



# Family Handbook

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2023-2024



**An Ohio Department of Education STEM Designated School**

St. Mary School provides a quality education.  
We strive to develop each student's unique potential  
In an environment of Faith,  
In cooperation with the Family,  
With a vision for the Future.

Revised August, 2023

## ST. MARY SCHOOL CHARDON MISSION STATEMENT

St. Mary School provides a quality Catholic education. We strive to develop each student's unique potential in an environment of **Faith**, in cooperation with the **Family**, with a vision for the **Future**.

Dear Students and Parents,

We welcome all our families, returning and new to our school to this new academic year! We are so happy that you are here with us to share the growth and development of our students. In choosing St. Mary School Chardon, you are committing to the values and philosophy of a Catholic education.

Please find this handbook to be a communication tool between school and family regarding our policies, procedures, and protocols. I encourage you to read it together as a family. Upon completion of review please sign the agreement that is part of the beginning of the year forms. The agreement states your intent to abide by the policies of St. Mary School Chardon.

Please note: The policies contained in this handbook are not all-inclusive and may be amended as deemed necessary by the administration. The principal's interpretation of the provisions of this handbook shall be the final and authoritative interpretation.

The faculty and staff look forward to working with you in partnership to promote the spiritual development and academic growth in the context of the Catholic Church of our students in this academic year. Together let us carry on the work that God has begun in each of us for His honor and glory!

Blessings,

Mrs. Julie Fedak, Principal

Fr. Scott Goodfellow, Pastor

## ST. MARY SCHOOL CHARDON BELIEF STATEMENTS

We as Catholic Educators of St. Mary School believe in educating our students as lifelong learners in both faith and academics, in partnership with parents, the first educators of their children.

Therefore, we are committed to:

- Developing faith formation through knowledge of Catholic Doctrine and promoting faith in action
- Fostering stewardship opportunities that extend from personal involvement to the parish and community
- Encouraging each student to be self-motivated in all areas of academics and personal growth
- Building a solid foundation in core curriculum through the use of best practices including differentiated instruction
- Developing and applying academics for real world situations
- Assessing both formally and informally, incorporating the use of technology to monitor progress and growth
- Utilizing technology-enhanced instruction to aid in the development of lifelong learners
- Integrating STEM pedagogy throughout the curriculum and across all grade levels

### GOALS AND OBJECTIVES

To provide an environment of **Faith** for the students in which teachers and parents:

- set an example of Christian living and reinforce Catholic values
- provide opportunities for worship, prayer and religious instruction
- give guidance in developing personal faith life and a strong sense of moral direction
- seek opportunities for students to practice Christian stewardship

To cooperate with **Families** in the education of their children by:

- facilitating an effective home and school partnership
- welcoming parent volunteers in the school and classroom
- creating a safe learning environment for all children
- developing a sense of personal responsibility and respect for the personal rights of others.

To prepare our students for the **Future** by:

- holistic teaching through a variety of learning activities
- formation in higher thinking skills and creative real life problem solving
- encouraging flexible instructional programs
- providing opportunities for stewardship in the home, school, parish, and community
- instruction in skills and knowledge necessary to become responsible members of a global community.
- Inquiry-based learning as a basis for STEM centered classrooms

### **IMPLEMENTATION**

- Through personal and corporate awareness of the mission of St. Mary School
- Through teachers and parents, in partnership, working together in the education process and faith formation in the mission of the school
- Through Community partnerships that provide students with a broader outlook of the world
- Through continuous provision of opportunities that encourage each student to accept personal responsibility

### **FAITH FORMATION**

The religious formation in the Catholic faith is the central focus of the curriculum of St. Mary School Chardon. Prayer is an integral component of our faith and is encouraged throughout the school day. In addition to daily religion classes that teach the basic tenants of the Catholic faith, the curriculum is infused with gospel principles and Catholic Social Justice themes. Our parish priests and deacons are a vital part of the faith formation of the students both in the classroom and as celebrants of our Masses and para-liturgies. Each week the students attend an all school Mass which is prepared by various classes. The students participate not only in prayer and song, but by volunteering to be lectors, servers, and gift bearers. Families are encouraged to join us at all of our

school Masses and prayer services. Other forms of prayer experiences as well as service projects help to increase the understanding and love of our traditions throughout the liturgical year. The school's sacramental and prayer life should serve to enhance a family's prayer and sacramental life and should never be considered a substitute.

Parents are the most influential agents of religious education for their child. They have a unique responsibility for the formation of their child's faith; they are the first teachers. Parents teach their child through their witness of Christian living, love of faith, participation in the life of the Eucharist – especially Sunday Eucharist, reception of the sacraments, willingness to evangelize and serve, and dedication to prayer. The catechesis given by the parents with the family precedes, accompanies, and enriches all other forms of catechesis.

Students are prepared for the reception of the sacraments of Reconciliation and First Eucharist in grade two and Confirmation in grade eight. It is our expectation that parents will participate in meetings that are scheduled before the reception of the sacraments. It is also our expectation that parents will assist their children in study and formation and by example to prepare for the reception of these sacraments.

Religious education instruction at St. Mary School is based on the Catechism of the Catholic Church and is thoroughly integrated into the curriculum, the philosophy of the administration, and the daily life of the faculty and students. The faculty serves as the key, vital component in achieving the educational goals of the school. The effectiveness of religious instruction is closely tied to the personal witness given by the teachers and the lived experience of prayer. The faculty of St. Mary School Chardon is composed of members of faith capable of giving witness to the gifts of God and eager to work with our parents in passing those gifts on to our students.

### **ACCREDITATION**

St. Mary School Chardon was fully accredited by the Ohio Catholic School Accrediting Association (OCSAA) in May 2020.

## **TEACHER LICENSURE / CERTIFICATION**

All teachers of St. Mary School Chardon are certified by the State of Ohio. Further, all teachers of our faith are certified by the Cleveland Catholic Diocese in Religious instruction. Every teacher is Virtus trained. Each teacher in this school strives to teach and act consistently with the philosophy, goals, and policies of the Cleveland Catholic Diocese and St. Mary School Chardon.

## **PARENTAL RESPONSIBILITIES**

As the primary educator of your child/children, you have chosen to send your child / children St. Mary School Chardon because you want them to be educated in a Catholic Christian environment. This environment is to be a continuation of the Christian upbringing the child/children receive and are continuing to receive in your home. Having chosen St. Mary School, it is vital that you support the educational efforts of the administration and teachers by your cooperation and involvement in the established policies. It is our expectation that parents provide and be:

- Living example of Christ-like love and stewardship
- Family prayer and Sunday worship at Mass with frequent reception of the sacraments
- Show courtesy and respect for administration, teachers, and students
- Speak positively about the school, its faculty and staff
- Support the total school program
- Support decisions made by the administration especially in regards to disciplinary matters
- Open communication with teachers and administrator
- Attend regular and special conferences
- Respect the instructional time in the classroom
- Do not go directly to the classroom during the school day as it is disruptive to the educational process
- Understand that our secretary is available to relay messages to students and teachers during the school day
- Resolve any academic conflicts with the classroom teacher or department teachers and then the principal

- Create an atmosphere conducive for homework, study, and special projects in the home setting
- Example of involvement in school and parish volunteer programs
- Timely payment of tuition and fees
- Follow the rules and protocols of the school and this handbook.

## **STUDENT RESPONSIBILITIES**

Parents and school personnel work in partnership to support and guide each student to develop his/her own potential in all dimensions of personal growth. It is only through combined efforts of school and home that a student can successfully accomplish in attaining this potential.

- Strive to witness Christ-like love and stewardship
- Participate in Sunday worship at Mass and frequent reception of the sacraments
- Cooperate appropriately and respectfully with parents, teachers, and peers
- Accept responsibilities for own choices and actions
- Develop and implement good study and work habits
- Participate with respect and pride in the total school program of academics, service, and self-discipline.

## **CODE OF CONDUCT**

St. Mary Chardon students are expected to act as Christian young ladies and gentlemen at all times. Our belief is that our discipline should be firm, fair, and understanding. We expect everyone in the school community to always show a Christ-like respect for themselves and others. Discipline problems rarely arise from a single instance. Usually they result from a series of minor, but aggravating offenses. Misconduct disrupts the learning process of students and infringes on the rights of others. Misbehavior which reflects negatively on St. Mary School is prohibited. The code of conduct and other disciplinary measures may apply to actions off campus. The destruction of property or threats made to the safety of others will not be tolerated. Disrespect of any kind will not be tolerated.

St. Mary School Chardon believes that the learning environment should be structured to ensure the maximum development of each student's potential growth in self-awareness, self-discipline, respect for the uniqueness of individuals, and implementation of gospel values. We strive to provide such a climate in Christian, moral, and ethical framework. This code and policies are in effect to help keep our students in a safe community setting.

