



We teach. We learn. We believe.

St. Mary School Parent / Student Handbook 2025-2026

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Mission Statement

Inspired by our Mother Mary, and rooted in our Catholic faith, the St. Mary community nurtures spiritual growth, academic excellence, responsibility to self, and service to others.

Beliefs

Religious Centered

- We believe that faith formation is a continuous collaboration between church community, school, and family
- Embracing the common bond that we are all made in the image and likeness of God
- Students show respect for themselves and others
- Students seek holiness through understanding and participation in the Catholic faith
- Through serving others students imitate Christ

Academic Centered

- Guiding students to become problem solvers and analytical thinkers encouraging creativity and a wide variety of interests
- Embracing diverse family dynamics and working with members to enhance the educational process
- Every student has the right to lessons at their instructional level: grade level, intervention, remediation, or challenge

St. Mary's Student Pledge

I am a child of God, created in His image and called to grow in wisdom and virtue.

With God's grace and the help of my parents and teachers,
I pledge to:

- **Seek truth** by working diligently and attentively each day.
- **Live charity** by speaking with kindness, showing respect, and treating others as beloved children of God.
- **Practice temperance** by showing self-control in my words, actions, and use of technology.
- **Choose justice** by taking responsibility for my choices, making amends when I've done wrong, and caring for what is not mine.
- **Grow in fortitude** by persevering through challenges and doing what is right, even when it is difficult.
- **Honor authority** with obedience and humility, knowing that those who guide me desire my good.

- **Be a good steward** by keeping my space and appearance in order and using my time well.

When I fall short, I will seek forgiveness and strive to begin again.

Jesus, teach me to love what is true, to do what is good, and to delight in what is beautiful.

St. Mary, Mother of God—pray for us.

St. Joseph, Guardian of Virtue—pray for us.

All you holy men and women—pray for us.

Student Signature _____

Date _____

St. Mary's Simplified Student Pledge

I am a child of God, created in His image and called to grow in wisdom and virtue.

With God's grace and the help of my parents and teachers,

I will:

- Be kind in my words and actions.
- Listen and obey with a joyful heart.
- Be careful with my things and clean up after myself.
- Say sorry and forgive.
- Keep trying, even when it's hard.

Jesus, help me grow in love today.

St. Mary, pray for us.

St. Joseph, pray for us.

All you saints, pray for us.

School and Community

Non Discrimination Policy

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

Policies

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

School Communication Policies

St. Mary School will focus on consistent communication with parents in a variety of ways. Beginning with the 2024-2025 School Year St. Mary Faculty and Staff will be responsible for responding to parent communication within 1 business day. In addition to this direct parent communication St. Mary parents should expect a weekly newsletter from their teacher (Delivered Fridays) which looks ahead to upcoming school/classroom events. In addition parents should expect a school wide newsletter to go out once per week with a general overview of school activity. Lastly, St. Mary parents should expect to see, multiple times per week, “caught in the moment” images that showcase the daily activity of our students.

In addition to digital correspondence St. Mary School will communicate with parents in a variety of ways which will include:

- Annual open houses (January 27th, 2026)
- Curriculum nights (August 26th, 2025)
- Phone calls
- Annual school calendars
- Annual grandparents or “special persons” days
- Annual field days
- Notices and handouts for local community events
- Website for the school
- Communications that are focused on fathers as well as mothers

Principal Communication Schedule/Expectations

The principal will communicate weekly in the School Newsletter (Wednesdays). There may be times in addition to the standard weekly newsletter that the principal will communicate via e-mail/text to alert parents to important time-sensitive updates.

Acknowledgement Statement

I have read and agree to abide by the policies contained in the Parent/Student Handbook. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the School in its sole discretion, without notice.

The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.

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Acknowledgement of Risk

We, the parent(s) and student who are signing this student handbook for St. Mary, acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, of student and/or parent(s) acquiring a communicable diseases (such as COVID-19) and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks, including the risk of serious illness and death, and acknowledge that attending in-person classes and other in-person School/parish functions are the choice of each family, including ours. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function.

X _____

Student Section

Admissions

Privilege of a Catholic Education

Catholic schools exist to collaborate with parent(s)/guardian(s) to foster spiritual growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the diocese.

Catholic schools of the Diocese of Columbus shall be open to children of parent(s)/guardian(s) who seek the religiously oriented education which Catholic schools can provide. Schools shall recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability (medical or academic) in the administration of its educational programs and extracurricular activities.

Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the pastor and/or principal.

Pastors and principals shall exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who, in their opinion, seeks to enroll for the purpose of circumventing the law.

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school.

If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the family may be asked by the principal and/or pastor at the elementary level and the principal and/or superintendent at the high school level to leave the school.

