

**St. Mary School
&
Pope John Paul II
Middle School**

**2019 – 2020
Parent – Student
Handbook**



Philosophy and Objectives of St. Mary School & Pope John Paul II Middle School

Philosophy

The purpose of Catholic education is the “formation of the human person in the pursuits of his ultimate end and of the good of societies of which, as man, he is a member, and whose obligations, as an adult, he will share.” (Vatican II, Education #1) Therefore, St. Mary School & Pope John Paul II Middle School aims to provide “a special atmosphere animated by the Gospel spirit of freedom and charity” which will develop in the children the ideals, the attitudes, and the habits which will enable them to live as mature witnesses of Christ and responsible citizens in the American democratic society.

Objectives

1. To assist parents in fulfilling their right to educate and form basic religious attitudes in their children.
2. To develop and foster a faith-life that is active and conscious.
3. To share with the child the knowledge of the gospel message.
4. To guide the child in developing aptitudes, skills, and interests which he/she possesses.
5. To provide the academic curriculum and intellectual disciplines which will aid each child in achieving his/her full potential.
6. To help the child acquire habits and attitudes which will establish and maintain sound moral, mental, and physical health.
7. To educate the child to his/her cultural legacy.
8. To provide a program of guidance and testing in keeping with the child’s ability and interest.

Character Formation of the Student

We believe:

That an essential goal of education is the development of the intellect; the “product of Christian education is the supernatural man who thinks, judges, and acts – in accordance with right reason – and is the true and finished man of character.”

That integrity of life should be fostered through supernaturally motivated self-discipline calling into play the exercise of the theological and moral virtues so that action harmonizes with the immutable truth of our Catholic faith.

That students should be sensitized to contemporary social issues so as to act in the spirit of the gospel as a leaven in the areas of family, parish, school, work, civic life, and social life.

That the need to counteract the social evils of our day and the loss of moral principles make it necessary for the committed Christian to live fully his Baptismal consecration and sacramental Confirmation.

That as means to achieve strong Christian character, students need to experience the spiritual strength inherent to prayer; personal relationship to Christ and to Mary, Mother of the Church; and above all the power of the sacraments and of liturgical worship.

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Academic Integrity

As students in a Catholic Christian school, all students are expected to do their own homework, properly give credit for works cited on research projects, etc. When a teacher believes that a student has not followed these guidelines, either by cheating, plagiarizing or viewing other students' tests, the teacher may collect the students' work and issue a grade of zero. The teacher shall notify both the student's parents and the Principal that same day. Further incidents of violation of this policy will result in further disciplinary action.

Accreditation

St. Mary School & Pope John Paul II Middle School is accredited by the State of Indiana through the AdvancEd Accreditation process. The teachers and administrator are degreed and licensed in accordance with the Indiana Department of Education regulations.

Admissions Policy

St. Mary Elementary/Pope John Paul II Middle School has an open, non-discriminatory admissions policy. The school will accept students based on the following priorities: first, elementary students from families in St. Mary Parish or middle school students from families in St. Mary Parish and St. Lawrence Parish; second, students from families that are members of parishes in the area; third, other students who request to be enrolled. The admission deadline for Catholic students is March 19. After this date, non-Catholic students will be considered for admission. St. Mary Elementary/Pope John Paul II Middle School seeks a qualified, diverse student body that add to the quality of academic, religious, and social life of St. Mary Elementary/Pope John Paul II Middle School. St. Mary Elementary/Pope John Paul II Middle School accepts students with special needs when reasonable accommodations can be made to meet their needs. St. Mary Elementary/Pope John Paul II Middle School reserves the right to grant or deny admission in our sole and absolute pastoral discretion.

Classroom enrollment is limited to 20 students in Grades Pre-school through Two and 25 in Grades Three through Eight. Two additional spaces are left to allow enrollment for new members of the parish/school. Once the classroom enrollment size has been reached, it will be determined whether we increase the class size by adding an aide, splitting the class in two or starting a waiting list.

For St. Mary parishioners, worshipping at St. Mary Parish is an essential component in developing our faith life. Your attendance at Mass is an important witness, not only to your children, but also to all parish children and adults that regular participation in the sacraments is essential to our way of life as Catholics. This is to be demonstrated by giving a parish envelope in the offertory basket on a weekly basis. We encourage you to engage your children in additional forms of daily family prayer as well.

ALL students admitted to St. Mary Elementary/Pope John Paul II Middle School must satisfy the following criteria:

- All students requesting admission to St. Mary Elementary/ Pope John Paul II Middle School must be assessed for placement. Results will be reviewed by the principal or principal designee and classroom teacher and an admission decision will be made based on placement test scores and a review of past school records.
- Letters of recommendation from previously attended schools may be requested.
- Pre-school students must be 3 years old and toilet trained before they begin.
- Kindergarten students must be 5 years old on or before August 1 preceding the academic year of enrollment.
- All new students must have academic records from previous schools attended and must have up-to-date health records before being admitted to classes.
- To remain in school and to comply with state laws, all students must have on file each year by September 15 a record of all necessary immunizations.
- All students are required to attend Religion classes and liturgical services, fulfill Religion class requirements and participate in daily prayer.

AIDS Policy

Recognizing the national concern about AIDS (Acquired Immune Deficiency Syndrome)/ARC (AIDS Related Complex), St. Mary School is preparing for the future possibility of a student or employee being infected with the HTLV III/LAV Virus (Human T-Lymphotropic Virus Type III/Lymphadenopathy Associated Virus) by adopting the following policies:

1. A program of education on AIDS/ARC will be initiated for all school employees.
2. Routine procedures shall be followed by the principal and ancillary personnel for the proper clean-up of contaminated surfaces and disposal of contaminated materials.
3. Information on the HTLV III/LAV virus and associated diseases will be incorporated into the health education curriculum, following the NCEA curriculum guide.
4. After the school has been informed that an individual has AIDS/ARC and after verification by an M.D., the matter shall be referred to the Delaware County Health Officer.
5. The Principal shall take steps to ensure that confidentiality is maintained and that only those school staff and teachers who have a legitimate need to know are told the identity of the individual or are given any information which needs to be considered in educating or employing the individuals.
6. Decisions on attendance, type of education, and educational setting for students with AIDS/ARC will be made on a case-by-case basis taking into account age, behavior, physical condition, and anticipated types of interaction in the school.

Appointments with Teachers

As a matter of courtesy, an appointment with a teacher must be made in advance. Parents should not try to discuss important matters with teachers before school or during class time. Sufficient notice should be given to the teacher in order to promote a beneficial exchange between parent and teacher. A request can be made by telephone through the school office (288-5878). The teacher will return the call.

Teachers may also be contacted via their school e-mail.

Classroom visits during the school hours are to be made only with the consent of both the Principal and the teacher.

Arrival and Dismissal

Students are expected to be on time for school. Teachers will be in their classrooms by 7:50 AM so that students can go directly to their classrooms. However, if it is necessary that a student arrive before 7:50 AM, he/she must wait in the main hall of the Cyr Center until 7:50 AM. Teachers will pick up students at this time and walk them to the classroom. The Cyr Center does not open until 7:30 AM.

In the morning, students in Preschool through 8th Grade may be dropped off in front of the Cyr Center. Please do not pass cars in the Cyr Center or park in the school lot while dismissal is taking place. The gates at the Celia and Gilbert Street entrances are heavily congested by hospital and Ball State traffic and are not safe places to let children out of the vehicle. For the safety of the children, cars are asked not to drive into the circular drive in front of Gallagher Manor or into the driveway near the Hartmeyer-Meehan Building.

Classes leave for church by 8:05 AM.; anyone in grades K-8 arriving after that time should report to the office.

Any student who arrives after 8:00 AM. will be marked tardy. Students arriving late are asked to bring a note explaining the reason for their tardiness and are required to sign in at the school office.

After school, children may be picked up ONLY at the parking lots in front of and next to the church. School dismissal is at 3:05 PM for K-5, and at 3:15 PM for the Middle School grades. Pick up places are determined by the age of the youngest child in the family. If you have business in the school at the end of the day, please park in the north lot and walk to the school.

Those children who have not been picked up by 3:30 PM will be taken to After Care. A fee of \$10 per child per day will be assessed to the parents. Please come in to the building to get the children when you arrive. The school office closes at 3:45 PM.

