim fabrics. Pants must have belt loops. Walking Shorts: Solid navy blue walking shorts may be worn between May 1 and October 1. Shorts are to be no higher than 2" above the knee nor longer than the knee. (No corduroy or denim fabrics.)

Grades 6 - 8

- Monogrammed uniform white oxford button down collar shirt, short or long sleeve
- Undershirt, cammie, etc. white only no writing, decorations or graphics
- Shirts are to be tucked in at all times.
- Monogrammed uniform jumper
- Monogrammed uniform black pants
- Belt, solid black, no buckles, studs, decorations or cutouts
- Socks, above the ankle bone white or black, no decorations or logos
- Knee high socks, black or gray only
- Opaque tights, black or gray only, no rips, tears, runs
- Shoes- black or brown leather, all white or all black tennis shoes, no color
- Shoes are to be in good condition and tied at all times
- Sweaters- monogrammed uniform cardigan sweater green or gray, crew-neck sweater or v-neck sweater vest in green or gray

**** Sept and May optional uniform**

- Shorts, monogrammed uniform black walking shorts

- No higher than 2 inches above the knee not below
- Monogrammed uniform white oxford button down collar shirt short/long sleeve
- No capris

Additional Regulations:

- No clogs
- No boots
- No beach shoes
- No open toe shoes
- No sandals
- No heels over 1”
- No high heels
- No body piercing/tattoos
- 2 earrings per ear limit
- No wallet chains
- No spike/studded necklaces, bracelets, belts
- No necklaces, exception: religious medals are to be worn inside the shirt on a fine-linked gold or silver chain
- No bracelets of any kind
- No dangling earrings
- No earrings larger than a quarter
- No make-up
- Nails are to be well-kept with clear or natural polish permitted
- No French manicures
- Hair color should be of natural color
- No extreme hairstyles as determined by the administration
- No sweatshirts hooded or non-hooded are permitted for grades 6-8

All Girls

Grades 1-5:

- Knee socks of plain forest green or plain navy blue; white crew socks, devoid of decoration, that cover the ankle.
- Solid forest green or navy blue cardigan sweaters, long-sleeved pullovers, sweater vests or the school sweater may be worn. All sweaters are to be void of decoration, logos or brand names.
- Brown, navy blue or black belts must be worn by students in grades 4-5.
- Extreme hairstyles (as deemed by the administration) are not acceptable.
- No dangling earrings are permitted. No more than two earrings may be worn per ear. Earrings should be no bigger than the size of a quarter.

Boys and Girls NOT Permitted

Grades 1-5:

- No corduroy or denim pants or shorts. No cargo/painter pants.
- No sandals or clogs.
- No turtlenecks or plain-colored sweatshirts. Hooded sweatshirts may NOT be worn in the classroom.
- No tights or leggings.
- Extreme hairstyles (as deemed by the administration) are not acceptable.
- No makeup or nail polish may be worn.
- No visible tattoos, body piercing, bracelets on boys, necklaces on boys, unless it is a religious medal on a chain and worn on the inside of the shirt,

undershirts other than white that are devoid of print, pants with rivets. Pants/slacks must have belt loops similar to those found on pants/slacks from Educational Apparel.

The principal shall have the authority to determine if a student is in violation of the dress code and/or to update the dress code at his discretion.

Casual Day Apparel

Casual Day apparel shall consist of the following:

Pants: Only jeans, corduroy pants, sweat pants, knit pants, or cargo pants may be worn or the school approved pant/slack.

Between May 1 — September 30: Walking shorts, cargo shorts, or different colored Capri slacks (girls).

No short shorts, biker shorts, frayed shorts, tight-fitting stretch shorts or pants, ripped jeans, pants with words on the back side, pajama bottoms, etc.

Tops: Students may not wear clothing with illustrations/words contrary to our school philosophy (e.g. references to liquor, drugs, sexually explicit pictures, words, phrases, etc.)

No mesh shirts, tank tops, sleeveless shirts are permitted.

Bare midriffs are not permitted.

No hats or caps may be worn.

Girls are not permitted to wear makeup on Casual Dress Days.

Dress shoes or tennis shoes and socks must be worn. No sandals, clogs, boots or open-toed shoes. This applies to all grade levels.

On specially designated casual days (OSU-Michigan day, St. Patrick's Day, etc.) students must wear a shirt or colors that is in accordance with that casual day. Students not in accordance will need to be in regular dress code.

For items not specifically mentioned in the Casual Day Dress Policy, the principal shall have the authority to determine if a student is in violation of intent of the Casual Day Dress Policy.