Participation of Full-Time Students

Only full-time students as defined in the local school handbook may participate in academic, athletic, and social activities at Diocesan high schools. Schools may not permit students enrolled in homeschool programs to participate in extracurricular activities.

Admission Philosophy/Expectations

St. Mary School is open to students who sincerely seek a Catholic education and meet the requirements listed below. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference is given to active members of the parish.

1. No person shall be admitted as a student to St. Mary unless that person and his/her parents subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and of the Diocese.
2. Whether the student is Catholic or non-Catholic, the student must agree to attend religious classes and the religious activities conducted in the school.
3. No student shall be admitted to St. Mary unless he/she is deemed to have reasonable hope of successfully completing the school's program. In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.
4. A Catholic education should be made available to as many students as possible, but St. Mary must consider whether it has sufficient resources to meet the educational and financial needs of all applicants. Decisions on enrollment may be made based on these constraints.
5. No student shall be admitted to St. Mary if there is a financial debt of any amount owed to another Catholic school, inclusive of schools within the Diocese of Columbus and schools in other dioceses.
6. Students shall not be denied admission to a school because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the disabled child.
7. A birth certificate as proof of age must be presented to the school prior to admission. A baptismal certificate shall be required of all baptized Catholics students. The information on the birth and baptismal certificates shall be entered on the permanent office record in the proper place, but only when verified by the official document.
8. A child entering kindergarten must be five years old on or before September 30. A student entering first grade must be six years old on or before September 30. No child shall be admitted to first grade who has not successfully completed kindergarten. A waiver from this requirement may be granted only by the receiving school.
9. St. Mary retains the right to set local admissions standards, policies, and procedures in addition to those specified by the Diocese. The admission policy for each school should be made public and clearly stated in the local Family Handbook.
10. A copy of the Family Handbook is given to new applicants, either in physical or digital form. Parents are to acknowledge in writing (in either physical or digital form) that they have read and agree to adhere to the policies and regulations therein.
11. Annually, the pastor and/or principal shall review each student's continued eligibility for re-enrollment in the school.

Priorities for Acceptance – Elementary Schools

In the acceptance of students to elementary schools, the priority shall be as follows:

1. Children from families registered in the Sponsoring Parish(es)
 - a. children with siblings currently/previously enrolled
 - b. children now reaching school age
 - c. children from families newly moved into the parish whose children have been in Catholic schools where such were available
2. Children from non-participating parish families with siblings currently/previously enrolled in school.
3. Children transferring from other Catholic schools:
 - a. from parish schools that are closing
 - b. from parishes not offering full K-8 programs
 - c. schools with a waiting list
4. Children of other faith traditions.

Admissions: Child Custody

The custodial parent is required to provide the principal or the person in charge of admission with the most current certified copy of any child custody order or decree pertaining to the student through the registration process or upon acceptance.

Any child custody order or decree changes pertaining to a student's enrollment must be provided to the school, in hard copy, within two weeks of a court's decision. It is the parent's responsibility to notify the school of any change in custody status and to provide documentation promptly.

Admissions: Non-Catholic Students

Recognizing the unique role of the Catholic school as an agency for carrying out the educational mission of the Church, Catholic schools are designed for Catholic students whose parents express a desire for the Catholic school's program and environment. However, the Diocese recognizes that schools are open to students of other faith traditions.

In accepting students of other faith traditions, Catholic schools shall be directed by the guidelines for admission contained within diocesan regulation. Since the Catholic school is defined by its religious character, enrollment in a Catholic school assumes involvement in the religious life of the school.

Therefore, students of other faith traditions shall participate in religion classes, attend liturgical and prayer services, and take part in the school's program of service. However, such participation shall not belie the fundamental religious principle of the individual person's freedom and dignity. Students shall participate in the religious life of the school. How they will participate, must be made especially clear to parent(s)/guardian(s) and students at the time of registration. During the pre-admission interview, parent(s)/guardian(s) and students should be informed about the school's mission, beliefs, programs, and expectations for parent(s)/guardian(s) and students.

Tuition

Tuition Payment Registration

\$150 activity fee will be collected per student at the beginning of tuition. This includes registration fees, various classroom supplies, planbooks, and field trips, with the exception of 7th grade environmental camp, and 8th grade Washington DC trip.

Tuition Rates

The tuition rate is decided by the end of April and is for the following school year. Tuition and all increases are based on the projected budget for the following school year. The Tuition Rate for the 25/26 School Year is \$8160 for K-8th Grade.

Tuition Payment Options

Families can opt to pay tuition in full to the school by Friday during the first week of the school year. All families must sign up with the FACTS Tuition Management Program. Families must complete the necessary paperwork and return it to the school. All tuition must be paid in full by May 31st of the current school year.