## **ADMISSION POLICY**

### **NON DISCRIMINATION:**

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

### **Admission Procedures and Policies**

St. Mary School Chardon admits students of any race, color and national or ethnic origin in accordance with the following admission policy:

#### **Order of Admission:**

1. Registered, active St. Mary Chardon Parishioners with siblings in the school. (first)
2. Registered, active St. Mary Chardon Parishioners. (second)
3. Registered, active Catholics from other parishes. (third)
4. All other applicants. (fourth)

### **Registration**

Admission is made through a formal registration process. The student and parents will have an interview with the principal or the Enrollment Assistant as a required part of this process. A review of the student's school records will be made before any confirmation of enrollment will be issued. At the time of final registration, the following is required: evidence of active membership in a



supporting parish, birth certificate, baptismal certificate, record of physical examination and all required immunization and health forms.

If applicable, custody papers must also be presented and filed with the school office. In the case that a student is transferring from another Catholic school all financial obligations must be met at the previous school before acceptance.

Admission and readmission to St. Mary School is on an annual basis.

It is our goal at St. Mary School not to exceed a classroom size over 25 students for grades K - 5 and 22 students in grades 6 - 8. New applicants will be accepted on the above criteria. Acceptance of new students is on an individual basis. A waiting list is established once class size is reached.

**KINDERGARTEN:** Children entering Kindergarten must be five years of age by September 30<sup>th</sup>. Students who are not coming into Kindergarten from our preschool will be screened to determine readiness for the Kindergarten program.

**FIRST GRADE:** Children entering first grade must be six years of age by September 30<sup>th</sup> and/or provide evidence of successfully completing a year of Kindergarten in an accredited school.

**GRADES 1-8:** Transfer students will be required to present their most recent report card. Acceptance will not be complete until academic and health records are reviewed and an interview with the Principal is completed.

## **Finances**

### **Tuition:**

St. Mary School/Parish strives to keep tuition cost to a minimum in order to assure Catholic education for families committed to enhancing the continual religious formation of their children.

Tuition is determined yearly under the direction and consultation of the Pastor, Principal, and the Parish Finance Council. The fee structure and costs are communicated to the families prior to registration each year. St. Mary Parishioners pay a percentage of the per pupil cost; the parish subsidizes the difference between per pupil costs and the tuition charged.

There are two choices to pay tuition. A family may choose to pay in full in July before the start of the school year with a credit per student for payment in full by July 15<sup>th</sup>. Monthly payments may be made through FACTS.

**ISF / NSF Checks:** When the bank returns checks due to insufficient funds, parents will be informed and will be required to complete the payment, plus any and all bank fees incurred by St. Mary School.

**Grants / Tuition Assistance:** The Catholic Diocese of Cleveland also has a Catholic Educational Endowment Trust (CEET) that is available for tuition assistance. Current procedures and information are outlined in the tuition contract families sign in early spring. St. Mary Parish also offers some financial assistance to families who qualify. Please note completion of the FACTS form is required for all diocesan assistance. EdChoice is also an option for families to lower their out of pocket expenses for tuition. This requires following the Ohio Department of Education's procedures for this program. St. Mary School also has funds from the Angel Scholarship Fund to help families afford our quality Catholic education.

## **Attendance**

**Attendance As Required By Law:** Children between the age of five (5) and eighteen (18) are required by law to attend school punctually and regularly. Absentees miss valuable class instruction, discussion, and continuity of work. Regular and prompt attendance is important not only for scholastic progress and success, but also for building solid habits and attitudes of responsible behavior important for life. It is a serious obligation for parents to have their children attend school regularly and on time.

**School Hours: 8:15 a.m. – 3:15 p.m.**

St. Mary students are not permitted in the building or in the classrooms before 7:55 a.m. Students that arrive earlier need to be enrolled in Morning Care. At 7:55 a.m. students may proceed to their respective classrooms. At the 8:15 a.m. bell students should be in their seats ready for class and morning announcements. At 8:20 a.m. school begins. Attendance is taken. If a student is not seated and ready for class, he or she is deemed tardy or absent. Afternoon dismissal is at 3:15 p.m. after the 3:10 p.m. prayer and announcements.

**Absence**

Absence occurs when a student is missing from school for a portion or whole day. Attendance is marked as follows:

1.0 = 1 whole day of absence

.50 = 2 or more hours are missed from the school day

Absence is to be reported to the school office by phone or through a note brought by a sibling or another student by 9:00 a.m. If no communication is received, the school will contact the parents. If the parents cannot be contacted by 2:00 p.m. the school administration, in compliance with the Missing Child Act, will contact the local police.

**Tardiness**

Students must be in their classrooms, seated, and ready for class at 8:15 a.m. Students entering the building after this must report to the office so Digital Academy can be updated to avoid the student being marked as absent.

**Appointments and Early Release**

Appointments (medical, dental, and other) which require absence from school are discouraged and marked against the student's attendance record. When such appointments are necessary, the office needs to be notified by the parent or guardian. The parent or guardian must come to the office to sign the child out in the attendance book. If the child is returning the same day, the parent or guardian must come to the office and sign the child back into school. The child will receive an entrance slip for admission to class.

**Family Vacations**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to minimize interruption to the student's learning process. If, however, an extended vacation is taken, parents are to complete the extended absence form that may be obtained in the school office prior to the time taken. No assignments and classwork will be given to the student prior to leaving for the vacation. Upon return to school, the student should contact the teacher or teachers to receive missed assignments, test dates, and work. Exceptions to this policy include long-term projects previously scheduled, standard weekly assignments (spelling, vocabulary, math facts...). Work and mastery of missed material is to be made up promptly. It is not the responsibility of the teacher to monitor the missed work or to re-teach the materials missed. This responsibility rests with the student and the parents/guardians.

### **National Standardized Testing Weeks**

During the weeks that the diocese/school administers standardized tests, we ask that every effort is made for the students to be in school. No vacations should be scheduled during these times.

MAP testing is administered three times per year- fall, winter and spring.

### **High School Visitation**

The junior high teachers arrange visitation days with the area high schools for our eighth grade students. Students are excused on these days. If additional days are taken, parents or guardians must make the arrangements and report the absence to the school office.

### **Excessive Absence and Tardiness**

It is important for your child to attend school every day. When your student misses a significant amount of school, even if the absences are excused, the child misses critical instruction time and learning opportunities. This often has long-term, negative effects on a child, such as lower achievement and greater chance of not graduating on time.

The Ohio Legislature passed House Bill 410 (H.B.410). As of April 2017, school absences are measured in hours, rather than days.

### **Excessive absence:**

A student misses 38 or more hours of school in a single month, or 65 or more hours in one school year, with or without legitimate excuse.

### **Truancy:**

A student is absent from school without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.

Parents will be notified by the school and an absence intervention plan, which may include supportive services for students and families will be developed and implemented. If applicable, a referral to the district truant officer will be made.

**Students are never permitted to leave the school grounds during the school day without the written permission of the parents or guardians and approval of the administration. This includes times when classes are returning to the school from a trip or excursion after hours.**

### **Attendance in Physical Education Class**

The State of Ohio requires all students to participate in Physical Education classes. If a reason arises that a student cannot participate, a note from the parent/guardian or physician for extended periods must be presented to the teacher and principal. The note should include duration of time excused and limitations of involvement.

## **STUDENT CODE OF CONDUCT**

### **Philosophy of Discipline**

St. Mary School's goal is to guide our students in developing positive behaviors that will serve them for a lifetime. In partnership with parents, we strive to bring our students to the fullness of maturity that will enable them to become committed Catholics and responsible citizens to their community and country. Good behavior and positive attitude toward themselves, each other, and our school is encouraged. Disrespect and an attitude not in keeping with the school philosophy will not be tolerated.

### **Conduct on the School Campus**

The student will:

- Respond academically to the best of his/her ability.
- Be prepared for class with completed assignments and necessary materials.
- Practice academic honesty at all times.
- Be punctual at all times.
- Be in complete uniform each day. Be neat and careful about personal appearance.
- Be faithful in prayer and religious obligations.
- Cooperate with classroom and playground rules.
- Respond honestly and truthfully in all situations.
- Accept consequences for behavior and show proper respect for authority.
- Respect school property, including books and school equipment.
- Respect others, including students, teachers, staff members, lunch supervisors, volunteers, and visitors.
- Refrain from disruptive behavior of any type.
- Keep physical contact between others to a minimum and acceptable manner at all times.

- Contribute to the spirit of your school by developing a sense of pride in personal accomplishments, accomplishments of fellow students, and look for reasons to be proud of your class and school.
- Be an example of a Christian witness in our school and community.

### **Conduct During Arrival and Dismissal**

- All families are to follow the arrival and dismissal procedures.
- These times are not play/recess times for the students.
- Students may not enter the building until 7:55 am and walk quietly to their classrooms
- During dismissal bus riders and car riders are to be in their designated areas and listen respectfully to their teachers for their bus number or name.
- Dismissal begins at 3:15 pm. If a student's ride will arrive after 3:25 pm, the student should go to extended care until they can be picked up.

### **Classroom Conduct**

- Students are to follow the rules and policies set by the teacher.
- Children must remain seated when the teacher steps from the room and during indoor recess if required by the teacher.
- Students should do their part to keep their classroom neat.