Proper Dress for All Athletic Practices and Physical Education Classes

Practice apparel for all athletic practices at all grade levels shall be T-shirts and approved gym shorts. Spandex and compression shorts are not permitted. There shall be no wording on the back side of the shorts. T-shirts shall have appropriate lettering, devoid of offensive or threatening words, words referring to drugs or having sexual connotations.

If an athlete comes to practice wearing inappropriate clothing, the athlete will be asked to change clothes. If no extra clothes are available, the athlete will not be permitted to practice with the team for the rest of the practice session and will not be permitted to dress for the next athletic contest.

Each coach/Teacher/Physical Education Teacher is responsible for the enforcement of this policy.

Student Health Services Program

St. Mary School seeks to promote and protect the health of its students through cooperation between the student, the family, the health care provider and the school. Health matters are coordinated by the school nurse. **STUDENTS WHO ARE ILL SHOULD NOT BE SENT TO SCHOOL.**

1. Health Records

Parents must provide a complete health record for each student at the time of admission. It is the parents' responsibility to keep this record up to date. Physician's Form and an Ohio Health Dental Form and (for incoming 7th graders only) verification of receipt of an MMR booster. The forms must be received by May 10 preceding the school year. Late registering students must provide these forms not later than the first day of school. In addition, parents should complete and keep current the Emergency Medical Authorization Card (EMAC) which will be consulted and followed in an emergency. When sick, students can only be released to individuals listed on the EMAC.

2. Serious Illness or Emergency

The school follows the procedures for the care of emergency sickness or injury issued by the State of Ohio. By law, qualified school officials must tender first aid, but nothing more. If illness or injury requires that a student be sent home, a parent will be notified. Upon such notification, the student must be picked up by an adult listed on the EMAC.

3. Screenings and Immunizations

Appropriate vision, hearing and scoliosis screenings shall be administered. Parents will be notified of the dates and, if screening results are problematic, of the need for follow up. Unless exempted by a physician, all students are required to be immunized against seven diseases: diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella (German measles). The school nurse will examine each student's record to ensure compliance with state health regulations. Parents may be asked exact dates of vaccination and, if appropriate, have the student revaccinated. (State School Immunization Law, Ohio revised Code Sections 3701.13, 3313.617, and 5104.06E.)

4. Absence Due to Illness

The school **must** be notified if a student is going to be absent. A parent must call the office (state law) or the school will have to try to contact the parent. Listed below is the length of time your child must be excluded from class as required by law for the following diseases:

Chickenpox -until scabs are dried.

Measles (3 day) - 4 days from first appearance of rash

Measles (regular) -4 days from first appearance of rash.

Mumps- 9 days after swelling occurs.

Scarlet Fever - Until child has been under antibiotic treatment for 24 hours, or until recovered.

Whooping Cough -3 weeks from date of first whoop or until recovery has occurred as determined by a physician.

5. Administration of Medication to Students

When medication is prescribed for a student, parents are encouraged to discuss with the physician the possibility of a medication schedule outside of school hours. We recognize, however, that there are situations where this is not in the best interest of the child. Any student possessing or using a prescribed medication must have on file a medical authorization form, properly completed, signed by the parent and accompanied by a physician's statement. These forms are available in the school office and from the school nurse or health aide. Such medication must be in its original container and have an affixed pharmacy label with the student's name. The school cannot administer prescribed medication unless these guidelines are strictly followed.

The possession or use of nonprescription, over the counter, medication is discouraged (e.g., cough drops, Tylenol, etc.). The school will consider administering such medication if parents provide a signed, written request for such which includes the specific dosage and the times at which the medication is to be administered. In most cases, school personnel will not honor a request to exceed the label instructions without a physician's statement. Any such medication should be sent to the school office in its original container, where it will be held for the day. The student or parent should report to the office at the end of the day for any unused medication. If the parent judges that the student is mature and capable of keeping the medication, the school office must be informed in writing that the student is carrying the medication. The school does not keep medications for students use and will not administer aspirin under any circumstances, due to the connection with Reye's syndrome."

6. Diocesan Wellness Policy 5145.0

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

The primary goal of nutrition education is to positively impact eating behaviors.

Nutrition Education:

1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study (2005) grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study (2002).
2. Nutrition guidelines, food pyramids, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
3. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. Additionally, school policy will outline what types of healthy snacks may be eaten during this time.

The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

Physical Education:

1. Physical fitness is supported through the Diocesan Physical Education Course of Study (2005).
2. All elementary students and the designated grade levels in high school shall participate in Physical Education.
3. All appropriate grade levels will have scheduled recess times.
4. Discipline should not include loss of recess time except in rare instances.
5. Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.

