



ST. MARY
OF THE
IMMACULATE CONCEPTION

2020/2021

Parent/Student Handbook

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St. Mary's School is a Catholic co-ed elementary school for grades Pre-kindergarten through grade 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Requests for reasonable accommodations for a student with a disability may be directed to the principal is required for each year a student attends St. Mary's School. All students enrolled in St. Mary's School must attend religion classes and services. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

St. Mary's School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made.

This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

MISSION STATEMENT

St. Mary's will provide a safe and nurturing environment.

We will emphasize service to God and others.

We will strive to educate the whole person, spiritually, physically, and intellectually.

VISION STATEMENT

St. Mary's School exists to educate our children and to develop in each student:

1. A strong faith based foundation in the teaching of the Catholic Church.
2. Promote and strengthen God-given abilities in service to others.
3. We will develop skills to succeed as productive citizens in our competitive global society. The skills we develop will allow our students to be life-long learners.

SCHOOL HISTORY

St. Mary's Parish has operated a school since the mid 1850's when the church was located at the foot of Market Street. At that time the church also served as the school, and a layman was hired to conduct classes. When the parish moved to the present location on Fourth Street, the old church building was dismantled, and the bricks were used to build the "old" St. Mary's School which was in use from 1866 until 1959.

When the school was relocated to Fourth Street, it was staffed by Sisters of Providence from St. Mary of the Woods, Indiana; the school was turned over to the Franciscan Sisters of Oldenburg in 1880. Until the 1985-86 school year, the Franciscan sisters conducted St. Mary's School under the direction of a sister/principal and other teaching sisters. Their service continued until 1996 when the last teaching sister retired. Under their care, Saint Mary's conducted a successful parochial school (and even a high school for a few years in the 1930s), and today the school is operated by a dedicated staff of lay men and women.

Consisting of just four classrooms, the "old" school sat on about one fourth of the footprint of the current school building. A generous yard provided recreation area, complete with shade trees. Tom Ward's depiction of the "old" school captures its charm and simplicity.

In 1959, due largely to the generosity of John Kirby, a new school was made possible. Mr. Kirby left the parish his home – which was used thereafter as a convent for the teaching sisters and today serves as the St. Vincent de Paul Pantry and the school library/art room – and \$100,000. Classes dismissed in May of 1959 so that the "old" school could be demolished. By September, the new state-of-the-art (for the time) building was ready for students to return to class. Some playground space had been taken by the new building, so a home was purchased adjacent to the Kirby house, was demolished, and was replaced by a playground and parking area.

Lack of a gymnasium and large space for parish activities prompted a campaign in 1980 to raise money to build a parish activity center. Lots adjacent to the Fifth Street convent and playground were purchased to provide a site contingent with the rest of the parish properties. The Aurora council of the Knights of Columbus helped the parish buy two lots at the corner of Fourth and Judiciary for a parish parking lot. (The school playground next to the convent on Fifth Street had served as a parking lot but was needed as part of the site of the new building.) The Activity Center was finished and dedicated in 1982, and though it is a parish facility, the students of the parish school benefit more from its use than any other group. The gymnasium is used for recess, physical education, and athletic competitions. Several of the school musicals were presented in the gym, and since the kindergarten's inception in 1993, the kindergarten classroom has been located in the second floor of the center.

In the summer of 2018, during the search for a new school principal, facts about the school's (and parish's) critical financial situation began to come to light. For several years parish savings with the Archdiocese of Indianapolis had been tapped to keep the school in operation. The modest tuition – appropriate for the parish demographic – and declining enrollment were two major factors. Lower student enrollment paralleled that of South Dearborn Community School Corporation in which most of the parish is located. Declining Mass attendance in the parish also affected the bottom line. By October, 2018, the archdiocese and pastor determined that unless \$400,000 could be raised by December 31, the school would close at the end of the 2018/2019 school year.

Under the direction of Principal Bob Brookbank (who had only been in the position since July of 2018), an effort was galvanized with the able assistance of loyal school parents and parishioners of St. Mary's. An awareness "campaign" was begun with the slogan "Keep the Doors Open." With the help of print, radio, television, and social media, people far and wide were informed of the plight of St. Mary's School.

Within just a few weeks about \$100,000 was raised from the grassroots – parishioners, school families, strangers, and even other local Christian churches giving what they could. In the eleventh hour, additional major donors anonymously gave most generously, to the point where the plea generated over \$700,000 dollars. Under Bob Brookbank’s guidance, a restructuring had begun even in October of 2018 and has continued as part of the ongoing school viability and improvement plans.

St. Mary’s School continues to be a cornerstone institution in the Aurora community with students often participating in community service. Alumni reflect the values of their education at St. Mary’s in an array of professional careers and vocations. The spirit of perseverance of the Irish and German founders of St. Mary’s Parish continues through today’s parishioners, parents, students, alumni, and staff.

ACCREDITATION

St. Mary School has met the criteria for educational quality established by the AdvancED® Accreditation Commission. St. Mary’s has received a Certificate of Accreditation by the NCA Commission on Accreditation and School Improvement, the Northwest Accreditation Commission, and the SACS Commission on Accreditation and School Improvement.

Using a set of rigorous research-based standards and evidence based criteria, AdvancED Performance Accreditation examines the whole institution – the policies, programs, practices, learning conditions and cultural context – to determine how well the parts work together to carry out the institution’s vision and meet the needs of every learner.