### **Cafeteria Conduct**

- Students are to enter the cafeteria in an orderly manner.
- Courteous behavior is an expectation in the cafeteria.
- Respect for the cafeteria staff and volunteers is an expectation.
- Eat quietly, neatly, and clean your area.
- Students are to eat the food they purchased or brought from home, not the food another student purchased or brought.
- All food is to be consumed in the cafeteria. No leftover food is to be eaten in the classrooms, halls, or playground.
- Talk quietly, using inside voices.
- Line up quietly when your teacher arrives to take you back to class.
- Students may not go to the classrooms without the permission or request of their teacher.

## **Playground Conduct**

- Respect the recess monitors and volunteers.
- Play peacefully and respectfully with classmates.
- Line up when the monitors signal the end of recess.
- Walk quietly into the building.
- Students are to wash or use hand sanitizer upon entering the building.

## **Church Conduct**

- Students are to remember that this is God's house.
- Respect and reverence is expected at all times.
- Participation in prayer and song is also an expectation of all students.

## **Assemblies and Off Campus Experiences**

Students represent our school at all activities connected with the school. Behavior that depicts the mission and philosophy of our school is an expectation of all students at assemblies, field trips, and excursions.

## **Items Prohibited In School**

Inappropriate magazines, drones, laser pointers, alcohol, drugs, or any other item that is contrary to our Mission Statement, may not be brought to school, on the bus, or extended care. They will be taken and held in the school office for parent or guardian pick-up and a detention will be issued. Please see the acceptable use policy for phones and e-readers in regards to their use.

# **Discipline**

## **MINOR INFRACTIONS**

A teacher or principal may handle minor infractions of rules. Any teacher on campus has the authority to correct misconduct at any time. Teacher aides, classroom volunteers, cafeteria and recess monitors are to be shown respect and obeyed in the same way as teachers. These minor infractions include but are not limited to:

- Uniform infraction
- Homework assignments late, incomplete, or neglected
- Loud and/or disruptive behavior in school areas.
- Damage to books- in addition students must pay for damages.
- Lack of courtesy in speech or actions.
- Continuous lack of effort in academic progress or achievement.
- Lack of keeping hands, feet, and objects to self.
- Chewing gum.
- Running in the building.

- Using or throwing hard or dangerous objects.
- Rough contact games on the playground
- Unpreparedness for class

## **MAJOR INFRACTIONS**

Major infractions may be referred to the Principal. Infractions include but are not limited to:

- Disrespect and/or disobedience to authority and school regulations.
- Destroying, defacing, or theft of school, church or other's property. Students will also be required to pay or replace items damaged or taken.
- Indecent or disrespectful language, writing, literatures, pictures, or gestures
- Foul or vulgar language
- Threatening, bullying, or harassing others (including sexual harassment).
- Academic dishonesty. (cheating, forgery, plagiarism...) May also result in no credit for the work; copying and pasting from an internet source or classmate is also plagiarism.
- Failure to turn off cell phones/smart watches and placing them in the proper place during the school day. Cell phones will also be taken and parents will have to pick it up in the school office.
- Gang activity.
- Possession of knives, weapons, dangerous objects, or objects that could be used as weapons.
- Possession, distribution, or use of smoking materials, drugs, alcohol, or medicine.
- Unexcused absences, truancy, or leaving the premises without authorized permission.
- Vandalism in any area of the campus of church.
- Taking part or encouraging fighting or causing injury or danger to another person.
- **Chronic violation of any lesser school regulations.**



## **Consequences for Infractions**

The severity of the infraction will determine the consequence.

- Warning
- Conduct Referral
- Detention
- Conference with any combination of student, teacher, parent(s), and principal.
- Suspension – in school
- Behavior Contract
- Suspension – out of school
- Probation
- Expulsion

**Conduct Referral:** A conduct referral is a written warning and an initial measure to inform parents of minor, inappropriate behavior or academic concerns. Three conduct referrals will result in an after school detention. Conduct Referrals must be acknowledged by the parent through Digital Academy.

**Detention:** A detention is issued after 3 conduct referrals. Depending on the severity and frequency of an offense a detention may be issued immediately. Parents are notified by phone, by Digital Academy, or email It must be acknowledged by the next school day. Detentions are served after school until 4:00 p.m. in the Library. Parents must provide transportation home. After 3 detentions, a meeting with the principal, teacher, parents and student will occur. After 5 detentions an in school suspension will be given.

**In School Suspension:** An in-school suspension will be issued after five detentions or may be given immediately by the principal for a serious offense. Suspended students will report to the school office and will be supervised in a designated area and complete the work assigned by the appropriate teachers. Teachers are required to report suspensions that are earned in the 7th and/or 8th grade on high school applications.

**Out of School Suspension:** After 3 in school suspensions in a semester, an out of school suspension will be issued. The principal, parents, teachers and students will meet to discuss the situation. All work missed is the responsibility of the student and may or may not be given credit. Teachers are required to report suspensions that are earned in the 7th and/or 8th grade on high school applications.

**Other Options:** In some situations, or instances, students may be referred to assisting agencies for individual or family counseling or psychological evaluation. Any drug or alcohol related issue will require outside assessment. Students who pose a serious threat to self or others may be removed from the classroom or school campus, if necessary and referred for counseling. St. Mary School, in agreement with the policy of the Diocese of Cleveland, has adopted a zero tolerance policy for any threat of violence in speech or behavior toward any student, teacher, or staff.

## **HARASSMENT POLICY**

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

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

## **PROCEDURE TO FILE A HARASSMENT COMPLAINT**

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

1. A complaint of harassment is to be made to the Principal and shall be as specific as possible regarding details.
2. The Principal shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge of harassment.
4. Stress the need for confidentiality with due regard for the need to conduct a thorough investigation.

5. No reprisals will be tolerated against complainants, witnesses, or of individuals involved in the investigation.
6. The Principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

## **HARASSMENT INVESTIGATION PROCEDURE**

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

Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process. No one shall retaliate against any student because he/she filed a harassment complaint, assisted or participated in a harassment investigation, proceeding or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. All complaints are to be taken seriously and shall be investigated. Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent recurrence of the harassment.

Parents of those involved will be informed of the investigation and their child's role (complaint-victim, witness, accused) and the nature of the investigation to the extent that the confidentiality remains intact.

## **ELASTIC CLAUSE**

**Because it is impossible to foresee all the problems that may arise, this clause empowers the administration and/ or faculty to take disciplinary action in any matter that violates the spirit, mission, and philosophy of St. Mary School even though that behavior may not be specifically stated herein.**

## **GENERAL SAFETY AND HEALTH CONCERNS**

St. Mary School makes it a priority to keep all of our students and staff safe during the course of the school day. School doors are kept locked. Admittance is granted through an intercom system where visitors announce themselves to the school staff and are seen on our security cameras. This is a state law. Visitors and/or volunteers are to report to the office where they sign in and out and receive a visitor/volunteer badge. No parent should be in the classrooms, halls, or locker areas during school hours. All materials that a student forgot at home should be left in the school office. Every effort will be made to get those items to the student in a timely manner.

### **Transportation Infractions and Consequences:**

It is our expectation that our students will conduct themselves in an orderly and respectful manner while using district buses. St. Mary School supports and cooperates with the procedures of the local school districts regarding behavior on school buses. These procedures may include parent notification, suspension, for a specified time, from transportation, loss of transportation privileges.

### **Emergency Closing:**

In the case of inclement weather or other unforeseen situations, St. Mary School Chardon will be closed if Chardon Local Schools are closed. In the case that Chardon Local Schools do not close but St. Mary School Chardon does, you will be notified via email, radio, TV or the news channel websites.

### **Child Custody**

In the case of a separation or divorce, a certified copy of the most current and entire court order stating who has custody of the child and other issues that pertain to custody rights is to be sent to the principal. The court order shall contain the signature of the judge and clerk of court filing stamp. This information should be kept current. If custody or arrangements change affecting the child, a new copy should be provided. The school is not the appropriate place to exchange custody or begin visitations.

1. A child is released only to the custodial parent, persons designated by the custodial parent on the emergency card, or per specific request signed by the custodial parent.
2. Nonresidential parent has the same rights of access to the child's records as the residential parent unless specified limits are indicated in the legal custody agreement.

Information about the child and scheduled conferences is communicated to the residential custodial parent who is to share it with the other parent according to the court agreement.

## **Emergency Forms**

Each year parents receive Emergency Forms for each child. Emergency Forms must be updated on a yearly basis or when relevant information such as cell phone numbers, business or home phone numbers, email addresses, or residential address change. Upon receipt, take the time to complete it for each child and return it promptly. It is imperative to your child's health and safety to have these cards on file. Digital Academy is used to help reduce the amount of time needed to fill out the required forms.

## **Biohazards**

St. Mary School follows proper procedures and safety precautions when dealing with ANY body fluids. Faculty and staff receive instruction in this area yearly. As part of the protection faculty and staff are provided with gloves and appropriate kits for handling all body fluids.

## **Crisis Plan**

St. Mary School has a "Crisis Plan" to address a variety of emergencies. All teachers are aware of the procedures to follow to keep the students safe. In the event of an emergency requiring evacuation, the students will be moved to Chardon Middle School. The "Crisis Plan" is on file with the State Marshal in Columbus, Ohio.

## **Emergency Drills**

St. Mary School follows state law by conducting required fire, tornado, lock-down, and evacuation drills.