Tuition Assistance

The Diocesan Tuition Assistance Fund, the Parish Educational Endowment and The Emmaus Road Scholarship Fund, Ohio Ed Choice, and Grace Scholarship are programs providing tuition assistance for eligible families. The families receiving such tuition assistance will not be expected to repay the amount of financial aid received. Requests for this assistance will be made after a FACTS form has been completed and submitted. We ask that ALL families complete the FACTS form.

Special Circumstances

Each family is expected to fulfill its moral obligations of regular parish support and prompt tuition payment. However, no student shall be denied a religious education because of a financial situation in his/her family. It is the responsibility of the parents to notify the principal and/or pastor of any financial difficulty and request modification of the tuition rate of the payment plan. The Principal, Parish Priest, and Parish finance manager will review any requests for modification of the tuition rate or payment plan due to financial difficulty.

Consequences of Non-payment

All or part of the following practices will be applied to families not fulfilling their financial obligation to St. Mary School:

1. Any family who has not paid tuition in full to the school and has not registered with FACTS must do so by the first Friday of the school year.
2. A family whose account has become delinquent with FACTS and has caused their removal from the program, must schedule a meeting with the principal or pastor within two weeks of being notified by FACTS. Arrangements will be made at that time to bring their accounts up to date and determine payment for the remainder of the school year. Those families who do not make the past due payments and/or fail to meet with the principal and pastor will be asked to withdraw their child from Saint Mary School.
3. Report cards will be held of students whose tuition or agreement is not paid or whose agreement is not being upheld.
4. Any student whose tuition from the previous year is not paid in full will not be allowed to return the following school year unless the Pastor grants permission.
5. Records of any student whose tuition is not paid in full will not be forwarded to the school of transfer.
6. Student records will be held until all financial obligations to the school are met.

Student Withdraw

St. Mary understands that parents have the right to withdraw their child from any school if they find alternative education that meets their needs.

To begin the withdrawal process, parents should contact the Teacher and Principal 3 days before the date of intended withdrawal. This will provide adequate time to close student records, contact teachers, and prepare any documentation needed to transfer to the new educational institution. Transfers will be handled according to Diocesan and State policies. The reason for withdrawal is recorded on the permanent record card. A copy of the student's immunization record is available upon request.

Any balance of tuition, charges, fees or fines must be paid prior to withdrawal and any school materials must be returned prior to academic records being released.

Tuition Refund Policy

Tuition will be refunded/charged on a prorated basis when a child/children are withdrawn from St. Mary School for reasons such as **a job/family relocation out of our area**. The prorated tuition will be calculated quarterly (no consideration will be given for the days attended in the quarter of the withdrawal from St. Mary School). For example: if a student attends St. Mary School for one quarter and three weeks the total tuition owed will be two full quarters.

Tuition for each quarter plus applicable fees must be paid in full before initiating the transfer of transcripts. There will also be a \$300 per child processing fee. Activity/Sacramental Prep fees, FACTS SIS reenrollment, and registration fees are not refundable. No refunds will be given for any student removed

from St. Paul School for disciplinary reasons. The full annual tuition plus fees will be due upon expulsion. No transfer of student records will occur until all financial responsibilities have been met.

Attendance

A record of attendance and tardiness shall be maintained for every student. The law requires that this be retained as part of the permanent record of the student.

According to the law of Ohio, primary responsibility for seeing that students attend school for the full time that school is in session rests with the parent(s)/guardian(s). When a student is absent from school, the parent/guardian is to contact the school, within the time frame designated by the school, to report the absence. A representative from the school will attempt to notify the student's parent/guardian if the absence has not been reported.

A student who is absent must, upon his/her return to school, present a note bearing the reason for absence, the date(s) of absence, and the signature of a parent or legal guardian. When it is unknown if a student is legitimately absent, all efforts to contact the parent and/or legal guardian must be made. A decision can be made to contact local authorities regarding the inability to reach parents or in the case of chronic or excessive absences.

Only the principal can give permission for absence or early dismissal.

In case of emergency, the principal may send a student home only after the parent or guardian has been notified.

Any pupil showing symptoms of a communicable disease shall be dismissed from school by the principal after notification of the parent(s)/guardian(s).

Missing Children Act

When a student enrolls at St. Mary, the parent(s)/guardian(s) shall present the school with a copy of the student's birth certificate and the name and address of the school which the student most recently has attended. Within 24 hours, the enrolling school shall initiate contact with the sending school in order to obtain the student's records. If records are not received within 14 calendar days of the student's admission, the enrolling school shall notify the law enforcement agency having jurisdiction for the area of the pupil's residence.

Consequences of Excessive Absences

St. Mary is justified in refusing credit to any student who misses 28 or more days in a school year. At the discretion of the principal, the number of absences and possible consequences will be discussed with the student parent(s)/guardian(s).

An exception to the above would be the case of a student who is hospitalized or has an extended illness or injury and is able to make up the work through tutoring or some other type of instruction approved by the principal.