AdvancED has developed quality standards and processes that meet the unique requirements for:

- public and private schools and systems
- education corporations
- early learning
- post-secondary
- digital learning institutions

In order to earn AdvancED Performance Accreditation, institutions must:

- Meet the AdvancED Standards and accreditation policies.
- Demonstrate quality assurance through internal and engagement reviews.
- Engage in continuous improvement.

AdvancED Performance Accreditation is not about earning a label for a one-time evaluation. Rather, it recognizes those institutions that have sustained an exemplary commitment to continuous improvement and learner outcomes.

Through processes such as accreditation, St. Mary’s School strives to continue our legacy of excellence in which all students are nurtured and thrive.

ST. MARY'S STAFF, FACULTY AND COMMITTEE MEMBERS

Parish Office

203 Fourth Street
Aurora, Indiana 47001

Phone: 812-926-0060

Reverend Ben Syberg, Pastor

frsyberg@sls-apps.org

Analyn Townsend, Administrative Assistant

parish.office@mystmarys.com

Mrs. Mollie Leibecke, Bookkeeper/Finance

mollie.leibecke@mystmarys.com

Pastoral Council

Mr. Greg Ramsey, Chairman

The pastoral council is a consultative body that assists the pastor or parish life coordinator in planning and overall decision-making in all areas of parish life. Although it is not a governing board, the pastoral council participates in policy-making and coordination of parish activities, and deliberates on matters of importance to the parish. The overall focus of council decisions is on the common good of the parish.

Finance Committee

Mr. Mark Neff, Chairperson

Members are to be men and women of integrity who are registered members of the parish that are skilled in financial, business or legal matters. Members are to represent the diversity of the parish and its ministries.

The parish finance committee is to assist in the oversight and responsible use of the financial resources entrusted to the parish by the parish community. The finance committee is to report semi-annually in writing on the use and condition of parish financial resources.

School Commission

Mrs. Beth Legge, Chairperson

This commission is responsible for overseeing the operation of the parish school (where appropriate). Among its specific responsibilities are:

- setting school policy
- developing goals
- assisting in providing for the development needs of the school
- planning budgeting and finances
- developing facilities management guidelines in conjunction with the parish
- coordinating public relations and marketing

Committees typically associated with this commission are development, planning, and facilities

School Improvement Goals

Catholic Identity Goal: Students will increase their knowledge of vocations and the roles of all who serve the Church.

Academic Goal #1: Students will proficiently demonstrate literacy and math skills on formative assessments.

Academic Goal #2: Students will successfully demonstrate 21st Century technology skills.

Institution Goal Planning: Increase school enrollment through retention of current students and recruitment of new students.

School Improvement Committee:

Randy Dennis
Ann Hutchinson
Amanda Meyer
Michelle Ryan

Amy Denning
Beth Legge
Kim Rector
Jim Waldon

Ann Marie Grove
Mandy McPherson
Suzy Rice

Catholic School Commission and Board Guide

The Second Vatican Council called for “shared responsibility,” asserting that each member of the Church has the “...right and obligation to assist the Church by offering time and talent so that the Church’s mission will be more effective.” Collegiality is the principle of bishops sharing or delegating authority with others through structures such as boards, councils and commissions (Primer). Members of school commissions and boards are ministers exercising shared responsibility with the clergy and administration for one aspect of the Church’s total mission, namely, Catholic school education and formation.

The Catholic School Commission and Board Guide for the Archdiocese of Indianapolis can be found here:

<https://oce.archindy.org/library/documents/Public-Downloads/Guides/Commission-and-Board-Guide-and-Appendices/00-School-Commission-Board-Guide-2016F-Post-Review-PRINT.pdf>

School Office

211 Fourth Street
Aurora, Indiana 47001

Office: 812-926-1558

Mr. Randy Dennis, Principal

randy.dennis@mystmarys.com

Mrs. Ann Hutchinson, Administrative Assistant

ann.hutchinson@mystmarys.com

Mrs. Nanette Brothers

Cafeteria Manager

Mr. Tony Vincent

Maintenance

Teachers

Mrs. Becky Strasemeier, Mrs. Jessica Wismann and Ms. Danielle Dozier Pre-K

Ms. Amy Denning Kindergarten

Ms. Mandy McPherson 1st Grade

Mrs. Ann Marie Grove 2nd Grade

Mr. Adam Dennis 3rd and 4th Grades

Mrs. Suzy Rice 5th and 6th Grade Homeroom
Science, Math and Algebra

Mrs. Kim Rector 7th Grade Homeroom
Language Arts, Writing, Social Studies

Mr. Jim Waldon 8th Grade Homeroom
Language Arts, Reading, Religion and Music

Mr. Bob Brookbank 5th - 8th Grade Science

Specials

Mrs. Trina Hetzer Art, Grades K – 4

Mrs. Marge Beinkemper Art, Grades 5 - 8

Mrs. Michelle Ryan Computer, Grades K – 2

Mrs. Jane Miller Gym, Grades K – 5th

Mrs. Jessica Wismann Gym, Grades 5 – 8

Mrs. Connie Powers Library, Grades PreK – 8

Mrs. Claire Vincent Music and Religion, Grades K – 2

Mrs. Sarah Dennis Spanish, Grades 3 - 8

POLICY STATEMENT

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

1. Primary Goal – Catholic Education

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

2. Accommodation of Students with Special Needs

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

3. Parishioner Status

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

4. Financial Aid and Responsibility

It is a goal of the School and Parish to provide financial support to economically disadvantaged parish families to the fullest extent possible. However, all School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School. Families of students who are not of the Catholic Faith will be expected to assume their portion of the financial responsibility for the education provided through an increased tuition rate, since they do not participate in the investment (subsidy) received by School from the contributions of parishioners.