Any changes to your child's dismissal should be reported to the office through written notification or a phone call no later than 2:30 PM.

Asbestos Notification

The Federal Asbestos Hazard Emergency Response Act (AHERA) information letter is given at the beginning of the school year. Please review it on a yearly basis and call the certified asbestos personnel with questions (288-5308).

Athletics

St. Mary School & Pope John Paul II Middle School is able to offer a varied sports program. Students participating in the athletics program are expected to maintain a C average or higher grade point average, attend a majority of scheduled practices, and conduct themselves in a Christian manner at all times.

Attendance

Regular attendance is necessary for your child to achieve maximum benefits from regular daily instruction. There are few acceptable reasons for non-attendance with the exception of illness or a death in the family.

By law, excessive and unexplained absences must be reported to Child Protective Services as educational neglect.

Absence. If your child is to be absent from school, the parent or guardian is to report their absence by 9:00 AM by calling the school office **each** absent day. Any homework that is requested for an absent student must be done prior to noon.

Because of the laws related to the Missing Children's Act, calling the school will assist us in meeting notification requirements if your child is absent and you are not aware that your child did not arrive at school.

Notes are to be sent from parents for **each** absence. This is in addition to the telephone call. Upon returning to school after an absence, the student is required to present a written excuse stating the date(s) missed and the reason for the absence. The note needs to be signed by a parent or guardian. ***If a student is absent more than five consecutive days, a doctor's excuse must be presented upon the student's return in addition to a parent note.***

If a student has chronic absenteeism or truancy, he/she may be retained in his/her current grade. Truancy, which is defined as absenteeism from school without the knowledge of the school and/or the parent, will also be treated as an unexcused absence and result in disciplinary action.

The student's core subject area teacher(s), and the Principal and Pastor will evaluate the status of a student who has accumulated ten days unexcused absence in a semester to determine the student's future at St. Mary School/Pope John Paul II Middle School. Some, but not all, of the possible outcomes are a mandatory meeting with the student's parents, probation detentions, in or out of school suspension, repeating the grade level, and withdrawal of the student from Saint Mary School/Pope John Paul II Middle School. The same group will evaluate the academic performance of a student who has accumulated 20 or more days of absence (including both excused and unexcused) in a school year to determine the student's readiness to advance to the next grade level.

Absences accumulate in half-day and full day increments

A student who arrives to school after 9:45 a.m. or leaves before 1:15 p.m. will accumulate a half-day absence. If a student misses more than 3 hours of school in one school day, a whole-day absence will

be counted. A student must attend at least half a day of school in order to participate in extra-curricular activities, unless the student has been ill. In the case of illness, a student will not be allowed to participate in any activities scheduled for that day.

If a student is sent home ill during the day, that student will not be permitted to return to school that same day or attend after school extra-curricular activities or participate in sports. ***Any fever should be gone for at least 24 hours before the student returns to school.***

A parent picking up a student early due to a medical appointment should send a note that morning. The child will be sent for when the parent reports to the office. Children will not be allowed to meet the parent outside of the building.

In case of an emergency, the parent should come to the office. The parent must not go directly to the classroom to get the child.

No child, under any circumstances, will be allowed to leave school during the school day with an adult other than a custodial parent or guardian without prior written permission from the parent.

Absences are assigned the following classifications:

Excused: These absences are preceded by a parent telephone call stating the date, the student's name, grade, teacher and the reason for the absence. Upon returning to school, the student must first check in at the office and present a parent note with the same information. Illness, family emergencies, and family vacations (discouraged), are reasons for excused absences. In-school suspensions are also considered excused absences. The student is allowed to make up missed assignments and classroom work for credit, if submitted within the established time limit, which begins on the day of the student's return and continues for the same number of school days that the student was absent. These absences do count toward the 20-day total.

Parents may make arrangements with the teacher for make-up work. All make-up work can be picked up after regular school hours.

Exception 1: Excused absences due to the following causes do not count toward the twenty-day limit:

- a) Absences documented in writing by a licensed health care professional, officer of the court or social service professional.
- b) Absences due to the death of close family member.
- c) Absences due to school-sponsored activities.
- d) Absences due to illness of student, quarantine, and exposure to contagious disease.

Assignments can be made up and full credit received for excused absences.

Exception 2: Excused absences due to family vacations. **Vacations are strongly discouraged during the school year.**

- a) Teachers will give missed work that is available upon the student's return. The teacher may choose to give some, or all, homework in advance. Students will have the same number of days they missed to turn in their homework.
- b) Grades given during the absence will not apply to the grade card. For example: Lectures will not be repeated, board work will not be rewritten, worksheets and book assignments will be made available, but not graded by the teacher or returned to the student.
- c) The grade book will show nothing for missed work, thus having no direct effect on raising or lowering the grade.

Unexcused: These absences involve procedural omissions or disciplinary issues. They count toward both the 20-day yearly limit for all absences and the eight-day semester limit for unexcused absences. No parent phone call and/or parent note, truancy, and out-of-school suspension are some, but not all of the reasons for unexcused absences. (Truancy is an unexcused absence and will result in disciplinary action). For grading purposes, work that is missed because of unexcused absence will be handled in the same manner as absences due to family vacations.

Tardies: A student is considered tardy if the student is not in their respective classroom by 8:00 AM. Students arriving late must sign-in at the office. A phone call or note from a parent or guardian, or a personal appearance by the parent, stating the reason for the late arrival should be presented; a tardy or absence will result, depending upon the time of arrival.

Tardies are excused for the following reasons:

- Tardies documented in writing by a licensed health care professional, officer of the court or social service professional.

A school tardy will result when students are late arriving to school in the morning.

School tardy penalties:

1. Third tardy: Warning and parent/guardian notification
2. Fourth tardy: Parental contact and meeting with teacher to discuss educational impact and to brainstorm ways to prevent tardies
3. Sixth tardy: Meeting with Principal
4. Ninth tardy: Meeting with Principal and Pastor
5. Twelfth tardy: Notification to Child Protective Services for educational neglect.

If you are stopped by a train, please call the school. Students will not be counted tardy under this circumstance.

Bicycles

When traveling to and from school, students must obey all traffic regulations.

The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks at the front of the school.

Birthdays and Parties

Class birthday treats are permitted with permission of the individual classroom teacher, must follow the guidelines set forth in the school wellness policy, and will be distributed in the cafeteria at the appropriate lunch time. Please let teachers know ahead of time if you are planning a birthday treat. All birthdays for each month will be celebrated on the last Friday of the month in the respective classrooms. Students are allowed to have a "free dress day" on their birthday according to the guidelines in the Dress Code section.

Out of courtesy and respect, unless the entire class is invited to an out-of-school birthday party, invitations are not permitted to be distributed at school. Parents are encouraged to mail invitations. Flowers or other gifts sent to the office will be given to the child at dismissal. They will not be delivered to the classroom.

Additional class parties will be held throughout the year, and the parents will be notified of these ahead of time.

Bomb Threats

A bomb threat is an extremely rare occurrence. Nevertheless, the school is prepared for this type of emergency. Immediate evacuation of the buildings and notification of authorities are the standard procedures. The school staff, teachers, and administrators are well prepared for a variety of emergency situations, including bomb threats. Parents should feel confident concerning all emergency procedures at the school, and we welcome inquiries about any aspect of our emergency preparedness.

Book Fees

Book fees are assessed in the spring for the following school year. These fees are charged to cover the costs of textbooks, materials, supervision, dues, etc. The fees are due at the time of registration. Book fees are nonrefundable. A fee schedule will be published prior to the day of collection and registration.

Bullying

Definitions, Interventions, and Responsibilities (IC 20-33-8-14)

Bullying: excessive and unreciprocated teasing, taunting or physical contact that occurs on numerous occasions by a student or teacher.

Reporting: victim comes forward to identify the violator and/or a teacher or student who witnessed the bullying situation is confirmed by the victim. Bullying must occur during school, on school property or at a school function.

School Intervention/Addressing the Problem:

School Responsibilities

1. Improve supervision during lunch, passing periods and after school
2. Provide consistent and immediate consequences
3. Create social climate of warmth and acceptance
4. Hold teachers accountable for bullying as well as students

Teacher Responsibilities

1. Have specific class rules against bullying
2. Recognize and praise good behavior
3. Model good behavior
4. Make sure class participation includes everyone

Student Responsibilities

1. Report bullying if it is witnessed to an authority
2. Respect each other and know your actions

Consequences for Bullying (Verbal and Physical)

1. First offense: Verbal warning
2. Second offense: Meeting with principal
3. Third offense: Detention and parental notification
4. Fourth offense: Meeting with parents and principal to discuss more serious disciplinary action.