The school has activities in which both nutrition and physical education are inherent parts of the activities. Therefore, the school must be mindful of these connections when planning activities.

School-Based Activities

1. The Religion Course of Study (2006) supports reverence for life, self-respect, and respect for others, which are foundational concepts of wellness. All school-based activities are also rooted in these Religion Course of Study concepts.
2. The school should use food in limited ways as a reward for behavior, and minimize sugary treats for classroom celebrations.
3. Schools are encouraged to consider healthy food or non-food fundraisers.
4. Parent education concerning wellness should be provided by the school as is appropriate.
5. Teachers will be offered professional development in nutrition as is needed, and in physical activities that might be appropriate to incorporate in the classroom.

All schools with a lunch program must follow nutritional guidelines.

Nutrition Guidelines

1. School lunch programs must follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services.
2. School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
3. Schools should evaluate food and beverage products sold and determine nutritional guidelines for all foods and beverages that are available.
4. Drinking fountains are available in all buildings.

All schools are required to measure and evaluate their wellness policy.

Measurement and Evaluation:

1. The policy shall be reviewed regularly to evaluate school-wide compliance and effectiveness.
2. Based on the regular reviews, the school will determine any revisions necessary to support wellness in the school.
3. Whenever applicable, students could monitor wellness through activities such as monitoring their heart rate, or keeping a food and/or exercise journal.

Harassment Policy

St. Mary School harassment policy is intended to protect students against harassment before it becomes actionable. Harassment in any form is not in keeping with conduct expectations of a student in a Catholic school. Any violation of the policy should immediately be brought to the attention of an administrator or teacher. Violators will be dealt with immediately. Harassment is considered a major violation of school rules.

1. Sexual Harassment

St. Mary School is committed to preventing sexual harassment behavior by our students at all times, but specifically at school, school carriers and at school activities. Sexual harassment is improper, immoral and illegal behavior and will not be tolerated. Sexual harassment is defined by Ohio and federal laws as unwanted sexual advances, or unwanted visual, verbal, nonverbal or physical conduct of a sexual nature. St. Mary School abides by the Harassment Policy as established by the Diocese of Columbus, Department of Education. That policy states:

1. Harassment can take many forms. Harassment can occur at any school activity and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability.
2. It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, or other staff member — male or female — should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes but is not limited to, the following:
 - ▶ Offensive sexual flirtations, advances, propositions;
 - ▶ Continued or repeated verbal abuse of a sexual nature;
 - ▶ Explicit or degrading sexual or gender-based comments about another individual or his appearance;
 - ▶ The display or circulation of sexually explicit or suggestive writing, pictures or objects;
 - ▶ Any offensive or abusive physical conduct which shows hostility or aversion toward an individual because of gender or sex;
 - ▶ Graffiti of a sexual nature;
 - ▶ Fondling oneself sexually or talking about one's sexual activity in front of others;
 - ▶ Spreading rumors about or categorizing others as to sexual activity.

Sexual harassment also includes the taking of, or refusal to take any school or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's

“cooperation” or submission to unwelcome sexual activity will have any effect on the individual’s assignment, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of school or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
5. Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school, or at the superintendent’s office. Any person who believes they are subject to harassment or intimidation should contact either the principal, assistant principal, or pastor at the elementary level; and the principal, assistant principal or superintendent at the secondary level. A complaint should be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.

6. Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account and be considered to be appropriate for the ages of the individuals and circumstances.
7. No **retaliation** against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.
8. Any knowingly false charge or harassment made for the purpose of harming a person’s reputation will have very serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension, or expulsion.

2. Racial Harassment

No student shall disregard the rights of or demonstrate lack of respect for others by using racial slurs, discriminatory remarks, or inappropriate terminology, either directly or indirectly, while on school grounds, school carriers, or at any school-related activities. Racial harassment is improper and immoral behavior and will not be tolerated in this Christian community.

Drug, Alcohol and Tobacco Policy

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

1. Any drug of abuse as defined in Ohio Revised Code 3719.011 (which includes any controlled substance, any harmful intoxicant and any dangerous drug as those terms are further defined in the Ohio Revised Code),
2. All alcoholic beverages;
3. All tobacco products;
4. Any prescription or patent drug, except those for which permission to use in school has been granted;
5. Anabolic steroids;
6. Cocaine, crack cocaine, LSD, hashish, opiates, narcotic drugs and marijuana
7. Any substance that is a “look-alike” to any of the above, or is a counterfeit controlled substance as defined in Ohio Revised Code 2925.01(0).