5. Agree to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of the School as specified in the School Handbook and must sign an agreement saying they have read and understand the handbook.

NON-DISCRIMINATORY POLICY OF ST. MARY'S SCHOOL

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

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

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

ADMISSION

St. Mary's School admits students of any race, color, and national ethnic origin. We do our best to accommodate students so that all needs may be met. However, if the needs become beyond our scope we may recommend that St. Mary's School is not the best fit for your child.

1. Entrance age for Kindergarten is five years of age by October 1, 2021. Early entrance is accepted only with principal's approval and testing only if there is room in the kindergarten class.
2. A copy of the child's birth certificate is required for our file.
3. Medical history (shot records) and vision examination forms must be submitted at time of enrollment. All immunizations required by Indiana State Law must be listed on the permanent health record. All students must have received their 2nd MMR before entering the 6th grade. Immunization requirements will be checked by the South Dearborn Community School Corporation school nurse. If immunizations are not current, the parents will be notified. Immediate action to bring immunizations up to date will be required for continued enrollment at St. Mary's School.
4. An emergency contact information form must be on file for each student. This form is renewed each year, as the information must be current and accurate.
5. A new student must present their last report card. After parents sign the registration form, St. Mary's will request from the previous school the cumulative and health records of the child. These records are always sent from school to school.
6. In order to receive our parishioner tuition rate, a baptismal certificate is required for Grade 1 and all new students. Interviews with parents and child will be held with the principal for new students entering grades 4-8. Please see School Subsidy Agreement in Registration Packet for other requirements.
7. Because we are a Catholic private institution, we do reserve the right to exclude anyone from attending our school at any time.
8. Voucher students who have met school admissions criteria may have to go through a lottery for selection if there are more voucher applicants than spaces available. Please note students still must meet admission criteria to be eligible for the lottery.

ADMISSION SELECTION PROCEDURES

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

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

TRANSFER STUDENTS

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

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

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational setting, and an opening exists; the student may be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

ATTENDANCE

Indiana law mandates that students be provided 180 days of instruction each year. Regular attendance and punctuality are the shared responsibility of parents, students, and the school. The following attendance policy of South Dearborn Community School Corporation applies to students of St. Mary's as well.

1. School officials will keep constant and accurate student attendance records.
2. If a student misses three consecutive days or three days out of five school days, a doctor's note or documentation that accounts for the missed days must be turned into the office. The missed day will be unexcused if no documentation is received.
3. When a student misses five (5) unexcused absences in any one semester, the parent/guardian will be notified of the student's attendance. The Dearborn County Probation Department may be notified of the student's attendance from grades 6-8.
4. When a student misses nine (9) unexcused absences in any one semester/year, the parent/guardian will be notified of the student's attendance information. The parents/guardians may be required to conference with the school by phone or in person. If the conference is requested and does not occur, the student can be suspended for the remainder of the respective semester and/or remainder of the school year.
5. Any student who misses in excess of 20 days of the school year (excused and/or unexcused) will be considered a candidate for retention, pending appeal by the parent/guardian.
6. The attendance officer may be called on at any time to visit parents or student in order to encourage good attendance.
7. Being tardy three times constitutes one absence. A student will be considered tardy after 8:05 a.m. (except for those students riding the late bus.).
8. Continued poor student attendance will result in school officials pursuing the Indiana Compulsory Attendance Law.

Unexcused Absences are defined as a student missing school for one of the following reasons:

- Absences without a verified excuse
- Vacations are unexcused absences. Parents are encouraged to make every effort to schedule family vacations during those times that school is not in session.
- Truancy is considered an unexcused absence. A student is truant when he/she is absent without the knowledge or consent of the parent/guardian. If a student is truant from school, a truancy affidavit will be submitted to the local probation department. The attendance counselor (or superintendent's designee) and/or resource officer are authorized to bring any child to school found to be truant.

If your child is absent from school for any reason, **you must phone to notify the school**. Please call the main office to report your child's absence. Do not send absence information to any school email address. If no call is received, the office will call to verify the absence. This is done for two reasons; we are concerned about your child and for safety reasons. When your child returns to school, you must send a note stating the reason for the absence with signature of the parent/guardian.

In addition, parents should notify the school office (in writing) at any time when students will be staying with another guardian (for example, if parents are going out of town). Please include name, address, home and work phone numbers of the temporary guardian, along with the dates of this arrangement.

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

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

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

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

TARDINESS

1. Tardies are defined as arriving late to school and/or leaving school early. When a student is tardy, they miss out on valuable class time and cause a disruption to the classroom.
2. Excused tardies are defined as a student missing part of the school day for one of the following reasons:
 - Medical appointments (doctor, dental, vision) will be an excused tardy with a medical excuse from a physician within three (3) days of tardy.
 - A child sent home by the nurse due to illness will be classified as an excused tardy. A medical excuse from a physician may be requested if numerous health related tardies are occurring within a given semester.
 - A child sent home by the nurse due to head lice will be considered an excused tardy for the first occurrence. All subsequent reoccurrences of lice in which the child is sent home will be considered an unexcused tardy.
 - Court appearances/appointments resulting in the student arriving late or leaving early from school will be an excused tardy with court documentation.
3. Unexcused tardies are defined as a student missing part of the school day without an excuse (See above).
4. Students/parents receiving 10 or more unexcused tardies per semester may result in a referral to the local Probation Department and/or the Department of Child Services for Educational Neglect and/or Truancy. Continued poor school attendance will result in school officials pursuing the Indiana Compulsory Attendance Law, Indiana Code 20-33-2.