In extreme circumstances, steps one through three may be skipped and parents will be notified immediately and disciplinary action given at the discretion of the principal.

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis.

All school delays/cancellations for St. Mary School/Pope John Paul II Middle School are made under the name St. Mary Muncie. School closings will be announced on these radio stations: WLBC (104.1 FM & 1340 AM) and these television stations: WTHR (13). It will also be posted on the private school Facebook page and on the school website. Parents will also receive notification through SchoolMessenger. If our school is open, but you reside in a county school district in which the schools have been closed and you cannot safely travel to school, please call the school office and inform the office of your situation. In the event a storm is imminent after arrival at school, announcements will be made on the radio and television, and a SchoolMessenger message will be activated so children may be picked up early. The Principal will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

Cell Phone Policy

St. Mary Elementary School discourages students from bringing cell phones to school. Cell phones disrupt the learning environment and distract students from the learning process. Please support the efforts of the school to ensure a positive and productive learning environment by reinforcing the cell phone policy with your student(s).

Cell phones are not to be utilized at any time during the school day, including recess and lunch. Any cell phone brought to school must either be kept in the student's book bag (students in Grades K – 2) or in the student's locker (students in Grades 3 – 5 and Pope John Paul II Middle School). All phones are to be turned off.

Consequences for violating the Cell Phone Policy:

- 1ST offense: Phones will be held in the office until the end of the day.
- 2nd offense: Phone will be held in office and only returned to parent/legal guardian.

All subsequent offenses will result in students being prohibited from having cell phones at school and possible further disciplinary action.

Change of Address/Phone Number(s)/E-mail Addresses

Please notify the school immediately of any change of address, home, work or cell phone numbers and e-mail addresses. It is important for your child's safety that this information is kept up-to-date. Likewise, be sure to let us know if there is any change in the information supplied on your child's emergency card.

Child Care (After Care)

St. Mary Elementary/Pope John Paul II Middle School offers after school latch key programs to assist parents. The After Care program is available to families that are unable to pick up their children when they are dismissed from school. This program is available from school dismissal until 5:30 p.m. After Care charges fees for the respective service. There is a substantial additional charge if you pick up your child late from After Care. Additional information can be provided in the school office.

Christian Conduct for Students & Parents/Guardians

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school. Should a revision of a policy or procedure be necessary during the school year, it will be addressed in the monthly Parent Newsletter.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to: all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Classroom Care

All students are expected to do their part in helping maintain order and cleanliness. Simple jobs are assigned to students within the classroom and school. Cleanliness and proper care of all materials are the goals of students, faculty, and staff.

Communication

A newsletter containing items of interest is distributed each Tuesday via email and the school website (www.stmarymuncie.org/school) to parents. Forms and information are sent home in the Tuesday Envelope. After the material has been read, the envelope is to be signed and returned to the teacher who sends them to the office to be used the next Tuesday. Replacement envelopes cost \$1.00. Menus and envelopes for the hot lunch program will also be included in the Tuesday envelope.

Crisis Communication Policy

In the event of a crisis at the school, or a crisis involving school personnel and/or faculty, the pastor of St. Mary Parish will communicate with the media (newspapers, radio, and television). In his absence, the principal will communicate information. In the event that neither of these persons is available, information will be communicated through the Pastoral Office for Catholic Schools, Diocese of Lafayette-in-Indiana. All information regarding the crisis shall be channeled to the media through the designated speakers. No teacher and/or parent will speak to the press of his/her own accord on behalf of the school or against their own wishes. No students will speak to the press nor will the press be allowed to speak to students. The media will not be allowed inside the building without the express consent of the pastor and/or principal.

Crisis/Confrontation Policy

The safety and well being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments, which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events occurred, is underway, or may occur absent intervention:

- A. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- B. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may, or would represent a risk of physical harm to any person or persons, whether or not on school property;
- C. A student has voluntarily participated in or assisted in any conduct which, although not illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;

- D. A student knowingly possessed, used, transmitted or has been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- E. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- F. A student knows but fails to disclose to school authorities, that another student either:
 - (i) has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - (ii) has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Discipline

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline through discipleship. Children must first learn appropriate behavior through someone or something outside themselves. As soon as they are sufficiently mature, however, they should be helped to govern their conduct from within themselves so they can live responsibly. Ultimately, opportunities should be provided which lead them to look beyond themselves to principled living, as exemplified by Jesus Christ.

Teachers will approach discipline as an opportunity to assist character formation in a positive manner. When minor misbehavior occurs, teachers will use their own discretion within their own classrooms. With consistent or serious misbehavior, parent notification, before school detention, suspension, and when necessary, expulsion will be used.

There are a variety of good discipline techniques, and teachers will draw upon their own professional responses to deal with minor misbehavior. However, when consistent or serious misbehavior occurs, the teacher may choose to refer the student to the Principal for further disciplinary measures.

Doctor and Dentist Appointments

Students are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, the school recognizes that this is not always possible. Students must sign out in the office when leaving and sign in when returning. Parents should wait to meet their children in the office. Under no circumstances should parents go directly to the classroom to get their child. A note to the teacher alerting them of the appointment is helpful.

Dress Code

All uniforms must fit the student appropriately as determined by the administration.

Girls Uniform (Grades K – 5)

1. Blue plaid jumper K-2nd / 3rd-5th grade blue plaid skirt may be worn. (Top may be removed from jumper)
2. Plain, light blue or white, short or long sleeved, Peter Pan, oxford cloth blouse or polo knit top.
3. Navy blue slacks– to be identical to uniform company trousers. No logos, patches, or cargo pockets – (belts must be worn with belt loops).
4. Navy blue cardigan, pullover V-neck sweater or sleeveless V-neck sweater, plain knit (no cables), or school logo sweatshirts with a collared uniform shirt underneath.
5. Navy blue or plain white socks, knee-highs, tights, or leggings. No pantyhose.
6. Brown or black dress shoes or nicer, tie shoes (such as loafers, ex. Sperrys). No canvas or mesh shoes.

Girls Uniform (Grades 6 – 8)

1. Khaki kick pleat skirt, skort or kilt (must touch the top of the knees).
2. Navy or uniform plaid skirt, skort or kilt (must touch the top of the knee).
3. Either white or maroon (long or short sleeved) broadcloth, oxford cloth or knit shirt.
4. Plain or pleated front khaki slacks – pants must match uniform pants – No logos, patches, or cargo pockets – (belts must be worn with belt loops).

5. Maroon cardigan, V-neck pullover, V-neck sweater vest, crew neck sweater v-neck cardigan, or school logo sweatshirts with a collared uniform shirt underneath.
6. Plain white, maroon or navy socks, knee-highs, tights, or leggings. No pantyhose.
7. Brown or black dress shoes or nicer, tie shoes (such as loafers, ex. Sperrys). No canvas or mesh shoes.

Boys Uniform (K – 5)

1. Navy blue twill trousers, pleated, straight-leg – to be identical to uniform company trousers. No logos, patches, or cargo pockets – (belts must be worn with belt loops).
2. Plain, light blue or white, short or long sleeved, poly/cotton knit or oxford shirt.
3. Navy blue cardigan, pullover V-neck sweater or sleeveless V-neck sweater, plain knit (no cables), school logo sweatshirts with a collared uniform shirt underneath.
4. Plain white, navy, brown, or black colored socks.
5. Brown or black dress shoes or nicer, tie shoes (such as loafers, ex. Sperrys). No canvas or mesh shoes.

Boys Uniform (6 – 8)

1. Khaki, plain front or pleated, straight leg pants - No logos, patches, or cargo pockets – (belts must be worn with belt loops).
2. White dress or oxford cloth, long or short sleeved, shirt.
3. White or maroon, short or long sleeved, knit shirt.
4. Maroon v-neck pullover, v-neck cardigan, v-neck sweater vest, crew neck sweater, or school logo sweatshirt with a collared uniform shirt underneath.
5. Plain white, maroon, brown, or black colored socks.
6. Brown or black dress shoes or nicer, tie shoes (such as loafers, ex. Sperrys). No canvas or mesh shoes.