The term “drug paraphernalia” shall have the meaning set forth in Ohio Revised Code 2925.14(A).

St. Mary School upholds Diocesan Policy 5131.1 dealing with Drug Prevention. Copies of that policy are available at the school office.

The use, possession, concealment, manufacture, administering, dispensing or distribution of any drug or drug paraphernalia, or committing any “drug abuse offense” as defined in Ohio Code 2925.01, or appearance while under the influence of any drug, on school premises, on or in school vehicles or at any school sponsored event is prohibited.

Anyone who is committing any act prohibited by this policy shall be brought to the attention of the building principal or the principal’s designated representative.

The principal or representative shall place student safety as a priority in each situation. The principal or representative shall notify this student’s parent(s) or guardian(s) within 24 hours of the incident.

A first time offender is required to meet with his or her parent(s) or guardian(s) as well as school officials to discuss appropriate action including student participation in a counseling or drug/alcohol prevention program. The intent of such intervention is to eliminate further incidents of abuse. First time offenders are subject to a mandatory three day out-of-school suspension. Given certain circumstances and the severity of the act, first time offenders may be subject to expulsion. The decision of the school administration is final.

The second offense of the St. Mary School Drug and Alcohol Policy will result in immediate expulsion of the student.

Non-Discrimination Policy

St. Mary School recruits and admits students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition the school will not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency or disability in the administration of its educational programs and extra curricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school initiated desegregation. The school is open to students of families who sincerely seek the religious nature of our program. While preference is given to parish members, others are welcome as space allows. New admissions are subject to the approval of the principal who will exercise discretion so as to assure enrollment for good and proper reasons, consistent with the school's philosophy and mission. St. Mary School will not enroll a student for whom financial obligations to this or other schools of the diocese remain unpaid.”

Technology Acceptable Use Policy

We are pleased to offer students of St. Mary School access to the school's computer network and the Internet. To gain access to the school's technology resources and the Internet, all students must obtain parental permission.

Access to the Internet will enable students to explore thousands of libraries, databases, and other resources throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end St. Mary supports and respects each family's right to decide whether or not to apply for access.

St. Mary School follows the policy set by the Diocese of Columbus, Office of Catholic Schools. Policy #6142.

Publishing Student Information

A school, school employee, school organization or the Diocese may publish student information in various formats including websites under the following conditions.

If proper notice is given and the parents of a student do not object, directory information may be released. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.

A consent signed and dated by the parents(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), educational records, (Diocesan Policy 5126.0)

Directory Information Notice

Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation. (Diocesan Policy 5126.1) *A copy of the Personally Identifiable Informative Release Forms can be obtained in the school office.*

Visitors

For the purposes of fire safety accountability and student safety, we request that all parents and visitors report to the school office upon entering the school building. Parents are welcome to observe their child's class. Those who wish to observe in the classroom are asked to contact the principal to make arrangements for a suitable time. The appropriateness of the observation and time will be left to the discretion of the teacher.

Volunteers

St. Mary School appreciates and is very proud of its parent volunteers. Volunteering is not only vital to the smooth operation of everyday school life, it is an important connection between home and school. Any adult responsible for the care, custody or control of students in any school or school sponsored activity in the Diocese of Columbus must submit to a criminal background check and have a clear BCI report and attend a "Protecting God's Children" session as prescribed by the Diocese of Columbus prior to their involvement. Additional information and registration for the session may be found online at www.virtus.org.

There are many opportunities to be involved at any level that suits your schedule. Please give generously of your time and talents.

SPIRITUAL DEVELOPMENT AND SERVICE

The Religious Education Program

The unique and peculiar feature of a parochial school is the process of religious development and formation of its students. At St. Mary School this is maintained through a complete graded course of study in religion, which is taught in grades 1-8, covering the basic tenets, beliefs, traditions and practices of the Roman Catholic faith. Sacramental preparation for Eucharist, Reconciliation, and Confirmation is incorporated into the curriculum at the appropriate grade levels. Primary and intermediate grades receive thirty-five (35) minutes of instruction daily, while the junior high receives forty (40) minutes of instruction daily. Our parish priest and a member of the Dominican Order, along with the school principal, visit the classrooms during the religion period on a weekly basis for religious instruction.

Eucharistic participation is of high priority. Please refer to the monthly and yearly calendars for liturgies and prayer services scheduled. Parents and friends are encouraged to attend any of these liturgies. The student body also has the opportunity to experience traditional devotions and practices of the Catholic faith

including: Benediction, the rosary, stations of the cross, Lenten sacrifices, mission education, vocation awareness, grace before/after meals, morning prayer and prayer at the end of the school day. All of the above components, as well as a pervading atmosphere of faith, contribute to the process of internalizing values which are distinctively attributed to the Catholic faith.