MAKE-UP WORK

All work missed is to be completed and given to the teacher in a timely manner, i.e. the number of days missed equals the number of days to complete the missed work. It is the responsibility of the student to check with the teachers as to what work has been missed. Extended absences of more than one week will be dealt with on an individual basis. Please keep in mind any tests or quizzes must be completed under the supervision of a teacher in order to be included in the child's grade average.

DAILY SCHEDULE

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

- 7:00 a.m. School doors open. Do not let a student attempt to enter dark building. The school is not responsible for students dropped off at the school prior to 7 a.m. Parents may be subjected to punishment under the child endangerment laws if students are persistently left unattended. All students arriving prior to 7:45 a.m. must stay in the cafeteria and study quietly. If there is a delay announced, the doors might not be open until that delay time - example: 2-hour delay, doors open at 9:00 a.m.
- 7:45 a.m. Students will be sent to homerooms.
- 8:05 a.m. Morning Pledge and Prayer. Regular classroom schedules begin.
- 9:00 a.m. Mass - Wednesdays - All School
- 2:35 p.m. Afternoon prayer and announcements. Bus dismissals.
- 2:40 p.m. Classes end - After School Program (when available)

Students must be off of school property unless supervised by the After School Program. **It will be mandatory for students who have not been picked up by 2:40 p.m. to be placed in the After School Program with the appropriate charge assumed by the parent.**

Advent Program of Lessons and Carols/Christmas Program for primary grades/Spring Musical

These are required events for all students. If a student is unable to attend (other than sickness), parents must notify the principal. Students absent (other than sickness) will receive an alternate assignment.

MASS AND SACRAMENTS

All students are privileged to participate in the Liturgy of the Mass at least once during the week. The upper grades also sing at funeral masses. Students may be asked to participate in Prayer Services for Advent, Veteran's Day, etc.

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

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

LEAVING SCHOOL DURING THE DAY

A student will be permitted to leave school early only with advance written permission from their parents. Written permission from parents must be given to the homeroom teacher who will then send it to the school office. The note should include the following:

- 1) Reason for requesting early dismissal.
- 2) When or if the student will return.
- 3) If someone other than the parent is to pick up the child this must be written on the note.

You must stop by the office and sign your child out of school.

VACATIONS

Vacations taken during the school year are strongly discouraged. If a student will be absent due to a vacation, it is the parents' responsibility to notify the principal and the teachers at least one week in advance and to make arrangements for how missed work/tests will be completed upon return from the vacation. Teachers are not required to provide assignments prior to the vacation. In addition, if a family chooses to leave town prior to a scheduled break, all assessments and work missed will be counted as a zero toward a student's grades unless prior arrangements have been made with the teacher and the principal has approved the arrangements.

AFTER SCHOOL CARE

After School Program is available from dismissal at the end of the school day until 6 p.m. The children will be supervised by Ms. Mandy McPherson. A snack will be provided at 3:30 p.m. Your child may also bring his/her own snack. Water is available, but milk will be an additional charge of \$.30/each. Each student will be signed in and must be signed out when they are picked up.

A note must be sent in if your child will be attending the After School Program after any other after school activities such as Girl's Club, basketball practice, tutoring, Girl Scouts, etc.

There is a \$3.00 minimum, after the first ½ hour, you will be billed \$0.50 in 15 minute increments. A late charge of \$1.00 for every minute past 6:00 p.m. Late pick up fees will be paid directly to the head teacher. If you are running late, please call the After Care Director (phone number will be provided at the beginning of the school year) to make arrangements.

The After School Program will be held on school days only. There will be no After School Program if school is not in session, if school is cancelled for snow or other emergency or if we have a 2 hour early dismissal.

CURRICULUM

St. Mary's follows the curriculum established by the Office of Catholic Education for the Archdiocese of Indianapolis and the Indiana Curriculum Proficiency Guidelines established by the State of Indiana. The standards are the result of a process designed to identify, evaluate, synthesize, and create high-quality, rigorous standards for Indiana students. They have been validated as college and career ready by the Indiana Education Roundtable, the Indiana Commission for Higher Education, the Indiana Department of Education, the Indiana State Board of Education, and the Indiana Center for Education and Career Innovation.

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

Our school is devoted to preparing students for learning and working in the 21st century. The 1st and 2nd grade have one to one laptops. The 3rd – 8th grades have one to one Chromebooks to help enrich learning through the use of technology. All grades have access to 3 state of the art Promethean interactive whiteboards that allows you to project an image from a laptop or computer, as well as interact with the board though touch or specialized pens. All classes also have access to a state of the art STEM classroom.

St. Mary's School is focused on educating the whole child, physically, mentally and spiritually.

St. Mary's has educated two and three generations of families. St. Mary's maintains the feeling and reputation of a nurturing parish family community.

RELIGIOUS EDUCATION

All students (Grades K – 8) participate in formal religion classes and the celebration of Mass weekly and on Holy Days when school is in session. Parents and friends are encouraged to attend our liturgical functions.

First Reconciliation and Holy Communion are received in the second grade. To provide effective catechetical preparation for reception of the sacraments, each child must have had two years of religious instruction and must attend Mass faithfully.