Sweatshirts

Only uniform sweatshirts with the school logo are permitted. Hoodies may only be worn to and from Church. They are not to be worn at other times, except on free dress days.

School Shoes

Only black, navy blue, saddle or brown shoes are permissible. Shoes may not be distracting in any way (i.e. characters, flowers, light-ups, wheels, etc.). Parents are asked not to purchase shoes with deep treads or suction type soles. Athletic or sport shoes are to be worn for gym class only, not in the classroom. Boots may be worn to school during winter months, but the students will be required to put on uniform shoes once they arrive at school. For safety reasons, sandals and open-back shoes (i.e. clogs) are not to be worn. Students should not wear shoes with heels.

Gym Apparel

Jeans, warm-up suits, athletic shorts, or other types of modest shorts (no biking shorts) should be worn for Physical Education. Only discreet logos should be worn on T-shirts or sweatshirts. Only white soled or non-marking soled athletic shoes are to be worn in gym.

Make-up and Jewelry

Girls in grades 6, 7 and 8 may wear lip-gloss. Make-up is not otherwise permissible. For girls in all grades, only earrings that are worn close to the ear are acceptable: dangling earrings may not be worn. Other jewelry may be worn if it is in good taste, not excessive in amount, and is not a distraction. Faddish jewelry, such as Silly Bands, is not to be worn, including bracelets. Watches are permitted. Necklaces, scapulars, and crosses, if worn, must not be visible (i.e. it needs to be tucked inside of your shirt). Teachers may ask students to remove any jewelry that does not meet these requirements. Boys are not permitted to wear earrings. Cosmetics and aerosol cans are not to be brought to school or stored in lockers.

This policy applies to all school extracurricular activities, except social functions.

Belts

Belts are to be worn for all students on clothing that have belt loops. Belts are to be of solid color.

Scout Uniforms

Scout uniforms may be worn on meeting days only. The uniform must meet Scout regulations.

Hair

Outlandish, extreme hairstyles are not permitted, this includes, but is not limited to, unnatural color and cuts, such as Mohawks.

1. Hair must be kept clean and well groomed.
2. Girls—Hair accessories should be kept simple and coordinate with the uniform. Accessories such as tinsel, feathers, and flowers are not permitted.
3. Boys—Hair length is not to exceed the top of the collar and mid-ear. Bangs will be no longer than touching the eyebrows.

Unexcused exceptions: Any student who is not dressed in accordance with the dress code and has not brought a written request for an exception is in more serious violation of the dress code. The student will be asked to call their parent to correct the uniform infraction.

Students are to wear uniforms to and from school unless they are participating in a sport event or practice immediately after school. Students must changed back into their uniform after participating in P.E.

There are a few days during the year that a student is not required to wear his/her uniform. These days will be communicated through the Tuesday Newsletter and will be designated as a “Free dress-up” day or a “Free dress-down” day. A dress “up” day would include a dress, skirt, or dress pants for girls and dress pants and shirt for boys. A dress “down” day would include tennis shoes, non-uniform, and athletic pants or other mid-calf length pants. At all times, bare mid-drifts, spaghetti straps, bare shoulder cut out shirts, volleyball shorts, and mini skirts are considered inappropriate for school attire. Students may also be in “dress down” attire on certain field trips. Teachers will notify students and parents of these days.

Shorts may be worn on Field Day and selected field trips during the school year at teacher discretion. Length of shorts must extend past the length of the fingertips.

Emergency Drills

Fire drills are conducted once each month, and tornado drills are conducted twice each semester. Detailed escape plans are posted inside each classroom. During tornado drills each classroom goes to a designated area. All children kneel with heads covered and faces toward a wall. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are directed to their designated areas in a safe, quiet, orderly manner.

Extracurricular Activities

Eligibility requirements for extracurricular activities, including sports, depend on grades, attitudes, and conduct. Students with poor grades, attitudes, and/or conduct may be prohibited from participation in any, or all, extracurricular activities. If your child is sent home ill or was absent from school on a particular day, he/she may not attend extracurricular activities or participate in sports on those days.

Field Trips

Field trips are scheduled by teachers throughout the school year. These trips are designed to supplement the classroom curriculum and to introduce students to the resources of our community. Parents will receive notices of field trips in advance of the scheduled date. In order for students to attend school field trips, parents must sign the School Field Trip Permission Form. This form will allow the school to take students off campus for field trips. Any parent who does not wish their child to attend a particular field trip must notify the school office in writing. Parents are encouraged to attend field trip outings with their children. Parents are occasionally asked to drive for field trips. Parents who do provide transportation for field trips are required to provide the school office with a copy of their auto insurance policy card. All students are to wear seat belts while being transported to field trips. Parents who chaperone field trips will need to successfully complete online safe environment training.

Fighting

Fighting is strictly forbidden in the school or on campus. Breaking this rule will result in an immediate and automatic suspension from school, possible expulsion, and a conference with the students' parents.

Food and Drinks

Food and drinks are not to be carried throughout the school. They are restricted to the cafeteria. Students eating their breakfast on the way to school should finish before entering the building. There is no food or drink allowed in the gym during the school day. Food and drinks are allowed during athletic contests and other events approved by the Principal. It causes a considerable litter problem and is damaging to the floor. Food and drinks are only allowed in the classrooms on special occasions and with the teacher's consent in advance. If they are allowed in the classroom, the students are responsible for discarding trash. Students may have water bottles in the classrooms at the discretion of the classroom teacher.

Grading Scale

The following Grading Scale will be used for grades 2-8 at St. Mary School/Pope John Paul II Middle School.

Grading Scale Letter Grade	Percentage range	Grading Scale Letter Grade	Percentage range
A+	100	C+	84
A	95 – 99	C	76 – 83
A-	94	C -	75
B+	93	D+	74
B	86 – 92	D	71 -73
B-	85	D-	70
		F	0 – 69
S	Satisfactory		
U	Unsatisfactory		

Kindergarten and Grade 1 Academic Indicators:

E: Exceeds Expectations (The student exceeds expectations related to the Indiana Academic Standards for kindergarten/first grade.)

M: Meets Expectations (The student consistently meets expectations related to the Indiana Academic Standards for kindergarten/first grade.)

P: Progressing (The student shows some understanding and is progressing toward meeting the expectations related to the Indiana Academic Standards for kindergarten/first grade.)

B: Beginning (The student cannot complete task and/or shows little understanding of the concept related to the Indiana Academic Standards for kindergarten/first grade.)

Work Habits/Social development:

O: Outstanding

S: Satisfactory

N: Needs Improvement

/: Not yet taught or assessed

Gum

There is to be no gum chewed during the school day.

Homework

Homework is given for the purpose of practicing or extending what was learned in class. It can provide opportunities for independent study, research, and creative thinking. Time allowances for total homework vary from grade to grade. Generally, students will have 10 minutes of homework per night multiplied by their grade level. For example, Grade 1, 10 minutes; Grade 2, 20 minutes and so on. Work submitted must

be neat, orderly, and accurate. Scratch outs and messy or torn papers are not acceptable. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

Honor Rolls

St. Mary School/Pope John Paul II Middle School offers two types of Honor Rolls to recognize student academic achievement. All students in grades 2nd through 8th are eligible for Honor Roll recognition. The two Honor Rolls are: The Pastor's List is for those students with no grade lower than an A- in any subject. The Principal's List is for those students with no grade lower than a B- in any subject. Honor Rolls will be determined, and published, each quarter. Low conduct and effort grades will keep a student from achieving Honor Roll status.

Hours

Office hours: 7:30 AM – 3:45 PM
School hours: Kindergarten to 5 8:00 AM – 3:05 PM
PJP II Middle School 8:00 AM – 3:15 PM

Illness or Injury

In case of illness or injury, the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. An emergency telephone number where parents can be reached, and the name and telephone number of the student's family doctor, must be on file at the school.

All school-related accidents are to be reported to the Principal as soon as possible. A parent/guardian will be informed immediately when any one of the following events occur:

1. Temperature of 100 degrees or higher.
2. Severe abdominal pain.
3. Persistent nausea, vomiting and/or diarrhea.
4. Eye injury.
5. Injury where there is swelling and/or severe pain.
6. Injury where there is a question of sprain and/or broken bone.
7. Injury where there is significant bleeding or one where bleeding does not stop in a short period of time.
8. Any chipped or avulsed (uprooted) tooth.
9. Rash accompanied by fever.
10. Animal bites. These will be reported to proper authorities after care has been given.
11. Burns.
12. Any head injury.
13. Poisoning.
14. Any other situation that in the opinion of the school personnel warrant parental notification.