## **Volunteers**

Volunteers are invaluable resources for St. Mary School and Parish. The main responsibility of a volunteer is to assist the administration or teachers.

To comply with the Diocese of Cleveland's policy for the safety of children, all individuals who volunteer in school must

1. Complete the mandated background check and
2. Complete *Virtus* training. (<http://www.virtus.org/virtus/>)

For safety and security reasons all volunteers are to sign in at the school office and obtain a volunteer badge to wear during the duration of their service. All volunteers are to sign out at the time of departure. **No volunteers, parents included may drop into a classroom to visit children or talk with teachers during the day. This is an interruption to the teacher and to the educational process.**

Thank you, Volunteers!

## ACADEMICS AND ACADEMIC ASSESSMENT

**Religious Formation:** Religious instruction of the students is a major focus of the educational program of St. Mary School. Daily Religion lessons, coupled with classroom visitation of parish priests and deacons and liturgical celebrations, allow the children to experience living in a Christian community of prayer, faith and personal commitment. Opportunities exist to allow students and teachers to participate as fully as possible in the preparation of these celebrations as part of their religious instruction. These efforts should complement and foster the efforts within each student's family to integrate Catholic Christian ideals with daily living. Family members are welcome and encouraged to attend all liturgical celebrations and prayer services.

**Sacramental Programs:** Students are prepared for the reception of the Sacraments of Reconciliation and First Eucharist in Grade Two and Confirmation in Grade Eight. Parents are expected to participate in meetings that are scheduled before each sacrament. They are also expected to assist their child in study and by example to prepare for the reception of the sacraments. Twice a year students are given the opportunity to receive the Sacrament of Reconciliation during school hours. Families are encouraged to receive the sacrament more frequently during the year.

### Curriculum

In accordance with the Minimum State Standards (3301-35-01(B)), the school curriculum is developed by the Curriculum Department of the Office of Catholic Formation and Education for use in all elementary schools in the Diocese of Cleveland. The following areas constitute our curriculum: religion, language arts (such as reading, writing, English, handwriting, spelling, vocabulary), mathematics, science (including health and safety), social studies, fine arts (music and art), physical education, foreign language, and computer science. The curriculum of St. Mary School, Chardon, is a K-8 sequential program in all areas.

St. Mary School Chardon, implements the Graded Course of Study prepared by the Office of Catholic Formation and Education in compliance with the Minimum State Standards referenced above.

Honors Classes in Math and Language Arts (English) are offered to qualifying students in 8<sup>th</sup> Grade. If accepted by the high school, St. Mary meets the requirements to give high school credit for these two courses.

Enrichment for all students is given through differentiation in the classroom. As a STEM school the Problem Based Learning approach allows students to grow to their full potential.

### **Textbooks**

Textbooks are selected by the administration and teachers, from the approved lists prepared by the Office of Catholic Formation and Education.

### **Technology use policy**

Every student must have a signed and dated Acceptable Use Policy on file each year to be eligible to use any technical device in the school. A separate policy is to be signed and dated for e-readers, cell phones, and the one-on-one laptop program.

If cell phones are brought to school, they are to be turned off and left in backpacks. Cell phones may not be used during school hours at any time. Other devices that have the ability to communicate outside of the school are also required to be kept in the students backpack during school hours.

### **Educational Programs**

All students participate in additional educational programs such as assemblies and co-curricular activities (i.e. Science Fair, Concerts, School Play...) that correspond to curriculum objectives.

### **Field Trips**

Field trips are pre-planned educational experiences related to the curriculum and followed by evaluation. Although field trips are educationally based, students may be denied participation if they fail to meet behavior standards or parental permission requirements. A substitute assignment or project may be given to a child who cannot attend a class field trip.

### **Classroom Assignments**

Teachers and administration, in collaboration and consultation, assign students to classrooms. Classroom lists reflect an even distribution of learning styles, abilities, emotional and social as well as academic needs. Much thought and discussion takes place in each and every assignment. Requests for certain teachers are not accepted.

## **Pupil Personnel**

Through federal and state funding, St. Mary School, Chardon, provides fully certified assisting personnel who provide services to our students. These include: psychologist, speech pathologist, intervention specialist, tutor/enrichment teacher, nurse, and government clerk.

## **School Supplies**

A school supply list is available on our school website. It is important for students to come to school prepared on a daily basis. Please check and replace missing or used supplies regularly.

## **Assignment Notebooks**

Assignment Notebooks are provided and required for certain grade levels. This is an important tool for each student to use to promote organizational skills and responsibility. It is also a good communication tool between school and home. Students are encouraged to use them on a daily basis. It is our hope that the parents also review your child's planner daily to keep him/her on track with homework, assignments, and study skills.

## **Homework**

Homework is intended to promote independent study, provide extra practice in basic skills, and teach responsibility. A time limit cannot be determined for all, since children work at different rates of speed and learning. Parents can assist by providing a quiet place and time conducive for studying, checking for neatness and accuracy, listening to oral recitation and drills. Please monitor the time on task factor. If you notice that your child is spending too much or too little time on homework, please discuss this with your child's teacher. Homework policies are as follows:

### **Grade 1-3**

Points will be deducted from the Effort grade for the following:

No name on paper                    -1 point

### **Non-graded work**

Late homework                    -2 points

Late or incomplete work       -1 point

*If a student doesn't complete classwork in a reasonable amount of time, the assignment will be sent home to be completed. An attached form must be signed by the parent and returned to the school the next day.*



### **Graded Work**

10% deduction from grade for each day late

No credit if assignment is more than 5 days late

### **Absences**

Students who are absent due to quarantine will have the opportunity to simultaneously follow along via google classroom on the second day. Please contact your child's homeroom teacher for additional information or if work may be electronically sent or picked up by a sibling.

Students may have up to five days to complete work missed to an absence.

### **Grade 4-8**

No name papers will be marked as missing work until claimed, they will then be treated as late work.

Late work: students will lose 10% of grade per day late not to exceed 50%.

Homework and class work will be accepted until it is completed

Projects will be accepted until the end of the quarter

Missing assignment will receive 0 points

### **Absences**

Classwork will be sent home only if a parent requests it when they call the office to report the child absent. Work may be picked up by a sibling or in the office at the end of the day, otherwise students will receive the assignments upon return. Due Dates will be scheduled upon return.

### **Absent Work**

Absent work due to illness or family emergency is allocated one day per day of absence for the student to complete and turn in assignments. For longer absences due to serious illnesses or other family situations, please contact your child's teacher to make individual arrangements. **No work will be assigned to a child before a vacation. All work missed due to a vacation is to be made up upon return.**

## **Assessing Student Achievement**

Student achievement is monitored based on objectives stated in each subject's graded course of study. Procedures for evaluating student achievement include, but not limited to the following:

- quizzes
- tests
- class participation
- oral and written reports and projects
- class assignments and homework
- teacher observation of students' responses
- portfolios
- rubrics

**Standardized Achievement:** St. Mary School administers the MAP assessment test three times per year grades K to 8. This tests math and reading skills. Students in grades 5 and 8 also take the science portion of the MAP assessments.

The **ACRE Test** assesses knowledge of religious terms and Catholic doctrine in grades 5 and 8.

## **Grading Scale**

St. Mary School Chardon follows the Cleveland Catholic Diocesan Grading Scale as follows:

Kindergarten - Grade 2 uses Standards Based Grading. The main points about Standards Based Grading is the following:

- Students grades reflect their achievement in relation to state standards
- English Language Arts, Math, Science, Social Studies, Social and Emotional
- Religion, Specials & Work Habits are reported with the O, S, N, U scales below
- Emphasis on student clarity
  - learning target and success criteria
- Emphasis on mastery of grade level content
  - Instruction, assessment and feedback

For each priority standard that is covered in a quarter the student will receive one of the following:

- 3.0 The student is on target for this standard
- 2.5 The student has all prerequisites and some of the targeted skills & content
- 2.0 The student has the prerequisite skills & content knowledge
- 1.5 The student has some of the prerequisite skills or content
- 1.0 The student is working on prerequisite skills & content

Grades 3-8 will use the traditional grading scale:

A+	100% - 98%	4.3	
A	97% - 95%	4.0	Superior
A-	94% - 93%	3.7	
B+	92% - 90%	3.3	
B	89% - 87%	3.0	Above Average
B-	86% - 85%	2.7	
C+	84% - 82%	2.3	
C	81% - 79%	2.0	Average
C-	78% - 77%	1.7	
D+	76% - 75%	1.3	
D	74% - 72%	1.0	Below Average
D-	71% - 70%	0.7	
F	69% - 60%	0.0	Failing

O Outstanding	100-93	S+ Satisfactory plus	92-87
S Satisfactory	86-79	S- Less than Satisfactory	78-77
N Needs Improvement	76-70	U Unsatisfactory	69 and below

**Honors:** Recognizing the efforts and achievements of students will be determined in many ways. Honors and awards may be given for effort, service, etc. Primary grade students may receive special awards. Academic achievement will be acknowledged for students in fourth through eighth grades. Academic honors will be determined using subjects where letter grades are given as follows

4.2-4.3	Honors with Distinction
3.8-4.1	1 <sup>st</sup> Honors
3.4-3.7	2 <sup>nd</sup> Honors
3.0-3.3	3 <sup>rd</sup> Honors

A student with a D or F cannot qualify for Honors Awards. Special classes are given ½ credit and core classes are given a full credit when calculating honors rankings.