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

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

GRADING

Traditional Grading Scale for Grades 3-8:

A+	100
A	97
A-	93
B+	92
B	88
B-	85
C+	84
C	80
C-	76
D+	75
D	73
D-	70
F	69 - or below

Standards-based Achievement Scale for Grades K-2:

- E = Exceeds expectations: demonstrates an understanding of the standard and consistently performs above grade level expectations.
- M = Meets expectations: demonstrates an understanding of the standard and consistently performs at grade level expectations.
- N = Does not meet expectations: does not demonstrate an understanding of the standard and/or is rarely able to perform at grade level expectations.

Midterms: Parents will receive report concerning their child's performance midway through the grading period. Midterm reports will be sent home with each student.

HONOR ROLL

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

Names of Honor Roll students will be submitted to the local paper.

REPORT CARDS/CONFERENCES

Report cards are issued four times a year, at the end of each quarter. If a student cannot complete his/her work due to illness or injury, an "Incomplete" will be given until the work is made up. The student must make arrangements with their teacher(s) to determine when all work should be completed. If the work is not completed in the allotted time frame, the student may not be given credit.

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

To schedule a parent/teacher conference, please contact the teacher via email. You and the teacher can determine a mutually agreed upon time to meet. Please let the homeroom teacher know if you would like other teachers involved in the conference.

GRIEVANCE AND APPEAL PROCEDURE

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

PROMOTION AND RETENTION

Grades K-3:

Promotion through the primary grades will be determined by the student's proficiency in Language Arts, Mathematics, Reading, and overall readiness for the next grade level.

Grades 4 –8:

Promotion will be based on successful achievement in each of the core subjects of Reading, English, Mathematics, Religion, Social Studies, and Science/Health. Any student who performs unsatisfactorily and receives a failing grade on his or her report card for the year in two or more subjects may be required to repeat the same grade the following year. The decision to retain will be taken very seriously.

HOMEWORK

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

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

1st Grade	10 min.	5th grade	50 min.
2nd Grade	20 min.	6th Grade	60 min.
3rd Grade	30 min.	7th Grade	70 min.
4th Grade	40 min.	8th Grade	80 min.

Please keep in mind that these are guidelines. There may be nights where there is no homework. Consideration must be given to the fact that children work at different paces and may take a longer or shorter time to complete their work. Students may have projects that are long term assignments that they could work on during the weekends or tests that they may need to study for over the weekends. Long term assignments require students to pace their work to prevent the need to spend a large amount of time completing the assignment just before it is due.

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

ASSEMBLIES

Occasionally, there may be assemblies for the students. When this occurs, all students are expected to attend the assembly, sit in their assigned places and behave in a respectful and Christian manner to those around them as well as to any guests who may be a part of the assembly. Talking out or yelling during an assembly will not be tolerated.

FIELD TRIPS

Field trips are an important part of a child's educational experience. It is possible that students will be offered the chance to participate in field trips throughout the school year. Parents have the right to opt out of a field trip for their child, however that student must be present in school the day of the field trip and the student will be supervised by another teacher while they do schoolwork. If a student stays home from school on the day of a field trip, it will be considered an unexcused absence. Students who are doing poorly in any class, have missing work, have a conduct grade of a D, may not be permitted to attend a field trip. This is at the teachers' discretion with approval from the principal. Students are expected to dress appropriately for the occasion and must be respective clothes with NO inappropriate sayings/signs/logos such as sex, drugs, alcohol, or violence. Refer to the out of uniform guidelines in the Uniform Requirements section of this handbook.

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

LIBRARY

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

PHYSICAL EDUCATION

Each grade has P.E. class one day per week and always on the same day. All students must wear tennis shoes on the day that they have P.E. class. Physical Education is a mandatory program for our students. It is important for a child to learn the proper ways to exercise and why exercise is important for their health. A doctor's note is required if your child is not able to participate in a Physical Education activity.

DISCIPLINE AND BEHAVIOR

We do not expect to experience serious disciplinary problems with our students. We emphasize the importance of learning to assume responsibility for one's actions. We also believe it is inherently important to develop independence via responsible behavior. Students generally live up to the expectation. We believe discipline starts at home, and school should be an extension of this discipline. Therefore, we expect parents to be cooperative and supportive should a discipline incident arise.

Students are to conduct themselves as responsible citizens at all times. They shall respect the rights and property of others and display the kinds of attitudes and actions expected of young ladies and

gentlemen. Students will show proper respect to all school personnel (teachers, aides, staff, volunteers, and fellow students).

The reputation of St. Mary's School is directly related to the behavior of students both in and out of school. Any student who displays inappropriate behavior will be disciplined. Should a problem persist despite our efforts and/or we experience a serious behavior incident, the student may be separated from the school through suspension or expulsion.

Classroom teachers ordinarily will deal directly with behavioral problems, but may sometimes find it necessary to send students to the principal. It should be noted that there might be times when a student is sent to the office without it being a disciplinary action, such as when a child needs to talk to someone, or simply needs to be alone in order to regain his or her perspective.

Parents and students must always address issues in a respectful and non-threatening manner.

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

Student Responsibilities

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

Student Rights

- I have the right to be valued as a unique, important, and special member of the St. Mary's School Community.
- I have the right to be treated with kindness and respect.
- I have the right to be safe and unafraid in a healthy environment.

- I have the right to learn the things needed to be successful in life.
- I have the right to be heard and to ask questions in a non-threatening, confidential and unbiased manner.
- I have the right to be kept informed of academic progress, assessment and to be recognized for noteworthy accomplishments.
- I have the right to know what behavior is expected of me at all times in every area of the school.