Immunization

When a child enrolls in St. Mary School & Pope John Paul II Middle School for the first time or any subsequent time and at any level, his/her parents must show either that he/she has been immunized or that a current religious or medical objection is on file. The parent/guardian must provide the school with complete immunization records prior to the beginning of the school year. (Indiana Code 20-8.1-7)

Leaving Campus

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the teacher and front office. Permission to leave the school grounds will only be granted upon written request of the parent or guardian. Parents must come to the office to wait for the child

and sign him/her out. Children must sign in when returning to school. Children will not be permitted to wait outside for the parent/guardian.

Legal Guardians

Occasionally divorced parents or other relatives request permission to take a child from school or obtain academic information. The legal guardian must provide St. Mary Elementary/Pope John Paul II Middle School written permission as to their agreement in the matter. A copy of the legal custody arrangements must be on file at St. Mary School. If the school has not been given the legal forms, the school will assume each parent has equal custody rights.

Library

The library is open on a regular scheduled basis and is supervised by the librarian and parent volunteers. Library classes are held for grades PK-8 and for special classes in the school. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books.

Students are allowed to use the library during library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, use computers, do reference work, and/or work on special projects. Each student may check out one or two books for a period of a week. There is no fine for overdue books, but lost or damaged books must be paid for. The library collection is constantly updated and expanded and are chosen for either their educational or recreational value.

Litter Policy

Our school campus is one of the most attractive in our area. Please help us keep it clean! Individual classes schedule days to beautify our grounds. If you are visiting our school, or if you are a student, please put litter in its place!

Liturgical Worship – Religious Instruction

The celebration of the Mass is the center of the whole Catholic Christian life. Children in grades 1 – 8 attend Mass on Monday, Wednesday and Friday and are encouraged to actively participate. Kindergarten students attend Mass on Wednesday for the first semester and on Wednesday and Friday during the second semester.

Through religious instruction and participation in the sacramental life of the Church during the school day, we seek to lay an important foundation for the children's practice of their faith. However, this must be supported at home by parents assuming their obligation to participate in Sunday Mass with their children and by taking them to receive the Sacrament of Reconciliation regularly.

Lockers

A locker is issued to each student in Grades 4 through 8 at the beginning of the school year. Students are expected to keep their lockers clean and not to abuse them in any way. The school cannot be responsible for valuables left in lockers. Sometimes there may be special circumstances that require students to carry cash or valuables to school. Cash or valuables can be safeguarded by registering them and leaving them in the main office. Students in grades 6-8 may have combination locks on their lockers. The student must give the combination to their homeroom teacher. All lockers and wooden shelves are the property of the school. Students should have no expectation of privacy of items in their assigned lockers. The lockers are subject to inspection by the Principal and his/her designee at any time.

Loitering

Students should leave the school and school grounds promptly after classes or when activities are dismissed. There is to be no unnecessary hanging around before school or after school. Students are not permitted to wait after school for a practice or a game that begins later than 3:45 PM. There is not an

available adult to supervise them during this time. All visitors, including parents, need to sign in at the office and obtain the appropriate identification for their destination.

Lost and Found

All clothing, lunch boxes, etc. found on campus, regardless of value, are placed in the lost and found box located outside the main office. Money, jewelry, or other articles of value are turned in to the office. Students may claim them after proper identification. Articles not claimed by the end of the school year will be donated to the St. Vincent de Paul Society. To assist in the return of lost items, it is recommended that names be written on tags.

Lunch

Lunches are served in three sessions, 11:05 – 11:35 AM (Pre K – 2), 11:40 AM to 12:10 PM (Grades 3 – 5), and 12:15 to 12:45 PM (Middle School). St. Mary Elementary/Pope John Paul II Middle School contracts with Ball Memorial Hospital for the school's hot lunch each day. Menus for the following month go home in the Tuesday envelope. Envelopes are to be returned on Friday by 3:00 PM with the days marked that hot lunch will be taken and the money for the meals. Milk is included in the meal price. Lunch prices are set to cover the cost of the hot lunch itself, milk and supplies such as napkins, plastic silverware, etc.

Students who do not wish to have hot lunch may bring a lunch from home. Student lunches will not be heated by the lunchroom staff. Milk may be purchased separately. Students may go home/out for lunch provided the student goes only with a parent or guardian and a note for that particular day is sent to the school. Parents must pick up and sign out their child at the school office and adhere to the appropriate lunch periods. Parents are welcome to eat at school with their children during the lunch period.

For the health and welfare of the students, trading and sharing of individuals' lunches is not allowed. We encourage parents to provide a well-balanced lunch for their children to promote healthy eating habits.

No child will go without a meal. If a lunch is left home or not paid for, the student will be given an opportunity to call home or be provided peanut butter or cheese crackers and milk. Free and reduced meals are available. Please ask in the school office for assistance. School lunch menus are sent home monthly. Additional information will be available about the hot lunch program at the beginning of the school year.

If your child has food allergies, please contact the school office.

Medications

If your child must bring medications to school, the following requirements must be met:

Prescription Medications

1. Must be clearly identified as to the name and type of medication
2. Must be in the original container
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date
4. The prescription must be current
5. A medication form, signed and dated by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary
6. Refrigeration is available
7. A nurse or other designated school personnel will give medication

Non-prescription Medications

1. Must be clearly identified as to the name and type of medication and dosage instructions
2. A medication form, signed and dated by the parent, giving the child's name, medication name, and dosage instructions must accompany the medication

Nurse

The school nurse's office is located west of the school office. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in health teaching and vision screening. Please be sure to contact the nurse if your child has any unusual health problems.

Parent Responsibilities

Parents have the responsibility to educate their child; therefore, they have the right to inquire and recommend. The cooperation of parents is absolutely required for the smooth functioning of the entire school program.

You are welcome to contact the teacher during school hours at 288-5878 whenever you have a question or concern about your child's education. A message will be given to them, and they will return your call.

Parents should not enter a classroom without first going to the office and contacting the teacher for an appointment time. For the safety of the students, all visitors are required to sign in at the office and wear proper visitor identification. Conferences with individual teachers must be arranged with the individual teachers. Please refrain from interrupting classes while they are in session. Appointments can be made before or after regular school hours.

In the event you have a concern involving your child, policy, or procedures, the following procedure is to be followed:

1. Discuss the problem with the teacher concerned. Many problems are resolved at this level.
2. If you have approached the teacher and are not satisfied with the results, you may make an appointment with the school principal to discuss the problem.
3. If further exploration of the concern is needed, the pastor may then be asked to intervene and address the problem/concern.

Parents who come to drop off a lunch, homework, clothing, or any item, are not to interrupt classes. The item must be left with office personnel who will deliver the item or call the child to the office during the least intrusive time available.

Parent Teacher Organization (PTO)

The St. Mary School and Pope John Paul II Middle School Parent Teacher Organization (PTO) is highly involved in improving our school. The PTO's mission is to enhance the education process of St. Mary Elementary/Pope John Paul II Middle School through the support and interaction of parents, teachers, administrators, and members of the parish. The objectives of this volunteer organization are:

Section 1 – Social Interaction: Promote a sense of community by engaging parents, teachers, students, and parish members in a variety of social activities.

Section 2 – Partners in Education: Assist the pastor, parish, and teachers by supporting the educational and spiritual missions of St. Mary Elementary/Pope John Paul II Middle School.

Section 3 – Fundraising: Aid the parish and school by raising funds to help support educational programs, teacher objectives, and other school needs.

All parents are urged to become members and to actively participate. Meetings are scheduled monthly during the school year, and they are announced in advance.

Parent Volunteers

St. Mary School and Pope John Paul II Middle School consider its parent volunteers as a very special resource. We welcome and appreciate the assistance of the many parents who serve as aides in the classroom, in the library, computer lab, with hot lunch, or who help with typing or making instructional materials. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. We

appreciate the skills you can donate to make our school a better place for students to learn and grow. All parent volunteers must successfully complete safe environment training prior to working with our students.

Pets

No pets from home are allowed at school unless teachers give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school!