**Promotion:** Promotion is based upon the recommendation of the teacher in accordance with the following principles:

- a student is promoted on the basis of mastery of the grade level work
- a student must have a minimum general average of D work,
- if a student has a D average, but fails the final grading period in a major subject, tutoring may be advised with the possibility of retention

**Retention:** "The final decision to retain the child is made by the principal in consultation with the teacher and parents/guardians." (OCE policy 5116) This decision will be finalized during the fourth quarter of the school year. A child will only be retained if it is presumed that he/she will profit from it. Retention is considered for the following reasons:

- Failure in three or more subject areas in at least two quarters
- Failure to master fundamental skills of reading/phonics in primary grades

Parents must sign a refusal to retain contract or permission to retain contract. A child will not ordinarily be retained for two years in the same grade or more than twice in elementary grades.

**Graduation Requirements:** Students successfully completing the course of study requirements prescribed for St. Mary School are eligible for graduation. A Certificate of Attendance may be given to a student who has not successfully completed the Eighth Grade Course of Studies and who would not benefit from retention in Grade Eight. Tuition and fees must be paid in full before graduation, and all books belonging to the school returned. The principal retains the right to keep a student from participating in the graduation ceremony for reasons of conduct or behavior.

**Interim Reports:** Interim reports are posted on Digital Academy for students in Grades K through 8 as a means to share with parents/guardians the student's progress academically, as well as in effort and conduct. Written copies of interims may be sent home to parents who request them. Digital Academy will be updated weekly by teachers in grades K-8.

**Report Cards:** Grades are posted on Digital Academy at the end of each quarter for grades K-8.

**Parent / Teacher Conferences:** There are two scheduled conference times each year. The first conference is usually in November and is mandatory for all parents/guardians and teachers. The second conference is held in the spring

and is optional, but may be requested by either the teacher(s) or parents/guardian(s). Parents should feel free to contact teachers to schedule a meeting at any time during the school year with questions or concerns they may have.

**Academic Honesty:** Honesty and integrity are of critical importance for the individual and society. Academic dishonesty or cheating in any form is unacceptable behavior. Academic dishonesty includes any act through which a student uses the work of another for his/her own gain or attempts to achieve this result by deceitful means. Academic dishonesty includes looking at the work of another or using testing materials that have been acquired inappropriately. Plagiarism is a form of academic dishonesty in which the student passes off as one's own work the work of another either by copying or paraphrasing the ideas. Helping another student to cheat by providing one's own work is likewise considered academic dishonesty. Academic dishonesty or cheating may incur loss of credit for the work presented, notification of parents, in-school suspension or other appropriate consequences based on the seriousness of the offense.

## Communication

**Digital Academy:** St. Mary School is using an online communication system called Digital Academy. This site provides access by parents to their children's grades and progress, clinic visits, as well as some information on assignments and long range projects for specific classes. At the beginning of the year all parents will be given special codes which may not be shared with the children. Parents may view grades and communicate with teachers using this resource.

Digital Academy is mandated for use by teachers in grades K through 8. Grades are updated weekly.

**Communication Folders:** Folders are sent home every Wednesday via your child/children. Please review the items in the folder and return any items that need signatures, replies, or another form of communication.

**A Message from the Principal:** This communication is sent home via email on a weekly basis during the school year and on an as needed basis during the summer.

**Principal's Corner:** This letter may be found monthly both in the church bulletin and on the school website.

### **Drop-In-Day, Curriculum Night, Open House, Class Level Meetings**

St. Mary School provides these opportunities for parents to meet teachers, learn about policies, protocols, and procedures both on a school and individual classroom level. It is a time also to experience what your child/children are learning and experiencing. In some cases, this provides an opportunity for dialogue between school and home.

**Email and Phone calls:** Each teacher and administrator has an email. The email address will be provided by the classroom teacher, the school office or through Vinson and Digital Academy. A teacher does not usually have time to read or respond to emails during the course of the day as they are teaching. Emails will be at the very least acknowledged within 1 business day, unless it is sent over the weekend or over the holidays. Teachers cannot receive phone calls during the day. If you would like to leave a message for a teacher, please call the school office (extension 100) and leave your message with the secretary. The teacher will be notified of your call. The principal may be reached at extension 101.

Messages you wish to leave for your child/children should be limited to emergencies and changes in transportation or dismissal procedures. Students may use the school phone for emergency calls only, and not to call home for forgotten assignments, gym clothes, after school permission and such.

**Students should not use cell phones or smart watches during the school day to call home. These devices must be turned off and left in the student's book bag.**

**Class Newsletters:** Each grade level teacher provides parents with newsletters or emails highlighting past week and upcoming events, reminders, and class happenings. Teachers of the younger grades may also include academics and home study activities.

**Student Directory:** Each year every family is invited to be included in an all school student directory. This directory includes the student's name, address, phone number, email address, grade level, and first and last names of parents/guardians. To be included simply fill out the digital form on Digital Academy. If you do not wish to be included simply mark the appropriate box.

## DRESS CODE

The purpose of the school uniform is to

- provide a means of identification and create a spirit of community and belonging to St. Mary School;
- provide for the neat and orderly appearance conducive to school and the learning atmosphere;
- avoid competition in dress;
- model appropriate wear for various activities
- develop an awareness of good grooming and appropriateness

We believe that there is a direct relationship between being well-groomed and properly dressed and having productive work habits for school. Clothing can have a bearing on students' external conduct as well as their internal attitude. The school and the parents support the dress code in a spirit of mutual cooperation. It is the right and duty of the parents to make sure the students are dressed according to the code. It is the right and duty of the administration, faculty and staff to further support that by monitoring the dress code throughout the school hours.

**Students not in uniform will receive a referral via Digital Academy. After three violations, the student will receive a detention. In addition, the parents of the student may be called to bring suitable uniform clothing.**

The administration reserves the right to rule on all questions relating to the areas of dress and grooming not covered by code until such time as this code may be amended or revised, including but not limited to when uniforms are too short or too tight.

**Parents are to label all clothing for the students.**

**Girls in Grades Kindergarten- 3<sup>rd</sup> Grade**

Navy Glen Plaid Jumper

White long or short sleeved button down pointed - collared blouse

White turtleneck

Navy blue cardigan, navy blue monogrammed crewneck sweatshirt, or Navy monogrammed ½ zip fleece **\*The fleece may only be purchased from Schoolbelles\***

Plain navy, white, gray or black, knee or crew socks, tights or leggings may be worn. Dress shoes of navy blue, black, or brown.

**\*No-show socks or sport logo socks may not be worn\***

OR

Khaki slacks with belt

Navy blue monogrammed banded polo shirt long or short sleeve

Navy blue cardigan, navy blue monogrammed crewneck sweatshirt, or Navy monogrammed ½ zip fleece. **\*The fleece may only be purchased from Schoolbelles\***

### **Boys in Grades Kindergarten – 3<sup>rd</sup> Grade**

Khaki slacks with belt

Navy blue monogrammed long or short sleeved polo shirt,

Navy blue cardigan, navy blue monogrammed crewneck sweatshirt, or Navy monogrammed ½ zip fleece **\*The fleece may only be purchased from Schoolbelles\***.

Navy, white, black, gray and khaki socks

**\*No-show socks or sport logo socks may not be worn\***

Navy, black or brown dress shoes.

### **Girls Grades 4 – 8**

Navy Glen Plaid kilt or khaki slacks with belt

Navy blue banded and monogrammed long or short sleeved polo,

Navy blue cardigan or monogrammed crewneck sweatshirt.

Navy, white, gray or black knee or crew socks, tights, or leggings



**\*No-show socks or sport logo socks may not be worn\***

Navy, black or brown dress shoes

### **Boys Grade 4-8**

Khaki slacks with belt

Navy blue monogrammed short or long sleeved polo shirt

Navy blue cardigan or navy blue monogrammed crew-necked sweatshirt, or Navy monogrammed ½ zip fleece. **\*The fleece may only be purchased from Schoolbelles\***.

Navy, white, black, gray and khaki socks. Navy blue, black, or brown dress shoes

**\*No-show socks or sport logo socks may not be worn\***

### **Optional Summer Uniform For all Grade levels:**

Summer uniforms for both boys and girls in all grade levels consist of khaki Bermuda shorts (to the knee) with a belt and navy blue monogrammed polo shirt. Socks and shoes are the same as with the regular uniform.

This uniform may be worn from the first day of school to October 15<sup>th</sup> and again from May 1<sup>st</sup> to the end of the school year only.

### **Approved vendors are as follows:**

**Schoolbelles:** For all uniform items, all grade levels. Navy ½ zip fleece must be purchased from Schoolbelles.

**Lands' End: Long and short sleeve navy blue monogrammed polo shirts for both boys and girls K-8.** Khaki pants for grades K-8 and summer khaki Bermuda shorts. Long and short sleeve white blouses for girls K-3. Navy V-neck cardigans for both boys and girls may be purchased. Logo on sweater is optional. Socks, tights and belts may be purchased as long as they conform to the dress code.