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

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

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

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

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

Class Room Discipline Procedures

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

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

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

Restraint and/or Seclusion

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

Cyber Bullying

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

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

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

INCLEMENT WEATHER AND EMERGENCY CLOSING OF SCHOOL

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

If there is a two hour delay, the school doors will not open until 9 a.m. Students will stay in the cafeteria until they are dismissed to their classrooms at 9: 45 a.m.

In the event that school is in session and needs to be dismissed early, all efforts will be made to contact parents. Please make sure you have filled out the emergency sheet (given out at the beginning of the year) with the necessary backup information in case you cannot be reached at home or work.

eLEARNING DAYS

eLearning Day Student Information for grades K-8.

We will have three planned eLearning days during the 2020/2021 school year: September 16, 2020, and February 10, 2021.

What will these eLearning days look like from a student's point of view?

- Students will not attend St. Mary's on the eLearning day.
- The instruction delivery will vary depending on the teacher and the students. I have complete trust that our teachers will format the lesson(s) to fit the individual needs of their students. There is not one template that works best. Each teacher will meet with the principal and review their plans. This will be completed by Friday, September 11, 2020 and Friday, February 5, 2021.
- All students will receive their assignments by Tuesday, September 15th and Tuesday, February 9th. This will ensure the students understand the assignment(s) and can ask pertinent questions.
- Student work will be due on Thursday, September 17th and Thursday, February 11th. If a student is absent on either of the above dates, the assignment is due the next school day.

What if I do not have internet access at home?

The student is expected to discuss this issue with the teacher. I have complete confidence that a reasonable compromise will be reached. Perhaps downloading the assignment in advance or spend time with a classmate or relatives that have access to the internet. Paper/pencil assignments can always be substituted.

St. Mary's will also utilize the eLearning day process, in the event school must be closed for inclement weather or for another emergency. Teachers will give each student an eLearning packet that students should keep in their backpacks. In the case of the unexpected closure of school, the eLearning assignment is due day three, this includes the day of the closure. For example, if we are out of school on a Wednesday, the assignment is due on Friday. If we are out of school on a Friday, the assignment will be due on Monday.

Teachers will be available by e-mail or school phone:

Teacher hours of availability (via email):

8:00 a.m. – 9:00 a.m. and 12:00 p.m. – 1:00 p.m.

Reminder: The assignment(s) will count towards your final grade. Be aware materials can be used for a quiz upon return to class.

DROP-OFF AND DISMISSAL PROCEDURES

Transportation arrangements should be made prior to the student arriving at school. It is stressful for a child who does not know how he/she will be getting home. It is also disruptive when an entire class has to be interrupted to let a child know how he/she will be getting home. All transportation changes should be submitted to the school office prior to 2:00 p.m.

In an effort to keep our children safe, you are asked to follow all drop-off and dismissal procedures. In addition, a child who is invited to visit the home of a friend or who is not leaving school by his/her regular means of transportation, must bring a note from home stating with whom he/she is riding. If the student is riding the bus he/she must have a note for the bus driver. Parents must clear transportation arrangements with one another in advance.

BUS TRANSPORTATION

The South Dearborn Public School District provides school bus service for St. Mary's. Children transported to and from school must observe all safety regulations required by South Dearborn School Corporation. Failure to do so may result in suspension or loss of bus privileges. Bus drivers have the authority to refuse services to disruptive students.

CAR POOLS

In the morning cars should stop in front of the school and unload on the right passenger side of the car. The school doors open at 7:00 a.m. Several cars should unload at one time so that the flow of traffic keeps moving.

Once the first full week of school is over, please do not walk your child into school unless the student needs help carrying a project or other materials into the building on a particular day. If you need to attend to business in the main office, follow the guidelines for drop-off then park and go into the school building.

END OF DAY DISMISSAL

Students who ride the bus will be dismissed at 2:35 p.m. Once the bus has left, a bell will ring and all other students will be released. Please do not park in front of school and block the school bus.

Please consider the safety of all the children when picking up/dropping off your child – drive slowly and carefully. Do not allow your child to run across the street unattended. If you need to attend to business in the school office, please drop off your child(ren) and move your car to an available parking spot. This will allow other families to drop off their students as normal.

Students who have not been picked up by 2:45 p.m. will be required to sign in to the After School Program until parents arrive. Parents will be charged the current After School Program rate.

ANTI-IDLING POLICY

Please do not leave an unattended vehicle in front of the church or school. These areas must be open for deliveries, funeral parking, and before/after school pickups.

We ask that you do not park or leave your car in front of school from 7 a.m. – 8:30 a.m. and from 2 p.m. – 3 p.m. These are the times when families and buses are in line for morning drop-off or afternoon pick-up. Please move your vehicle to a marked parking spot if you must wait for any amount or if you need to come into school for any period of time.

We are asking that you turn off your car if you will be waiting longer than 30 seconds.

Vehicle exhaust is harmful to everyone's health, but it especially affect children who breathe more and at a faster rate than adults. Vehicle exhaust contains toxins and fine particles that are associated with an increased incidence of respiratory ailments and heart disease, as well as a greater risk for cancer.

DRESS CODE

SHIRTS:

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

PANTS/SHORTS:

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

SHORTS:

Students must wear navy blue or tan dress shorts only. Shorts must have hems and may be no shorter than 5" above the knee and no longer than 5" below the knee. Dress Capri pants are acceptable. Shorts may be worn 1Q and 4Q only.