Human Growth and Development

The Diocesan religion graded course of study has a human growth and development component which focuses on the following concepts:

- developing an appreciation of one’s humanness as a unique reflection of God;
 - an awareness of the good and wholesome physical, psychological and spiritual aspects of an individual;
 - growth in interpersonal relationships as a sexual person;
 - an appreciation of the role played by sexuality in establishing relationships of commitment and fidelity;
 - an opportunity to discover vocational choices open to an individual.
- St. Mary School incorporates these objectives not only in religion instruction but also through health and science instruction.

Mass Attendance

All students of St. Mary School should attend Mass every Sunday or Saturday evening. This is a serious obligation and the responsibility for this attendance lies with the parents. During school, students attend all school liturgies scheduled throughout the year. Students also attend Mass by class throughout the year.

Religion Fair

Students and parents work together using a variety of media to give a different dimension concerning the lives of the saints, bible stories, beatitudes, and other areas studied in religion class.

ACADEMIC INFORMATION

St. Mary School follows very closely the graded courses of study written by the Diocesan Department of Education and newly developed state standards approved by the Ohio Department of Education in all subjects: communication arts (reading, English, writing, spelling and phonics), mathematics, social studies, science, health, physical education, music, art, media and enrichment. The texts used for any course are selected by the faculty from a list which has been approved by the Diocesan Department of Education. The graded courses of study provide the basis for the instruction.

Homework

The four major purposes of homework are:

1. An extension of classwork — to practice and reinforce skills or concepts introduced in the classroom.
2. A preparation for classwork — to prepare for in-class discussion or

- experiments; students are often asked to read or study materials.
3. An enrichment — to allow students to explore in-depth subjects of personal interest and to allow individual creative forms of expression.
 4. A basis for developing responsibility — to encourage self-discipline, to establish good study habits, and to motivate students to want to learn more.

Homework assignments may include: memorization, practice exercises, outside reading, research, art projects or family activities. Homework is the responsibility not only of the student, but also the parents. Parents are not expected to do the work for the student, but their guidance and support are needed to see that the student has enough time and a suitable environment in which to do assignments. Students in grades 3-8 are encouraged to use the Agenda homework assignment books. Parents should check the assignment books daily to make sure students are completing homework assignments. If a student comes home repeatedly telling parents that he/she has no work to do, it would be advisable for the parents to check with the teacher.

Parental interest, encouragement and cooperation will surely help the student to feel successful and proud of his/her completed assignments. It would be ideal on school nights, Monday through Thursday, for students to begin the habit of scheduling a study time, whether or not there is assigned homework. Students could review spelling words, practice handwriting, drill math facts, read, review class notes, etc. Skills are gained only through continual practice and routine — homework is no exception.

The time allotment for homework is based upon the ability of the average child. The following are suggested time allotments as given by the Diocesan School Office:

Primary grades:	20 minutes
Intermediate:	60 minutes
Junior High:	90 minutes

Pupil Performance Objectives

Competence relates to an individual's ability to be successful, and to make learning a life-long process. Pupil Performance Objectives ("PPO's") are a subset of the graded course of study objectives and reflect the critical skills we anticipate students will need to be competent throughout their lives. Such critical skills should provide the base for new learning beyond the formal school experience. This competency-based education program is an opportunity to reaffirm our commitment to helping each student grow into a productive, responsible adult. It is not a radical departure from what we have always done: to serve the students entrusted to our care to the best of our abilities.

The judgment of the classroom teacher is the best measure of student progress toward the ultimate goal of personal competence. Our Competency Based Education program emphasizes the teacher's knowledge of a student's learning on a daily basis. On-going assessment of the student's progress on pupil performance objectives will be handled by using a variety of classroom tools and strategies.

Formal, standardized testing will be used for program evaluation and instructional planning when appropriate. Intervention will be provided according to pupil needs and should address needs for both enrichment and remediation.

Pupil Performance Objectives are required by state standards in reading, writing, listening, communication, science, social studies and mathematics. Mastery of the objectives is critical in the development of skills required for the next grade level. Parents will be advised in writing of any objectives their children have not mastered. Recommendations to parents may include summer tutoring or tutoring throughout the school year to enable their child to successfully master these objectives.