**Walmart or other department stores:** Khaki pants for boys and girls grades K-8. "George" brand flat front only. In store or on-line.

**Amazon or other online vendors:** Khaki pants for boys and girls grades K-8. Must be flat front and straight cut.

White blouses for girls K-3 as long as they conform to uniform code. Summer khaki Bermuda shorts.

**Please note:** Booster and PTU spirit wear is NOT part of the daily uniform.  
Those items may be worn only on specially designated days.

### ***ALL STUDENTS***

**Shoes:** All students must wear appropriate school shoes. Shoes must be brown, black or navy blue. Oxford, functional tie, working buckle and solid loafer style shoes are appropriate. Black or Navy Saddle Shoes are also acceptable. Shoes must have closed heels and closed toes. [Sperry or Loafer/Boat shoes are acceptable.](#) Moccasins, clogs, tennis shoes, soccer or track shoes, athletic shoes, boots or boot lookalikes, "croc," slippers, plastic shoes, platforms, fashion shoes, or sandals are not appropriate school shoes. School shoes must be distinguished from Gym Shoes. Heel and sole together may not exceed 1½ inches.

**Tee shirts:** If students wear tee shirts under their clothing for additional warmth or modesty, the shirts must be **plain white only** and may not extend below the uniform shirt.

**Boots:** Boots should be worn during winter and inclement weather. Shoe boots, all weather hikers, and work boots may be worn as boots to and from school but a standard pair of appropriate shoes must be worn in school.  
**Boots may not double as shoes for this purpose.**

**Hair:**

Hair is to be clean, well-groomed, combed and styled appropriately. Hairstyles that are distracting are to be avoided and will be handled on an individual basis. Lines, designs, tails, shaved heads, dyed, extreme spiking, unnatural colors or combinations of colors, and other fad hairstyles are examples of styles that are not permitted. Judgment as to the appropriateness of hair styles is made solely at the school's discretion. The decision of the Principal is final. Boys' hair length must be off of the collar and above the eyebrows. Girls' hair must be out of their eyes. Hair accessories must compliment the school uniform and not stand out or be distracting.

**Make Up:**

Appropriate natural looking make-up may be worn by girls in grades 6-8

**Jewelry:** Only small, discreet necklaces may be worn. Earrings may be worn by girls only. Wrist watches and small bracelets may be worn. Students wearing inappropriate earrings or jewelry will be asked to remove them.

**ADDITIONAL DRESS CODE GUIDELINES**

Throughout the year there are days when students may dress up or dress down. Please follow these guidelines:

**Dress-up Days for Girls:**

- Skirt, blouse, sweater or dress with sleeves
- No bare midriffs no cut outs or low cut necklines
- Skirts and dresses may be no shorter than 2 inches above the knee
- Dress pants must sit on natural waist and fit properly – no sagging
- Leggings or yoga bottoms are only appropriate attire for school if worn beneath a dress or skirt.

- Dress shoes; no flip flops, sandals, no open toed shoes. High Heels may be worn by upper hall students.

#### **Dress-up Days for Boys:**

- Dress shirt with a collar or sweater
- Neat dress pants (no rips or frayed edges), resting on the student's natural waist and fit properly.
- Dress shoes

#### **Dress Down Days:**

On these days clothing *must be appropriate for school*. Tee shirts with rock groups or inappropriate language or signs, spandex pants, camouflage pants or shirts, tank tops, bare midriiffs, and oversized pants or shirts are not permitted. Jeans may not be torn or frayed, nor may students wear low rise/hip huggers. All pants must rest on the student's natural waist. Khakis, corduroys, and casual pants are acceptable. During the months of August/September/October and May/June students may also wear shorts provided they are no shorter than 2 inches above the knee. Casual skirts are acceptable and must be no shorter than 2 inches above the knees. **No jeggings or leggings unless worn with a dress, skirt, or shirt that is no shorter than 2 inches above the knee. No hoodies.** Words may not be printed on the back side of shorts/pants.

The length and style of clothing must reflect Christian modesty. Students dressed inappropriately will be required to change clothing and may lose the privilege of dress down day participation in the future. For dress down days students may not wear sandals or open-toed shoes. Open shoes or sandals do not protect the feet sufficiently for this activity.

#### **Spirit Days:**

Throughout the school year there are days designated as School Spirit Days. The purpose of these days is to introduce various sports seasons or in other ways gather the school community together as a means of furthering school spirit. On these days students may wear spirit wear clothing as purchased through the PTU and Booster Club Spirit Wear – for St. Mary Chardon School only. Every Wednesday is a School Spirit Day.

## **Birthdays:**

In celebration of the speciality of God-given life, students have the privilege of dressing up or down on their birthday. If the birthday falls on a weekend or during vacation, the birthday person may pick the day before or after their special day. Summer birthdays will be decided with their teacher on which day to celebrate. If their birthday falls on a Mass day, please dress down on a day before or after.

## **PHYSICAL EDUCATION CLOTHES: ALL GRADES**

- gray St. Mary gym shirt purchased from Schoolbelles
- navy blue St. Mary gym shorts purchased from Schoolbelles
- solid navy blue, white, black, grey, or khaki socks according to the school uniform dress code
- gym shoes must be of the type that does not leave marks on the floor
- solid navy blue sweats **may be** worn either over the gym uniform in cold weather OR without the gym shorts under
- if your child chooses to wear the solid navy blue sweats only, please remind him/her that they cannot be taken off during gym class, in case they get warm
- for safety reasons, no jewelry may be worn during physical education classes
- **Kindergarten through 8<sup>th</sup> Grade students wear their gym uniform in place of the school uniform on gym days. Tuesdays the junior high students will wear their school uniform to school and change into their PE uniform after Mass.**

## **Role of Parents in enforcing uniform code**

The school uniform is an important part of the training and overall experience of life in a Catholic School. Parents understand once they enroll in Saint Mary School that a school uniform is mandatory and is to be worn properly. When students wear clothing that does not meet the dress code or uniform regulations, parents will be contacted by phone or by writing (in terms of a dress code violation), and they may be required to provide regulation clothing immediately by bringing it to the school. It is the responsibility of the parents to make sure their children are wearing the uniform properly. It is important for parents to monitor the length of the skirts for the girls. If a skirt is too short, it must be replaced before the student will be re-admitted to class. Uniforms can be expensive; it is wise to purchase uniforms with hems that provide for future growth.

**Lost and Found**

Please “name tag” all clothing. Lost and found articles will be placed in labeled containers in the cafeteria under the coat rack. At the end of each quarter and at the end of the school year all unclaimed articles will be washed and donated to the Saint Vincent de Paul Society. Lost valuables (i.e., glasses, watches, keys and jewelry) can be claimed in the school office. The school is not financially responsible for lost items.

**Care of Books and Property**

Students and their families are financially responsible for the loss or damage of textbooks, Library books, and school owned technology devices and other materials provided for their use during the school year. Students are responsible for any damage to property belonging to the parish, school, or to other students.

**Cold Weather Clothing**

Students should be dressed and ready for outdoor recess unless the thermometer reads below 20 degrees. Clothing includes coats, jackets, hats, gloves, and boots. Students should wear boots during inclement weather.

**HEALTH SERVICES AND POLICIES**

St. Mary School has a health aide on duty during the school day. The purpose of our health service program is to protect and maintain each child’s health. Our school health aide assists us in this endeavor. In addition, she conducts hearing, vision, and posture screenings.

The health aide will provide immediate care for those who become ill or injured during the school day when she is here. This care is not a substitute for medical care. State law prohibits the nurse or health aide from practicing medicine, which includes making medical diagnoses of illnesses and injuries, and prescribing medication.

Basic first aid is given to any student who is injured during the school day. This includes, but is not limited to bandaging of wounds, taking of temperature, and ice compresses. In the event of an emergency of a serious nature, illness or otherwise, the parent/guardian will be notified immediately.

The health aide is a liaison between educational and medical personnel. It is essential that parents keep the nurse informed about their child's medical condition. Parents must submit a complete medical card, which includes what the school's course of action should be in the event a parent cannot be reached.

**Illness and Accidents at Home:** If your child has a sore throat, earache, cough, severe cold, eye infection, unusual skin rash, fever, or has vomited during the night, he/she cannot attend school. The child is to remain home until the temperature remains normal for a period of 24 hours (without medication) and/or all vomiting has ceased. A doctor's note is needed for absences more than five consecutive days.

**Illness and Accidents at School:** In case of an accident at school, the current emergency form will be reviewed and the parents/guardians will be notified as soon as possible. If no one can be contacted and the situation seems life threatening, the child will be transported to a hospital by ambulance. A member of the school staff will accompany the child and remain until a parent arrives. Emergency first aid will be given as needed.

If a child becomes ill in school, parents will be contacted and are expected to make arrangements for the child's transportation home. The parent/guardian or designee coming to pick up the child must come into the building and report to the office before the child is released. Authorization of the parent/guardian is required for a child to be sent home.

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge, the principal, or the school nurse.