JUMPERS & SKIRTS

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

SWEATERS:

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

SWEATSHIRTS:

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

FLEECE JACKETS:

Students may wear the blue fleece jackets with St. Mary's School embroidered on the left front side. These jackets are for sale at the beginning of the school year.

SHOES:

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

OTHER:

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

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

Headbands, bows and any other hair accessories should be kept small and simple; following the colors of our student dress code. No logos, designs, etc.

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

No temporary tattoos or writing on hands, arms or clothes.

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

Students may dress out of uniform on Fridays. Other out-of-uniform days will be given at the principal's discretion. Out-of-uniform dress must be respectful school clothes with NO inappropriate sayings/signs/logos such as: sex, drugs, alcohol, or violence. Shirt sleeves must cover shoulders. No tank tops! No clothing which shows skin at the midriff, waist, back, chest or hips. No yoga pants and leggings may only be worn beneath a skirt or shorts, or worn with a long top that covers the individuals' posterior. The rules for the length of shorts and skirts still applies for out of uniform days.

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

Any child who cannot, due to an emergency, be in complete uniform is to have his/her parent notify the school office of the necessity to wear other clothing.

MEDICINE

According to the Indianapolis Archdiocesan Policy on Administration of Medication and Medical Care children are not permitted to carry medication on their persons, with the exception of inhalers for asthma and other respiratory conditions. It is the responsibility of the parents to discuss with their physicians an arrangement in which the need to give medication at school can be avoided.

Indiana State Law prohibits school personnel from dispensing any medications without written authorization. If your child needs medication, a written form must be on file in the school office granting permission for him or her to take this medicine. This permission must be renewed annually. **All**

medication must be kept in the office. Only medication supplied by the parents will be dispensed. Students can be expelled for possession of medication.

If a child becomes ill at school, the parent will be notified to come and get the child as soon as possible.

LUNCH

No child is permitted to leave the school premises without the principal's permission. All children must eat lunch every day. They may buy a hot lunch offered by the cafeteria or bring a lunch from home. Our hot lunch program is federally funded. No soft drinks or restaurant foods in their original wrappers are permitted at lunch. A five-day lunch ticket must be purchased. These tickets entitle the student to 5 meals of their choice. They do not necessarily have to be used during the week the ticket is purchased. You may write a \$17.50 check to St. Mary's school or pay by cash. Students forgetting their lunch money may charge their lunch. However, all charges must be paid through a lunch ticket. No cash will be taken for charges. **Individual lunch, lunch tickets will not be sold until the last several weeks of school.** Teachers will handle the lunch tickets to insure the students do not lose them.

Federal funding for free and reduced lunches is available. Families that may be eligible for these programs are encouraged to apply. Applications are sent out at the beginning of each school year, but you may ask for an application at any time during the school year.

WELLNESS POLICY

The Archdiocese of Indianapolis in accordance with Section 204 of Federal Public Law 108-265 has established a school wellness policy. The Archdiocese of Indianapolis is committed to supporting school environments that promote and protect the health, well-being, and ability of students to learn by supporting access to healthy foods, nutrition education, and participation in physical activity.

St. Mary's School Wellness Policy is on our website at www.mystmarys.com.

Parents are encouraged to include fresh fruits and other healthy items, rather than packaged chips, etc. in lunches brought from home. Soft drinks may not be brought to school.

TUITION POLICY

It is important that all parents who enroll their children as parishioners at St. Mary's School understand that the church subsidizes a portion of the actual tuition cost for each child. It is the weekly contributions made to the parish each Sunday by all St. Mary's Parishioners that make each school year possible. **In order to receive the parishioner discount, it is your obligation to be an active parishioner of St. Mary's Church by regular attendance and the use of church envelopes.**

Families will have several payment plan options and payment methods.

Payment Plans: 11 month plan, 10 month plan, Quarterly Plan or Semester Plan.

Payment Methods: We accept cash, check, credit cards or electronic payments.

- Checks can be mailed to the school or dropped off at the school office
- You can make online payments by going to St. Mary's website.
- Establish St. Mary's as a "Payee" online with your bank and they will send us your payments electronically or mail a check.

Families that are experiencing financial hardship should contact the principal so that arrangements to pay tuition can be agreed upon. Families in need may fill out an application for tuition assistance from our Adopt A Student Program and Financial Assistance Program.

Delinquent tuition may result in the termination of the tuition contract. If the termination occurs the student will not be allowed to attend classes at St. Mary's School. The pastor with principal will make the final determination.

TECHNOLOGY

St. Mary's Internet/Technology Policy is located on St. Mary's website.

Laptops or Chromebooks will be distributed each fall during the early weeks of school. Parents and student must sign and return the St. Mary's Acceptable User Policy (AUP). The AUP must be signed and returned before student can receive their device. This document can be signed during student registration or during new student enrollment.