Enrichment Programs

St. Mary School complements the instructional program by making available to the students several enrichment programs and the opportunity to develop particular talents through special projects. A Science Fair, Spelling Bee, Religion Fair activities, Young Author's Exhibit and Art Show are some of the opportunities made available to students. Other enrichment activities are organized directly by the teachers or the Home and School Association in order to meet the children's needs and to supplement the curriculum.

Promotion and Retention

Promotion in St. Mary School shall be based on a consideration for the welfare of the pupil. Every pupil shall be placed where he/she can work to his/her ability.

I. CRITERIA FOR PROMOTION/RETENTION: Grade K through 3

A. Academic Achievement

Since the main emphasis in the primary grades is on reading and mathematics, a failure in these subjects for the year may result in retention. Pupils would have to master certain minimum requirements in those subject areas to merit promotion.

B. Maturity

1. Ability of pupil to adapt to classroom procedures;
2. Ability of pupil to work independently;
3. Ability of pupil to interact and relate with peers.

II. CRITERIA FOR PROMOTION/RETENTION: Grades 4 through 8

A. Academic Achievement

1. Failure for the year in two major subject areas (mathematics, social studies, science, language arts);
2. Failure for the year in one subject area (see above) unless tutored by a certified professional or having completed summer school with a grade of Satisfactory.

Parents must be notified in writing by the end of the second nine-weeks if retention is being considered. The principal shall have direct charge of promotions. In making the decision, the principal shall take into consideration the estimates, the ratings and recommendations of the teacher(s) and recommendations based on psychological testing and evaluations.

Auxiliary Services

For your information, you should be aware that through the Auxiliary Services funds we have available the following personnel to serve the needs of your children:

Remedial Reading and Math	School Psychologist
School Nurse	Learning Disabilities Teacher
Speech and Hearing Therapist	

If you need any of the services listed, talk to you child's teacher or the school principal.

Achievement Testing

The academic and learning process is monitored by the testing program which is available at St. Mary. Each year in the fall, all children in grades 2- 8 are administered the Terra Nova Test and the Cognitive Abilities Test. The results are used by the teachers to monitor children's progress and to modify their instructional approach. The results of the tests will be shared with the parents as soon as they are received.

Report Cards / Interim Reports

Report cards will be given four times a year. There are different methods used for measuring achievement, effort and behavior. Parents should contact the teacher if there is a question of how a student has been evaluated. Understanding on the part of the parents and words of praise are very effective at this time in a child's development. Read the report carefully and discuss it with your child. Interim reports and a Life Skills Report may be sent home during the grading period if a serious problem or a pattern of inappropriate behavior is detected by the teacher.

Merit / Demerit System

Students "caught" by any St. Mary staff or faculty member doing something thoughtful or kind will receive a merit slip. The carbon copy of the merit slip will be deposited in the Merit Box in the school office by the student. The original will be taken home to be signed by the parent. The student should keep their signed merit slips, and when they accumulate seven, they can trade them in for a prize donation by local merchants. At the end of each week, a drawing will be held for all those who have merit slips in the box. Two students will win a prize.

Merit slips are not given to students for behavior that is normally expected (e.g., doing homework, keeping desk area neat, etc.). They are given for "out-of-the-ordinary" good acts.

Demerits are given to students for infractions listed in the St. Mary Discipline Policy or for violations of classroom rules/regulations. Detentions are given for more serious infractions of the Discipline Policy or for continued violations of the Discipline Policy. Demerit and detentions must be signed by the parent and returned to school the next day. Three demerits in a quarter equal a detention.

Five detentions in a quarter results in in-school/out-of-school suspension. Detentions are normally served on Tuesday or Thursday after school between 2:45-3:20 p.m. Students are required to serve the detention on the day assigned. Students are given a 24 hour notice as to when a detention is to be served so that arrangements can be made in regards to transportation.

Field Trips

Field trips are taken to enrich the learning experiences of the pupils. These are considered part of the curriculum. Permission slips will be given to the children

several days prior to the trip. They are to be signed by the parents and returned before the day of the trip. Bus transportation is provided to ensure students' safety.

Parent — Teacher/Student-led Conference

The first scheduled conference is mandatory for all parents. Other scheduled conferences are at parent or teacher request. During this time the child's progress, habits of self-control and concentration, interests and aptitudes are discussed. The child's emotional growth is considered also, in order that the teacher and the parents may cooperate more closely with one another to educate the student to the fullest capacity. Such cooperation will prepare the student to meet religious, social and educational needs. Student led conferences are conducted at various grade levels.

Parents are welcome to call for a conference when they feel this is necessary. Please call the office during school hours. It is better to speak first with the teacher involved before going to the principal or board member with a problem.