Pictures

Individual student pictures and class photographs will be taken during the fall and spring of the school year. Arrangements are also made to have individual and class pictures taken for First Holy Communion, Confirmation, and Graduation. However, there is no obligation to purchase the pictures.

Policy on Prohibited Substances

The mission of St. Mary Elementary/Pope John Paul II Middle School includes encouraging respect for law, promoting health and wellness, and protecting the personal safety of all students, faculty, staff, and volunteers. Possession or use of an alcoholic beverage, illegal drug (or “controlled substance”), or tobacco product by a St. Mary Elementary/Pope John Paul II Middle School student at or en route to or from school or a school-related function is contrary to the mission of St. Mary Elementary/Pope John Paul II Middle School. If violated, it will be grounds for discipline, including, if appropriate, suspension and/or expulsion.

Preschool

A developmentally appropriate Preschool is offered at St. Mary School. For more details on the Preschool, please contact the school office.

Protocol for Protection of Children

The Diocese of Lafayette-in-Indiana is committed to preventing sexual abuse before it occurs and identifying sexual abuse once it has occurred. By raising the awareness and understanding of sexual abuse, the goal is to minimize the risks to child safety. Parent volunteers shall successfully complete safe environment training and submit to a criminal background check every 3 years.

Report Cards

Report cards are issued during the completion of each nine-week grading period. Please carefully review your child’s progress and contact the teacher if you have questions regarding grades. The envelope is to be signed by the parent/guardian and returned to school.

Parent/teacher conferences are scheduled following the completion of the first nine weeks. The parent’s attendance at conferences is very important. A parent may request a conference with his/her child’s teacher at any time during the school year. Please call the school office at 288-5878 for an appointment if a conference is desired. Likewise, sometimes a teacher may find it necessary to request a special conference with a parent. Parents must comply with these requests in a timely manner to avoid jeopardizing their child’s progress and/or continuation at St. Mary Elementary/Pope John Paul II Middle School.

It is very important that there is open and direct communication between parents and teacher. If there is a concern with your child or with what is happening in the classroom, arrange to speak with the teacher immediately. Concerns brought directly to the teacher are more readily and effectively solved.

Rules for General Behavior

The behavior expected of students at school is a combination of common courtesy and safety considerations. There are only a few special areas that require the application of very specific rules. The following types of conduct are never permissible:

- 1) Fighting;
- 2) Defiance of school staff;
- 3) The use of profanity;

- 4) Refusal to prepare assignments or to participate in class;
- 5) Possession of weapons or other dangerous objects;
- 6) Possession or use of any controlled substance, including alcohol and tobacco products;
- 7) Gambling.

Seclusion and Restraint Policy

St. Mary Elementary/Pope John Paul II Middle School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience. Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior. Parents can access a full copy of our school's plan by request in the school office.

Smoking Policy

Smoking is not permitted in the school or on school grounds.

Special Services

Students at St. Mary Elementary/Pope John Paul II Middle School in need of special services, including Speech, receive them from the Delaware/Blackford Special Education Cooperative. Services are provided at St. Mary Elementary/Pope John Paul II Middle School as needed and determined by financial capabilities.

Student Council

St. Mary Elementary/Pope John Paul II Middle School has a very active and effective Student Council. The purpose of the Council is to provide first hand experience for students in the methods and procedures of democratic government. In addition, the student council sponsors special activities in the areas of academics, sports, and fundraising. Student Council officers are elected at the beginning of each school year. Each classroom has two representatives. One is elected, and the other is teacher-appointed. Older students represent kindergarten and second grade. School-wide elections are held for the officers, and classroom elections are held for the representatives. All members of the student body are encouraged to participate in the activities of student government.

Student Records

The following is a brief summary of the Family Educational Rights and Privacy Act of 1974, Section #513 of Public Law 98-380, an Act of United States Congress.

- A. The parent has the right to examine any student record until the student is 18 years of age; thereafter, only the student himself has the right to examine the record. Request to examine should be in writing.
- B. The parent has the right to examine the student records at a reasonable time arranged with the Principal.

- C. The parent has the right to have the records corrected if it is “inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students”.
- D. A record must be kept with each student record showing who examined it, the date it was examined, and the purpose for the examination. The parent or 18-year-old student will sign this record of examination and request for examination.
- E. Certain persons may examine student records without a parent’s consent. These include school officials and teachers who have “legitimate educational interests”, officials of other school systems where transfers are made, and certain representatives of the Federal Government with various limitations.
- F. Any person may receive the records if the parents specify the records to be released, the reasons for such release, and the person to whom they are to be released. The parents may also request and receive a copy of the record forwarded to another system with the transfer.
- G. A copy may also be furnished pursuant to a court order or subpoena, but only if the parent is given advance notice.

Student Retention Policy

The retention of a student is a remedial action of serious consequence that should only be undertaken after all other remedies for addressing the lack of achievement and development of social and emotional skills have been exhausted. No child in St. Mary Elementary/Pope John Paul II Middle School may be retained unless all the following guidelines have been followed and documented.

GUIDELINES Factors to be considered in the retention process include:

Child Related

- | | |
|------------------------------------|-------------------------------|
| academic potential | basic skills and competencies |
| child’s attitude towards retention | chronic absenteeism |
| grade placement | level of independence |
| nature of problem | peer pressure |
| physical disability | physical size |
| previous retention | psycho-social maturity |
| self-concept | |

Family Related

- family attitude
- foreign language spoken in the home
- frequency of moves

School Related

- availability of special education of other remedial programs
- principal’s recommendation
- school policy
- teacher’s recommendation

PROCESS

Any consideration of retaining a student should begin no later than the end of the second quarter. Once the issue of retention has been brought forward, a committee made up of the Principal, the student’s teacher(s), and the next grade level teacher shall be called together. Parents are to be involved in the process from the point that the committee is formed. A written record and summary of meetings and discussions is to be kept on file. The recommendation of the committee is to be determined and conveyed to all parties involved no later than May 15.

If, after the recommendation is presented, there is still not agreement about the course of action to follow, the school maintains the right not to enroll that child in the next grade if the recommendation is for retention.

Study Skills

A parent can help his/her child be aware of skills and techniques that make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.

Substitute Teachers

A substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately. Our school uses only highly skilled, licensed, substitute teachers. Parents need not be concerned about the presence of a substitute in the classroom.

Supervision

School faculty and staff will supervise the Cyr Center hallway beginning at 7:30 AM. Teachers supervise their own classroom recess. The playground is not supervised before and after school, and students are expected to leave for home immediately following dismissal.

Supplies

A supply list will go home in the spring so parents may purchase supplies as they go on sale. Supply lists will also be available in the school office before the beginning of the school year. From time to time, supplies for special projects may need to be purchased.

Suspensions and Expulsions

Suspensions from school may be given by the principal for very serious or repeated infractions of school rules and policy. Teachers cannot give suspensions. If your child is suspended, you are required to meet with the principal before reinstatement can take place. Suspensions may be a final step before expulsion. It signifies that the child's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the child from the school environment. Reinstatement will not be granted until the principal and the student's teacher are satisfied that the reason for the misconduct has been effectively eliminated.

Expulsion may occur when the Principal and/or the Pastor consider it to be in the best interest of the child, other students, or the school. Expulsion is considered only in extremely serious circumstances. Parents will have the opportunity to confer with the child's teachers and the principal prior to expulsion.

Teacher-Parent Relations

Parents are the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. Parents do not relinquish their right and duty to educate, but only delegate a part of their responsibility to the school. Teachers and parents work together as collaborators in a cooperative effort to help the child.

Technology Acceptable Use Policy

St. Mary Elementary/Pope John Paul II Middle School (SME/PJPII) is pleased to offer students and staff within the SME/PJPII system access to the Internet. Use of the Internet for educational purposes will assist

students in identifying resources, gathering information, and developing the technical skills needed for life and work in this century.

It must be made clear, however, that even though use of the Internet will be supervised, and areas of the Internet will be blocked by a firewall, we cannot completely guarantee that a student/staff will not be able to access information that might be considered objectionable. Therefore, it is imperative that both students and their parents, as well as staff members, be aware of each individual student's responsibility for ethical and appropriate Internet use. All computer users are expected to behave responsibly while using school computers and networks. Technical resources are provided to help meet informational needs within the context of teacher-planned assignments and school sponsored activities. Access to these resources, however is a privilege, not a right. It is permitted only on the condition that users agree to act in a responsible manner. School staff reserves the right to suspend or terminate the use of the Internet by any student or person who violates these policies. Similarly, Internet use is subject to all policies and regulation that govern student behavior in other school activities.