The use of iPads, Chromebooks, computers, and other technology equipment at St. Mary's is a privilege with responsibility. Failure to meet these responsibilities may result in revoking the privilege and/or further consequences determined by administration including being held financially responsible for the repair or replacement of stolen or damaged equipment. All students and staff are held accountable to the user policy on technology. These student responsibilities are outlined below:

I AM RESPONSIBLE FOR MY ACCOUNT:

- I will not give out my password.
- I promise to log off from my program, exit all programs and return technology as directed including plugging it in correctly.
- I will not download any gaming software or file sharing software. I will not download anything without permission.
- I will only use the websites directed by my teacher.
- I understand that my use of my own personal devices could result in consequences at St. Mary's

I AM RESPONSIBLE FOR HOW I CAN USE TECHNOLOGY TO TREAT OTHERS

- I will only use language, memes, pictures, images, characters, etc. that are morally acceptable and appropriate for all to see. This includes my own personal devices.
- I will not write or publicly share anything that is hurtful or embarrassing to anyone.
- I will not pretend to be or represent someone else, nor will I ever use anyone's personal identification or login. **I AM RESPONSIBLE FOR PROTECTING PROPERTY**
- I will not copy/ plagiarize material or disobey any copyright laws.
- I will not tamper with or vandalize any hardware, software or data.
- I will not alter or attempt to alter any setting or programs existing on Visitation property.
- I will maintain the technology equipment assigned to me in its original condition.
- I will not log into or use another student's Chromebook.

The school reserves the right to impose discipline for harassing, intimidating, bullying or other inappropriate behavior that takes place off School grounds or outside of School hours. This includes activity on social media.

SERVICE HOURS

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

TELEPHONE

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

Discretion by school personnel will be used in allowing students to use the office phone.

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

FORGOTTEN ITEMS

We do not deliver forgotten items to students, e.g. homework, books during the school day. Your child needs to accept and learn the responsibility of completing and packing their homework. If an assignment affects the learning/success of others in the classroom, it may be delivered (i.e. a group presentation). The only exceptions are eyeglasses and medication. If items are forgotten for an after school activity (ex. uniform for basketball) a student may check at the end of the day for that item. The office cannot guarantee these extracurricular items will be delivered. Lunches will be delivered to those with food related medical issues or sensitivities. The child will be responsible for checking at the office for their lunch. Parents are not allowed to "sneak" in the cafeteria to deliver a lunch unless they are working. Your child will survive on food we have here at school. Your child can always get a lunch whether or not they have a ticket. We have a "charge" system. We understand that when a student forgets an item, he/she might experience some distress. However, a situation as this teaches a lifelong skill on coping. We are professionals trained to help students work through his/her distress and to move on through his/her day.

SCHOOL SAFETY

Health:

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

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

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

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

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

Lockdown Drills

Each semester a random lockdown drill will be carried out by the principal. Staff may or may not be informed. Staff and students will be informed that a drill is being performed as the announcement is being made via the PA system. We do not want to create anxiety to our students. At the conclusion of the drill the principal will explain briefly why this drill is being conducted.

Fire Safety – Tornado Drills

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

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

Emergency Drills:

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

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

Everyday Safety:

All school doors are locked for outside entrance. Anyone coming to school must report in the office. All parents, visitors and volunteers must sign in.

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

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

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

Media Release

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

St. Mary's School

2020/2021 School Calendar

August 5 (Wednesday)	First Full Student Day
September 7 (Monday)	Labor Day – No School
September 16 (Wednesday)	eLearning Day for students - Professional Development Day for Teachers/Staff
October 2 (Friday)	Farmers' Fair – No School
October 5 – 9 (Monday-Friday)	Friday Fall Break – No School
October 12 (Monday)	Classes Resume
November 25 – 27 (Wednesday-Friday)	Thanksgiving Break – No School
November 30 (Monday)	Classes Resume
December 21 - January 3	Christmas Break – No School
January 4 (Monday)	Classes Resume *South Dearborn will not be in session this day
January 18 (Monday)	Martin Luther King Jr. Day No School - Possible Snow Make-up Day
February 10 (Wednesday)	eLearning Day for students - Professional Development Day for Teachers/Staff
March 15 - 19 (Monday – Friday)	Provisional Spring Break */Possible Snow Make-up
March 22 - 26 (Monday – Friday)	Spring Break – No School
March 29 (Monday)	Classes Resume
April 2 (Friday)	Good Friday – No School
April 5 (Monday)	Easter Monday – No School
May 28 (Friday)	Last Student Day

*Make-up days (snow days) will continue at the end of the school year, as necessary.

EXTRA-CURRICULAR ACTIVITIES

Students may desire to participate in the following:

Deanery Academic Team – grades 5-6

Deanery Speech Team – grades 5-6

Basketball - boys and girls, grades 4-8

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

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

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

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

Golf – grades 7-8 at South Dearborn Middle School

No transportation will be provided for extra-curricular activities.

Participants

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

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

If a lack of numbers occurs to field a basketball team, we may recruit players from St. John's or home school students. Students who have been cut from a South Dearborn organized team may be considered for eligible participation. The principal will interview these outside elements and the decision will be based upon the St. Mary's Catholic values.

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

Absence

Any student absent (unexcused) during the school day, may not participate in or attend any extra-curricular activity that evening.

Scholastic Requirements

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

Conduct

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

Sport Uniforms

Each participant is responsible for uniforms and equipment that they are issued. Lost or damaged uniforms or equipment must either be replaced or payment must be made equal to the replacement value of the item. All uniforms/sports equipment will be returned promptly to St. Mary's at the coaches' discretion!

Speech & Academic Teams

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

ISTEP Policy for St. Mary's School

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

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

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

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

the state to take.

Security Violations

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

Consequences of a Violation

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

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

Indiana Indoor Air Quality Program

St. Mary's School adheres to the Indiana Indoor Air Quality Program, "IAQ".

The Procedure and Record Handbook is located at:
School Office

The IAQ Coordinator is:
Tony Vincent

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

School Name:
St Mary of the Immaculate Conception

School Address:
211 4th Street
Aurora, IN 47001

Location of IAQ records:
School Office