Library and Multi-Media Center

St. Mary School maintains a well-equipped library and media-center. Books, periodicals, vertical files, maps, reference materials, audio-visual media and computer hardware and software are designed and available to serve both student and faculty needs. Selection of materials is made with the curriculum and the needs of both students and teachers as the primary concern. Policies are contained in the Library-Media Handbook.

Technology

The St. Mary computer lab, library, and classrooms are equipped with multimedia Dell computers, color ink jet printers, scanners, and projectors in addition to lap top computers. The programs on the computers offer various instruments for both remediation and enrichment. With this software students learn computer basics, informational search skills, word processing, keyboarding skills and desktop publishing. The educational software promotes critical thinking and problem solving skills, as well as enhancement and practice for all subject areas.

EXTRA-CURRICULAR ACTIVITIES

Community Service

Community service involves students reaching out to the school community, as well as the local community. Students have the opportunity to put their faith into practice. Projects include older students tutoring younger students, office and library helpers, collecting food and clothes for the needy, helping individual teachers with various activities, the advent giving tree and the Crop Walk.

Altar Servers

Fifth, sixth, seventh and eighth grade altar servers have the opportunity to serve funerals and assist at other parish and school liturgical celebrations. A monthly schedule by grade is posted. Training sessions are scheduled during the year for those interested in becoming altar servers.

Cafeteria Duty

Students are assigned by their homeroom teacher to clean their assigned tables each day and to assist in putting the tables in the storage area. The length of service required each student is left to the discretion of the homeroom teacher.

Science Fair

Periodically, St. Mary Middle School has a Science Fair for all sixth, seventh and eighth grade students. The fair is held in late winter. Qualifying seventh and eighth grade projects advance to the district and/or State Fairs. Projects cover a wide variety of topics from the science area. The fair provides a unique opportunity for parents and students to work together, as well as involving skills across the curriculum.

Outdoor Education Program

Outdoor education is the use of the out-of-doors to facilitate the total education of children through experiences that can be easily returned to the classroom. The students have the opportunity to participate in a resident Outdoor School program. Teachers and students use the out-of-doors as a laboratory in which to study and explore our natural environment.

Band

Students may join the band in fourth grade. Seventh and eighth grade band students may be included in the William V. Fisher Catholic High School Band. Vocal music and music appreciation are part of the curriculum for all students K-8. Students may learn to play a musical instrument; lessons will be scheduled and a fee, if any, will be determined yearly. The band performs a Christmas and a Spring concert and performs at other scheduled events.

Student Council

Student Council is a student body government that represents the students at St. Mary's. This group of students addresses the concerns and issues facing the students in the middle school. Throughout the year, Student Council members hold a variety of fundraisers. Members sponsor bake sales, dances and dress down days for a project chosen each year by the students.

At the beginning of the school year, the students elect a President, Vice-President, Secretary and Treasurer. Each Homeroom also elects a representative. Student Council is an excellent way for students to get involved at St. Mary's.

Yearbook

The yearbook is a commemorative hardback book of student memories at St. Mary's. This is an eighth grade project that entails soliciting advertisers, taking pictures, collecting money and completing the final lay-out.

Safety Patrol

To provide for the safety of students in crossing the intersections near the school, St. Mary School has a safety patrol which is on duty before school, at lunch time and after school. Students are asked to obey those serving on the patrol and to be careful when crossing the streets.

Athletics

St. Mary School believes that participation in athletics, both as a player and as a spectator, is an integral part of the student's educational experience. Such participation is a privilege, not a right, that carries with it responsibilities to the school, the team, the student body, the community, and the individual student athlete.

Interscholastic athletics are considered a supplement to the school's religious and academic programs, which strive to provide experiences that will help to develop the participant physically, mentally, socially, and emotionally. Students participating in the interscholastic program are at a prime age to learn good sportsmanship, to learn the meaning competition, to build character, and to develop personal qualities, which will enable them to become successful citizens as well as athletes.

St. Mary School provides interscholastic sports for students in grades 7-8 under the direction of the Athletic Director. They include 7th and 8th grade boys' football, 7th and 8th grade girls' volleyball, 7th and 8th grade boys' and girls' basketball, 7th and 8th grade boys' and girls' track, 7th and 8th grade boys' and girls' cross-country, and wrestling for 7th and 8th grade boys. Interscholastic sports below grade 7 are not financially supported by St. Mary School.

Cheerleading Squad

Students in seventh and eighth grades may compete to become cheerleaders for seventh and eighth grade football and basketball teams. The students on the cheerleading squad are subject to the same eligibility requirements as those participating in interscholastic sports and are under the direction of a moderator. The cheerleading squad is responsible for pep rallies at the school.