**Communicable Diseases:** If your child has a communicable disease such as chicken pox, measles, mumps, scarlet fever, strep throat, impetigo, pinkeye, scabies, COVID or head lice, please report this to the school immediately. Students who have contagious diseases must have a doctor's permission to return to school. If you have any questions regarding any of the above diseases, please call your doctor. When a child is sent home with an illness, the child should not return to school until free of symptoms and fever for 24 hours without medication unless you are told differently.

**Immunizations:** Immunizations of school children are a protective measure required by Ohio Law. Parents are responsible for sending immunization records to school. Requirements are:

DPT (Diphtheria, pertussis, tetanus) – 4 doses

Poliomyelitis Vaccine - four doses with a requirement of the fourth dose is given on or after the 4<sup>th</sup> birthday,

MMR- 2 injections

Varicella- 2 injections

Hepatitis B- 3 Injections

Meningococcal 1 injection

Tdap booster for 7<sup>th</sup> grade.

**Any student whose records are not complete by the fifteenth day of school will not be permitted to remain in school.**

**Medication Policy:** Since August 1996, it is required that BOTH a parent's and physician's signature be on file before any prescription AND non-prescription medication may be administered by the school nurse. This includes all medication, including such over- the-counter products as Tylenol, Advil, Dimetapp, cough drops, etc.

- In order for your child to receive any medication at school, please conform to the following:
- A written request must be obtained from the doctor and parent/guardian. This request must include the name of the medication, dosage, time it is given during school hours, and duration.
- The medication must be in its original container and have a fixed label, which indicates the student's name, name of medication, dosage, method of administration and time of administration.
- The medication and the signed permission forms must be brought to the school by the parent/guardian.
- New permission forms must be re-submitted each school year, and are necessary for any changes in orders.
- If your child is taken off medication or will no longer receive it at school, please send in a dated, written note for our files.

Students may not keep prescription or non-prescription medication in their possession while in school. The school health aide must dispense all medication. Teachers are not permitted to dispense medication to students. The school nurse, school secretary or principal will dispense medication in the clinic when necessary. The only exception being Epi-Pens which may be kept on the person of the student.



**Vision / Hearing Screening:** Vision and hearing screening are done for all students in grades K, 1,3, 5,7. In the event that a potential problem is discovered, a recommendation is made to parents to have further screening done. Scoliosis screening is done in Grade Five, Six, and Seven.

**Animals/Pets:** Students and adults may have allergies, asthma or other health related concerns in the presence of animals. Therefore, animals may be brought to school only with the principal's permission.

**OSHA Regulations:** In compliance with the Occupational Safety and Health Administration standards, when coming in contact with body fluids, the staff and teachers will wear rubber gloves. Any tooth which falls out at school will be sent home in a plastic bag with a biohazard label on it since the tooth has come in contact with blood in the child's mouth. If your child's clothing becomes soiled with body fluids such as blood or vomit, he/she must wash up and change clothes before being able to return to the classroom. Parents will be notified and the clothes will be sent home in a plastic bag with a biohazard label on it.

### **Allergies**

St. Mary School Chardon recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, procedures for addressing life threatening allergic reactions are in place for any student whose parent/guardian and physician have informed the school in writing that the student has a potential life threatening allergy. Students must have an Allergy Action Plan filled out by a doctor.

Training is provided for all school staff at the beginning of every school year. The training will be provided to all school personnel and will include but not be limited to:

- a description/ definition of severe allergies and discussion of the most common foods, medications, latex, and stinging insect allergies
- the signs and symptoms of anaphylaxis  
the correct use of an epinephrine auto-injector (Epi-Pen)
- Specific steps to follow in the event of an emergency
- Activating emergency medical response – Dial 911
- Location of emergency Epi-Pen (in the event that a student has a severe allergy his/ her teacher will carry an Epi-Pen at all times.

Notification: The school nurse will be responsible for notifying classroom teachers about the nature of life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms so as to be aware of what allergens (foods, materials, insects...) to avoid.

**Classrooms:**

- Teachers will be familiar with the allergies of students in their classrooms and respond to emergencies as per the emergency protocol.
- In the event of a suspected allergic reaction, the school nurse will be called and the School's Emergency Response Plan activated. The emergency medical services will be called immediately.
- Teachers will have copies of students' food allergy information in the classroom and in the substitute folder easily accessible by responsible adults in the classroom.
- All teachers will be educated about the risk of food allergies
- Hot lunch is available daily in our cafeteria. It is the responsibility of the parent/guardian to inform and communicate to the cafeteria personnel their child's food allergies. A copy of students with food allergies will be given by the school nurse to the cafeteria manager. A peanut-free table will be provided for students with peanut allergies at each lunch period.
- Proper hand-washing techniques will be encouraged before and after handling/consumption of food.

**Asthma**

St. Mary School encourages children with asthma to achieve their potential in all aspects of school life. Immediate access to rescue inhalers is vital. Parents are asked to provide the school with a labeled inhaler. All inhalers must be labeled with the child's name and grade by the parent. Must have an Asthma Action Plan filled out by a doctor.

**Child Abuse Laws**

St. Mary School Chardon abides by the Child Abuse Laws of the State of Ohio. The laws mandate that all suspected abuse/neglect cases be reported to Child Protective Services.

**Personal Hygiene**

Hygiene is an important part of a child's development and success. Students should come to school clean and well groomed. They should be taught both at

home and school the importance of washing hands after using the lavatory, covering one's mouth and nose when coughing or sneezing, not borrowing hats, combs, etc. from others.

Daily brushing of teeth, caring for hair, cleansing the body, getting proper sleep, and eating nutritious meals is a proactive way to stay healthy and build self-esteem.

## **TRANSPORTATION PROCEDURES**

### **Bus Transportation**

St. Mary School children are transported under the provisions of the Ohio Fair Bus Law. Students residing in Chardon Local are afforded public school bus transportation to and from St. Mary School. Route and time information relative to the various runs can be gained by calling the public school district transportation office in question. Students are only permitted to ride buses in their local school district. Notes must be sent to the school office if a child is riding a bus other than the one he/she usually rides. No permission will be granted for students to ride buses from other districts.

Buses drop students off in the front parking lot. Students enter via the main door. All buses pick up via the front drive.

### **Responsibilities of Student Bus Riders**

Students have duties and obligations, which contribute to their safe and orderly bus riding. The driver instructs students at the beginning of each school year in safe bus conduct. Respectful behavior is expected on a school bus at all times. In case of infractions, parents are notified in writing by the transportation system. St. Mary School personnel support and cooperate with all bus districts in the issuance of bus violations according to district policy. Riding the school bus is a privilege and not a right. Any student who chooses to misbehave could be denied the privilege of riding the school bus. Most buses are now equipped with cameras.

### **Field Trip Transportation**

Generally, St. Mary School will contract with a transportation company to transport students on field trips. For field trips within a reasonable radius, students may be transported by car or walk if within walking distance. Students must have a signed permission form and emergency medical form on file before attending any field trip. Anyone driving for a school field trip must provide the school with a copy of their driver's license and proof of car insurance. All chaperones must be *Virtus* trained.

## Walkers

Students who walk to or from school must enter at the main office doors and exit at the main door. Students crossing North Street must use the crosswalks and obey crossing guards.

## Bicycles

Parent permission is required for children to ride bikes to and from school. A signed note must be on file in the school office. Bikes must be parked in the designated area and locks are required. Bike riding is not permitted on St. Mary School property during normal school hours. St. Mary is not responsible for damaged or lost bicycles on school property.

## Basic Safety Rules for Pedestrians and Bike Riders

- Cross streets only at crosswalks
- Bicycle riders must dismount COMPLETELY when crossing the street at a crosswalk and walk the bicycle across. Bikes must be walked across school property.

## Car Riders

Car riders may be dropped off at school no sooner than 7:55 am at the back lobby entrance to the school. Students arriving before 7:55 am must be registered for the Extended Care program. **Students arriving earlier will be sent to Extended Care and billed accordingly.** Students must be in the classroom by 8:15 when the school day begins or they are considered tardy. At dismissal, car riders exit the back doors to the convent drive. Car riders should not arrive for dismissal pick-up before 3:15 p.m. All K-8 car riders are dismissed through the back doors by the convent drive. Cars are to line up coming in from the church drive and exiting via the convent drive.

## Lunch Program

St. Mary School offers a hot lunch program daily. Families may apply for free or reduced prices if they fall within the income guidelines set forth by the Federal Government. Forms for such assistance will be sent home in the beginning of the school year, however, applications can be made at any time should your income level change. Call the office at 440- 286-3590 for proper forms.

Children carrying lunch from home to school should pack in a brown bag or lunchbox with their name and grade clearly marked. Glass containers of any kind are not permitted. Parents should not bring purchased lunches (McDonalds, Burger King, Subway...) to school for their children. Canned pop or soda is not permitted during school hours.

Please do not send frozen foods that need to be cooked in school. The students have a limited time to eat. By using this time to cook food you are taking away their time to eat and socialize.

### **Recess**

All students participate in either outdoor or indoor recess. Proper outdoor attire is required. If temperature or wind chill is below 20 degrees F, recess is held indoors.