The purpose of the SME/PJPII Internet access is to promote the exchange of information, to further education and research and to be consistent with the mission of the SME/PJPII School Technology Plan. SME/PJPII Internet connections are not for private or commercial business use or political purposes. Any use of SME/PJPII computer networks for illegal activity is prohibited.

A. Educational Purpose

1. The SME/PJPII computer networks have been established for limited educational purposes. The term "educational purposes" include classroom activities, career development, and limited high-quality self-discovery activities.
2. The SME/PJPII computer networks have not been established as a public access service or a public forum. SME/PJPII, and its designees, have the right to place reasonable restrictions on the material accessed. It is expected that the rules set forth in student handbooks, and the law in the State of Indiana, regarding use of the Internet while attending SME/PJPII.
3. SME/PJPII Internet connections cannot be used for commercial purposes. Users may not offer, provide, use or purchase products or services through SME/PJPII computer networks.
4. SME/PJPII computer networks may not for political lobbying. SME/PJPII computer networks may be used to communicate with elected representatives and to express opinions on political issues.

B. Student Internet Access

1. All students, who have parental and teacher permission, will have access to World Wide Web information via one or more of the following means: classroom, library, and/or school computer lab.
2. Accessing e-mail, instant messaging, visiting chat rooms, and posting on message boards are not permitted

C. Unacceptable Uses

1. Personal Safety
 - a. Personal contact information may not be posted. Personal contact information includes addresses, telephone numbers, school addresses, work addresses, etc.
 - b. Meeting someone or contacting someone online without parent/guardian's approval is not permitted.
 - c. Disclose to teachers or other school employees any messages received that are inappropriate.

- d. Should a network user transfer a file, shareware, or software that infects the Network with a virus and/or causes damage, the network user will be liable for any and all repair costs to make the network once again fully operational, and may be subject to other disciplinary measures as determined by SME/PJPII.
- e. The misuse of computer equipment or computer related equipment will not be tolerated, and may be grounds for loss of access privileges and/or disciplinary action.

2. Illegal Activities

- a. Do not attempt to gain unauthorized access to the Internet or to any other computer system through SMS|PJPII computer network or go beyond the authorized access. Attempting to log in through another person's account or access another person's files is not allowed. These actions are illegal, even if only for the purposes of "browsing".
- b. Deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means are illegal.
- c. Do not use the Internet connection at any SMS/PJPII computer network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. SME/PJPII Computer Network Security

- a. Users are responsible for their account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a password be disclosed to another person.
- b. Immediately notify a teacher or the system administrator if a possible security problem has been identified. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. To avoid the inadvertent spread of computer viruses, users will only download programs with the express permission of the teacher, or other SME/PJPII employee or their designee.
- d. The user is responsible for making a back up of any critical documents.

4. Inappropriate Language

- a. Do not post information that could cause damage or a danger of disruption.
- b. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
- c. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Users must stop communicating when instructed.
- d. Do not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. Users will not re-post a message that was sent privately (outside school) without permission of the person who sent the message.
- b. Do not post private information about another person.

6. Respecting Resource Limits

- a. SME/PJPII computer networks are to be used only for educational and career development activities and limited, high-quality, self-discovery activities.
- b. Users will not download large files unless absolutely necessary, and with permission from teacher or other SME/PJPII designee.

7. Plagiarism and Copyright Infringement

- a. Do not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. Respect the copyright owners. Copyright infringement occurs when a work that is protected by a copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work you should follow the expressed requirements. If unsure whether the work can be used or not, request permission from the copyright owner. Copyright law can be very confusing. If there are questions, ask a teacher.

8. Inappropriate Access to Material

- a. Do not use the SME/PJPII computer networks to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research and both the teacher and parents/guardians have approved.
- b. If inappropriate information is mistakenly accessed, immediately tell the teacher or another SME/PJPII employee, to protect against a claim of intentionally violating this policy.
- c. Parents/guardians will instruct if there are additional materials that would be inappropriate to access.
- d. SMS|PJPII connections have a firewall, and URL & content-based software to help protect users from inappropriate material. Teacher supervision also helps to protect you.

D. Limitation of Liability

SMS|PJPII makes no guarantee that the functions of the services provided by or through SME/PJPII system will be error-free or without defect. SMS|PJPII will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service. SME/PJPII is not responsible for the accuracy or quality of the information obtained through or stored on the system. SME/PJPII will not be responsible for financial obligations arising through the unauthorized use of the system.

E. Personal Responsibility

When using a SMS|PJPII Internet connection, it may feel like the user can easily break a rule and not get caught. Whenever the user does something on a network little “electronic footprints” are left.

F. Network Etiquette

1. Be polite. Abusive or inappropriate messages to others are prohibited. Using programs that harass SME/PJPII users or infiltrate a computing system and /or damage the software components is prohibited.
2. Use of SME/PJPII connections to intentionally access objectionable material is prohibited.

3. Make the most efficient use of network resources to minimize interference with others.
4. Any use of SME/PJPII connections that accesses outside resources must conform to their "Acceptable Use Policy".
5. Subscriptions to list servers, bulletin boards, and online services are prohibited.
6. The user is expected to abide by the generally accepted rules of network and internet etiquette.
7. Do not reveal personal information online.
8. Do not use the network in such a way that the user would disrupt the use of the network by other users.
9. All communications and information accessible via the network should be assumed to be private property.
10. As the rules and guidelines for network etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

G. Conclusion

The use of SME/PJPII computer networks/Internet is a privilege, not a right. Inappropriate use of that connection may result in cancellation of those privileges. Interpretation, application and modification of this Acceptable Use Policy are within the sole discretion of St. Mary Elementary/Pope John Paul II Middle School. Any questions or issues regarding this policy should be directed to the school administrator. Violation of any conditions of use described here can be cause for disciplinary action.

Telephone

The office telephone is a business phone. Students are discouraged from using the phone to make personal arrangements. Information about cell phones is found under the cell phone policy.

Testing

Periodic testing is conducted for the benefit of our students and in compliance with state accreditation requirements. All students are required to participate in the ISTEP+ and the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) tests.

Tuition Policy K-8

Tuition Policy K-8

St. Mary Elementary/Pope John Paul II Middle School is a private school. We charge tuition to help cover educational and operational expenses. Tuition covers a portion of the cost to educate each child with the remaining support coming from Sunday church contributions, donations and endowments. Therefore, parental/guardian commitment to their tuition and fee obligations is crucial to the school's continued operation and vitality. In order to meet our financial obligations, it is necessary that tuition and fees be paid in a timely manner.

Tuition Amounts

As it is the responsibility of the St. Mary Parish Finance Council to ensure that adequate financial resources are available for the school, tuition is determined each year based upon the funding needed to operate the school. Affordability for families is also a significant consideration.

Tuition for the current year is available in the school office or on our website.

Tuition Discounts

Parish Member Discount: For families who are registered, active and contributing members of St. Mary (or St. Lawrence for those attending Pope John Paul II Middle School.)

Multi-Child Discount: For parishioner and non-parishioner families with more than one child attending St Mary Elementary/Pope John Paul II Middle School.

Student Fees

Book and Activity Fee: For all new and returning K-8 students, book and activity fees are to be paid in full at the time of registration. Fee amounts for the current year are available in the school office or on our website.

Book Fee - The book fee for each child covers textbooks, workbooks, software and instructional materials for the school year. The non-refundable book fee is due at the time of registration. This fee is not prorated if enrollment occurs later in the school year.

Activity Fee - The activity fee for each child covers anticipated field trips and incidental fees associated with educating your child such as tennis, bowling and skate rental incurred as part of the academic curriculum. The non-refundable activity fee is due at the time of registration. This fee is not prorated if enrollment occurs later in the school year.

Tuition Payment Options

All families are expected to make tuition payments according to one of the following payment plans. Families may choose one of two options for the payment of tuition.

Full Payment – Book and activity fee due at time of registration with the remaining tuition paid on or before June 8th.

Monthly Payment – Book and activity fee due at time of registration with the tuition paid monthly, over a ten-month period, August-May through Smart Tuition. There is a \$48 administration fee for this service. A Smart Tuition enrollment application must be on file for every family making monthly payments. Applications are available in the school office.