Eligibility Requirements for Athletic Programs

Students in grades 7 and 8 who choose to represent St. Mary School in its sponsored athletic programs must maintain eligibility standards in order to participate. These standards provide that the students show satisfactory effort and maintain a satisfactory average in their subject classes.

Eligibility will be determined every two weeks. Teachers will be given a form to fill out every two weeks which must be turned into the school office by 3:00 p.m. Friday. A poor performance by a student in two academic subjects will result in that student being ineligible for a period of two weeks, beginning on Monday and continuing through Friday of the second week. If no tests are given in a particular subject during the two week period, the failing average may carry over to the next two week period.

After student eligibility is determined, the student and parents will be notified by the Athletic Director before noon the following Monday. Student conduct might also be a factor concerning a student's eligibility. A student can be ineligible two times before being disqualified for the remainder of the season. The Athletic Director will also inform the coaches and cheerleading advisor of any ineligible students on their squads.

St. Mary School is a member of the Ohio High School Athletic Association and does comply with the eligibility requirements of that association.

Absenteeism — Athletic Programs

A student must attend school the day of their event and may not leave early. A student must attend school the day after an event, be on time, and may not leave early without a physician's excuse.

Transfers

4-7-1 A transfer student is one who is enrolled in and attending a member school outside the district of residence of the parent or legal guardian.

The transfer bylaw applies to all students enrolled in grades 7-12. It applies to all member schools, both public and non-public.

- 4-7-3** If a student transfers after the first day of the student's ninth grade year from a non-public to a public school, from a public to a non-public school, from a public to a public school, or from a non-public to a non-public school, the student will be ineligible for one year from the date of enrollment.

EXCEPTION 1 — If the parents or legal guardian change residence from one public school district to another public school district, the student may enroll in either the public school within the boundaries of that public school district that includes the residence of the parents or legal guardian or any non-public school, and be immediately eligible insofar as transfer is concerned.

EXCEPTION 2— A student who has completed the eighth grade and whose parents or legal guardian reside in the state of Ohio may enroll in any high school and be eligible.

EXCEPTION 3 — The school closes.

EXCEPTION 4 — A student may enroll in a school outside the district of residence of the parent and be eligible provided the superintendents of both districts enter into a written agreement that consents to the attendance and specifies that the purpose of such attendance is to protect the students physical or mental well-being. Only one such exemption shall be permitted in any four school years. The student shall not be eligible until declared eligible by the Commissioner upon submission of the exemption form.

EXCEPTION 5—A student transferred to the State School for the Blind or State School for the Deaf shall be eligible upon enrollment.

- 4-7-4** The superintendent or person delegated by the superintendent of either a non-public or public school system may transfer students within the system without jeopardizing their eligibility. Such transfers are eligible only after approval by the Commissioner.

- 4-7-5** Whenever a new high school has been established in a school district in which the student's parents reside, all students whose parents reside in that school district, and who enroll in the new high school, are eligible for interscholastic athletics insofar as the transfer bylaw is concerned. This applies to students from both public and non-public schools whose parents reside in the new school district defined by the local Board of Education. This rule applies only at the beginning of the school year when the new school first opens. After the first year of operation, the eligibility of any future transfers from one school to another will be determined in accordance with applicable paragraphs of this section.

Additional information concerning student athletics can be found in the St. Mary Athletic Handbook. Please contact the St. Mary School Athletic Director for a copy of the Handbook.

ST. MARY HOME AND SCHOOL ASSOCIATION

The St. Mary Home and School Association is a group of parents and guardians of pupils attending St. Mary School. The Association's objectives include promoting better communication and interaction between parents, teachers and school administration; providing opportunities for social interaction among parents and families, and to assist in providing financial support for the school through fundraising efforts. Every parent/guardian at St. Mary School is a member of the Home and School Association.

ST. MARY SCHOOL ADVISORY BOARD

The St. Mary School Advisory Board meets the second Tuesday of every month, except June, July and August and the meetings are open. Anyone wishing to address the Board should notify the Board President at least five days before the scheduled meeting to be placed on the agenda.

The Board serves in an advisory capacity and addresses aspects of the formal educational programs of the school, subject to the regulations that proceed from the Diocesan Elementary School Board. The Advisory Board consists of the Pastor, the Principal, eight representatives elected by the members of St. Mary parish and parents of students enrolled at the school. An additional representative may be elected or appointed to the Advisory Board by any other parish sending ten or more students to St. Mary School. Information will be sent home in the Thursday Envelopes regarding elections and meeting minutes.