### **Birthday Celebrations**

We honor each student's birthday both school- wide and in the individual classroom recognitions. On their birth date or as close to the date as possible students may dress down or dress up following the dress code policy. Students with summer birthdays will celebrate at a time designated by their teacher. Birthday party invitations may NOT be distributed during the school day.

### **School Pictures**

Professional school pictures are taken each fall. Current information will be sent home prior to picture day. Students may **dress up according to the dress code for dress up days**. All students will have their pictures taken, but purchasing them is optional.

### **Photo Release and Authorization**

Throughout the year photos are taken at various events, functions, and activities at St. Mary School. These photos may be used for brochures, marketing, and press releases with attached written articles.

A Photo Release form is distributed at the beginning of each school year granting permission for this purpose. If you choose not to grant permission for your child/children to appear in photos for marketing or publicity, please indicate that on the form and return it to school by the designated date.

### **Transfers/Withdrawals**

Parents must notify the principal as soon as possible when a student is transferring or withdrawing from St. Mary School. A release of records must be signed, giving St. Mary School the authorization to forward records to the new school. All textbooks, library books, and all other school property must be returned before the student is transferred or withdrawn. All tuition and fees must be paid and up to date before records are sent to the new school.

## **Electronics:**

No MP3 Players, expensive earbuds, magazines, cameras, iPod, tablets, laser pointers, or electronic games may be brought to school or used during school recess, or extended care. Students found disobeying this policy may be subject to immediate disciplinary action. The item will be confiscated, brought to the office and will need to be picked up by a parent/guardian. A detention may be issued as well. If students have appropriate materials to share with their teachers or class, school equipment can be used.

Some teachers allow students to bring NOOKS or KINDLES to school for reading purposes only. In this event the parent and student must sign the appropriate form BEFORE the device is brought to class.

**In the event a student brings an electronic device to school, St. Mary School is not responsible for financial reimbursement due to loss, theft, or damage of the personal property.**

## **Cell Phones & Smart Watches**

Cell phones and smart watches may only be brought to school under the following conditions:

- The device must be kept OFF and in the student's book bag.
- No device may be used for picture taking or recording unless permission is given by the office.
- No harassment or threatening of persons via the device
- The devices may not be used for game playing, internet, email, texting, gambling, or making purchases of any kind, or texting for cheating purposes.

Students who do not follow the cell phone & smart watch policy will have the device confiscated and issued a disciplinary action (detention...) immediately. The parents or guardian will need to come to the school office to claim the device.

## **All School Mass**

All of our student body and faculty participate in an all school weekly Mass. Individual Church Families take turns planning the Masses and leading the school in prayer and song. Students are expected to be in full dress uniform for Mass days. **Our all school Mass will be on Tuesday morning at 8:30 am - unless there is a holy day of obligation that week.** Parents are always invited and encouraged to worship with the school community! In addition, our students participate in Catholic devotions, prayer services, and retreats

## **Entrepreneur Policy**

As a STEM school St. Mary encourages students to use the engineering design process. Beginning in the third grade, students learn how to start a business and in the eighth grade more knowledge is added to this education as part of the curriculum. If a student, or a group of students want to start a business and sell their products at school outside of these two opportunities, they need to go through the following process.

- The students need to set up a meeting with the principal to discuss the business plan.
  - The new business should be able to explain what is being sold,
  - when and how the transactions will take place,
  - how they will market their business.
- Communication with the parents of the students will take place to make sure the parents support the business prior to approval.
- Once approved, marketing signs must be sent to the office for approval for the quantity and quality of the signs.
  - Since many people and organizations use the building after school hours, no personal information is allowed on marketing materials. This is to protect the privacy of the students.
  - The school resources should not be used for the signs nor to create the products sold.

This policy will be reviewed for updates as needed.

## **Lost and Found**

All student clothing, books, book bags, gym bags, lunch boxes, and such should be labeled clearly with the student name and grade. A container marked Lost and Found may be found in the cafeteria on the coat rack. Objects of value should be brought to the school office. Twice a year items that are unclaimed will be donated to the St. Vincent de Paul Society.

### **Inclement Weather**

In case of inclement weather please listen to the local news stations regarding closings. St. Mary School closes if **Chardon Public School District** closes.

In case of an independent closing please watch the news stations for **St. Mary School Chardon**.

Parents with information in the school directory will be part of the email and text blast announcing closings.

### **Extra- Curricular Programs**

Students at St. Mary School are encouraged to develop their gifts and talents not only in the area of academics and sports, but in other ways that may spark an interest or talent to enhance their development. Extra- Curricular Activities are offered both during the school day, before and after school. Students are encouraged to participate.

**Band:** Instrumental lessons and band instruction is offered to students in grades 4-8. A meeting is held in early September for parents/guardians and students to introduce the program, cost, and benefits. Lessons and practices are held during the school day. Typically, two evening concerts are performed per year.

**Servers:** At the end of the fourth grade students may apply for training as altar servers. The training takes place over the summer months. Servers assist at all of our school Masses. It is a meaningful, spiritual experience for the students.

**Student Council:** Student Council is the epitome of student leadership and involvement. The Student Council works with the administration in representing the students of the school. It promotes school pride and spirit in cooperation with the faculty and staff. The Student Council is the voice of the students. Elections are in the spring for the president and in the fall for all other officers and classroom representatives. Eligible students may elect to run for various grade appropriate positions. The teacher moderator schedules meetings at her discretion.

**Junior National Honors Society:** Students eligible will be inducted into the society on the recommendations of teachers and administration after the student completes the application process.



**STEM Competitions:** Students in grades 3-8 compete in various areas of science with local and regional schools. Meetings and practice runs are usually after school at the discretion of the coaches. Competitions occur on weekends.

**STAND/ Shield Programs:** It is our hope to offer this program again for the 2022-2023 school year. Students in grades 3-8 may participate in the STAND/ Shield Programs. These programs promote respect for individuals and peaceful and creative solutions to problems that may occur in school. It teaches students to problem solve creatively and to help each other find solutions all in the context of Christian ideals.

**Beacon of Light:** This program teaches students to be leaders through service. Many opportunities are provided to serve the greater community and those less fortunate. Parent volunteers make this program possible.

**CYO Athletic Program:** Students may join the parish CYO Program which offers football, volleyball, wrestling, baseball, softball, fastpitch softball, and track. Offerings may vary each year depending upon the ability to meet the standards of the CYO League. An academic sports policy is in effect for all students who participate in the CYO program. On Spirit Days or before big games, as designated by the principal, athletes may wear their sports jerseys.

**Scouting:** Daisy program, Brownies, Girls Scouts, Cub Scouts, and Boy Scouts are scouting programs that St. Mary students have the opportunity to join. Materials are sent home at the beginning of the school year. On meeting days scouts may wear their scout uniforms in lieu of the school uniform.

**Frontier Girls:** This faith based scouting program is available thanks to the parent volunteers that make this possible.

**Extended Care:** Both morning and after school care is available to students of St. Mary School. Before Care begins at 7:00 am and ends with the start of school. The after school session begins at 3:15 pm and ends at 6:00 pm. Students must be registered. Registration forms are available in the school office. Extended Care operates only on the days that school is in session.

**PTU:** As a parent/guardian of a student enrolled in St. Mary School, you are automatically a member of Parents and Teachers United (PTU). The mission of the PTU is: *“to promote and enhance the St. Mary School community through spiritual, educational, and social activities for families; to foster a positive, open, working relationship which unifies parents and educators toward guiding our children’s success and fulfillment.”*

Parents are encouraged to participate in the monthly meetings held at the school. Many opportunities for volunteerism are offered to all members of the PTU and their families. We encourage each family to choose at least one volunteer activity each year.

**ELASTIC CLAUSE:**

**Because it is impossible to foresee all challenges and situations that may arise, this clause empowers the administration or faculty to take disciplinary action (including but not limited to suspension and/or expulsion) for any behavior that violates the mission, spirit, and philosophy of St. Mary School Chardon, even though the behavior may not be specifically stated herein.**

**DURING THE COURSE OF THE YEAR POLICIES MAY BE ADDED, REVISED, OR DELETED BY THE ADMINISTRATION. PARENTS AND STUDENTS WILL BE DULY NOTIFIED OF ANY CHANGES.**

**The education of your child is a partnership between you and St. Mary School. If in the opinion of the administration the partnership is irretrievably broken, St. Mary School reserves the right to require you to withdraw your child.**

**Diocesan policies are available in the School Office**

St. Mary School offers an accredited preschool program for children who turn 3 or 4 by September 30<sup>th</sup>. Call the school office for more information or to register: 440-286-3590.

**Staff Contact Information**

Mrs. Julie Fedak, Principal  
440.286.3590 X101  
[jfedak@stmaryschoolchardon.org](mailto:jfedak@stmaryschoolchardon.org)

Mrs. Donna Fabe, Secretary  
440.286.3590 x100  
[secretary@stmaryschoolchardon.org](mailto:secretary@stmaryschoolchardon.org)

School Clinic  
Mrs. Melissa Mastroianni  
440.286.3590 x102  
[nurse@stmaryschoolchardon.org](mailto:nurse@stmaryschoolchardon.org)

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