Late Payments

A \$40 follow up fee for late payments will be assessed through Smart Tuition. In addition, school families who are sixty days in arrears will be notified their child/children will not be allowed to attend school according to the “Non-Admission” specifications of this policy stated below.

Returned Checks and EFTs

Any tuition check and payment returned by the bank because of insufficient funds is subject to a \$30 service fee through Smart Tuition. Any check made out to the school and returned by the bank because of insufficient funds is subject to a \$25 service fee through the school.

Non-Admission of Student Because of Delinquent Tuition and Fees

School families who fail to pay tuition and fees according to the agreement which they made with the school, or who have been unwilling to make suitable alternative arrangements with the school/parish business manager, will be informed that their child/children will not be readmitted to the school.

All families must be current in their payment of tuition and fees:

- by June 8th in order to be admitted on the first day of school.
- by December 20th in order to be re-admitted on the first day of class in January and to receive semester report card.
- by May 25th in order to receive report card and permanent record.

In addition, families will not be permitted to re-enroll their children for the coming year if all fees and tuition from the previous year have not been paid in full.

Tuition Refunds

Families withdrawing students prior to the first day of school shall be refunded all prepaid tuition. All registration and book/activity fees are non-refundable. If a student withdraws before the end of the school year, prepaid tuition will be refunded for the remaining months not attended.

Throughout the school year, circumstances may change, i.e. loss of job or family illness, which may make it impossible to make all tuition payments. In these cases, it is the family's responsibility to contact the Parish Business Manager to make financial arrangements.

Financial Aid K-8

Scholarship and tuition aid are offered at St. Mary Elementary/Pope John Paul II Middle School to help offset the cost of a Catholic education. Financial aid options, including state choice (voucher) scholarships, scholarship granting organization (SGO) scholarships and parish tuition assistance are available to help families with the cost of tuition for students in kindergarten through eighth grade. Need for financial aid should be made known at the time of registration.

- **State Choice (Voucher) Scholarship**
School choice allows parents the freedom to send their child to the school that best meets his/her needs. You may apply for this scholarship if you qualify. To see if your student(s) qualify for this scholarship click State Choice Scholarship (Voucher) qualification or contact the school office for assistance. Application is made through the school office after admission.
- **SGO Scholarship**
The Indiana's SGO Scholarship program was created in 2009 as a way to give families who meet income guidelines an opportunity to send their child to a participating private school. Need-based scholarships are available for students in K through 8th grade. To see if your student(s) qualify for this scholarship click SGO Scholarship qualification. Applications and assistance are available in the school office.
- **Parish Tuition Assistance**
Parish tuition assistance is made possible through parent volunteer support of the Knights of Columbus Bingo program. You can help fund your tuition assistance by volunteering with the Bingo program. Please inquire at the school office.

Applying for Financial Aid

Families who **do not qualify** for full tuition coverage through the Indiana Choice Scholarship must complete a financial aid application to be considered for an SGO scholarship and parish tuition assistance.

For the 2018-2019 school year, financial aid applications must be submitted to our third party evaluation company, FACTS Grant & Aid Assessment at <https://online.factsmgt.com/aid> no later than May 15, 2018

The application fee of \$30 will be credited to your 2018-2019 tuition after the application is completed. If your student(s) qualify for an SGO scholarship, you must complete an SGO scholarship application **AND** the online FACTS application. SGO applications can be requested from the school office.

Each application is reviewed in confidence and families are notified by late June of their eligibility to receive an award.

Unauthorized Articles

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom, and then only with the teacher's consent. If an article becomes a distraction or is deemed dangerous, it will be held in the school office for a parent to pick up at their convenience. Personal electronic devices (iPods, iPads, etc.) are not to be used anytime the students are in the school buildings or on the school grounds during regular school time, unless permitted under the

BYOD Acceptable Use Policy for Pope John Paul II Middle School students. This includes the time period before and after school while students are waiting inside the Cyr Center or are in the After Care Program.

Used Uniforms

Some used uniforms are available at the school. If you wish to donate a blouse, jumper, skirt, pants, shirts, sweaters, they may be turned in to the office. The item must be clean and free of spots and holes. Tag each item with size, and in the case of an oxford blouse or shirt, if it is for a boy or girl.

Used uniforms are kept on the school stage. Used uniforms can be a financial savings, and we encourage you to take advantage of this service.

Valuables

The school administrators and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the office.

Vandalism

Our school and school equipment is parish property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid before a student is allowed to return to class. If a student accidentally causes damage he/she should report it to the teacher immediately so that the damage is not misconstrued as vandalism.

Visitors

All visitors are required to report to the school office upon entering the building. Each visitor signs in and receives appropriate identification for their destination. Parents are encouraged and welcome to visit the school. However, classroom visits during school hours may be made only with the consent of the principal or the principal's designee and the teacher.

Wellness Policy

The School Advisory Committee, parents, faculty, and staff of St. Mary Elementary/Pope John Paul II Middle School recognize the importance of sound health practices in the educational development of the students. We acknowledge that our students' ability to learn is directly influenced by the food choices and physical activity in which they engage. We are aware that childhood obesity has become an increasing problem and that habits developed during childhood often follow us into our adult life. We recognize that the development of good health and nutrition habits begin in the home, but we also know that the school can assist parents in teaching wellness attitudes and actions.

Therefore, the following goals have been set in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the School shall:
 - a. Promote in the classroom and through material sent home, the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
 - b. Reinforce lifelong balance by emphasizing the link between caloric intake and exercise.
 - c. Provide to staff, who are responsible for instruction in nutrition education, professional development opportunities that will better enable them to teach the benchmarks and standards for healthy living.
- B. With regard to physical activity, the School shall:
 - a. Provide sequential Physical Education instruction related to the knowledge, attitudes and skills necessary to participate in lifelong, health enhancing physical activity.

- b. Promote participation in physical activity by teaching skills in physical education that can be utilized outside of school and provide information to families which will encourage and assist them in their efforts to incorporate physical activity in their children's lives.
 - c. Include five minutes of teacher-led activity during one recess per day.
 - d. Provide a daily recess period at least 20 minutes in duration to all students in grades K-5.
- C. With regard to foods available during the school day the School shall:
- a. Limit the number of celebrations involving serving food during the school day to one birthday celebration per month, and four holiday parties during the school year.
 - b. Require that some healthy food choices be offered at all class parties.
 - c. Prepare and distribute to students, staff, and parents, a list of snack items that comply with the current USDA Dietary Guidelines for Americans, as well as a list of poor choice foods to raise awareness of healthy snack food choices.
 - d. Educate students about food or beverage allergies and other restrictions some students experience in relation to their diets.
- D. With regard to other school-based activities the School shall:
- a. Make foods available to students that take into consideration student health and well-being in accordance with the current USDA Dietary Guidelines for Americans.
 - b. Require after school functions that serve or sell foods to include healthy food choices among their offerings.
- E. With regard to other life-style choices that effect school performance, the School shall:
- a. Provide information to families about the benefits of proper rest and the consequences of sleep deprivation to students in the classroom.

The Principal of St. Mary Elementary/Pope John Paul II Middle School will be responsible to measure and evaluate the implementation and progress of this policy.

This policy will be reviewed and revised as necessary every two years by a committee consisting of the principal, faculty, School Advisory Committee members, parents, students, and health care professionals.

Withdrawals

Parents of any student who is withdrawing during the school year must contact the office. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment.

If a student has been withdrawn from St. Mary School or Pope John Paul II middle school, before that student can be readmitted, he/she must participate in the admissions policy outlined in the handbook. Readmission to the school after withdrawal is not guaranteed.

The Principal and pastor retain the right to amend the Parent Handbook for just cause. Parents will be given prompt notification if changes are made.

The School Advisory Committee recommends policy amendments or additions to the Principal and pastor for consideration. When approved by the Principal and pastor, the new policy will supersede the existing policy upon written notification to the parents.

**St. Mary School & Pope John Paul II Middle School
2018-2019
Parent-Student Handbook**

Please sign and return this sheet indicating that you have reviewed this handbook with your child(ren) and that you agree to follow the contents as explained in this handbook.

Student Name(s):

_____	_____
_____	_____
_____	_____

Parent's signature

Date

Parent's signature

Date