Definitions – HB 410 (2017)

	Consecutive Hours	Hours per School Month	Hours per School Year
Habitual Truancy	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences	--	38 with or without legitimate excuse	65 with or without legitimate excuse
Chronic Absenteeism	--	--	10% with or without legitimate excuse

Attendance and Absence Policy

Attendance at classes is a basic requirement for academic success. Any absence detracts from this requirement and prevents the student from fulfilling an essential condition for actualizing the full potential of their academic capabilities. Students who miss classes regularly or take extended vacations during school time cannot demand the privilege of earning credits by special, individual assistance from faculty members, "make-up," or special exams.

Definition and Record of Absence

Excused absence includes personal illness, critical illness in the family, and quarantine in the home, or death in the immediate family. According to the law, records of attendance and tardiness must be maintained as part of every student's permanent record. Excused absences are those listed above; absences due to vacation will be considered unexcused. Other absences-other than those listed above-will be considered unexcused. Requests for medical and dental appointments will be considered excused if a doctor's note is brought to the school and if the absence is no longer than 2 hours. Excused and unexcused absences are marked on an attendance record as a day out of school. A student must be in school for a full day in order to attend sports practices, to play in a contest, or participate in any school related activity on that day.

Reporting Absence

When a child is going to be absent, please call the school office before 8:15 am and/or leave a message on the answering machine. Students will be marked tardy ¹/2 day if we do not know about the absence before 8:15am. In compliance with the Child Safety Act, the school secretary or nurse will call the home or work place of anyone who has not called by 9:00 am.

In addition to a phone call. The student is to bring a written excuse upon his/her return. This note is to explain any and all days absent, and must contain the dates of the absence and the signature of parent or guardian. These notes are kept on file in the health office.

Sign-out for Doctor/Dentist Appointments

No student will be dismissed from the building until an adult comes to the school office to meet the student. Door 6 (The Front Office Door) is the only door a parent will be let into the building to retrieve a student. Having one point of entry is essential to keeping students safe. A "sign-out" book is kept on the table in the main office. The adult is to sign the book giving the name of the student, the date, time, and reason for leaving the building. Leaving the school building or school property, other than at dismissal time, is absolutely prohibited without parental permission.

Releasing Students from School Attendance

- Only the principal can give permission for an excused absence or early dismissal.
- Requests for absences or early dismissals should be made in writing two days in advance.
- In case of emergency, a student may be sent home only after the parent/guardian has been notified.
- Any student showing signs of illness or communicable disease will be sent home after parent notification. No one (e.g., social worker, police officer) may interview a student without a court order or the prior approval of a parent or guardian, and may do so only with the principal or a designated school representative present.

Requests for Make-up Work

The practice of taking students out of class for appointments or for prolonged trips is, of course, something beyond the school's control since such a practice is the decision of the parent. We think that regular attendance is an important part of the educational program because the lesson taught follows a progressive course of studies. Therefore, we cannot give work to the student while he/she is gone. We will provide make-up work upon return to school. The students will be given three (3) days upon their return to school to complete missed work unless extenuating circumstances warrant longer which is at the discretion of the teacher and Principal.

Tardy Policy

One of the purposes of education is to develop habits and patterns for life. In order to help the students form good habits of punctuality and courtesy, the following procedures are outlined.

- **Definition of Tardy:** Students are considered tardy if they arrive after 7:50am, when all-school morning prayer begins and the Commons doors close. At this time, staff and volunteers are no longer stationed at drop-off.
- **Procedure for Tardy Students:** If a student arrives after 7:50am students must walk into the school through the main office doors. The student must receive a tardy slip from the office staff for their classroom teacher and update attendance.
- **Half-Day Absence:** Students arriving after 8:15am will be marked half-day absent. Early departures of more than 45 minutes will also be marked half-day absent.
- **Purpose and Expectations:** We do understand that unforeseen traffic problems arise, and we've all had frantic, chaotic mornings. However, punctuality is essential for building responsibility, courtesy, and respect for the learning environment. Just as adults are expected to arrive on time for work, students are expected to arrive on time so as not to disrupt

classroom instruction. Tardiness also affects the child's ability to settle peacefully into the school day.

Excused vs Unexcused Tardiness:

- **Excused** - doctor or dentist appointment with a doctor's note, severe weather conditions (as determined by the office), late bus arrival
- **Unexcused:** oversleeping, traffic, car trouble, getting a late start, parent errands.
- If a doctor's excuse is not provided to the office, the tardy will be deemed unexcused.

Child Custody Issues

Custodial parents and/or legal guardians shall be recognized by the school as the primary decision makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions.

Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of limit of access to children, records, or other information.

Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights, as determined by the school administrator.

School administrators are not to offer to testify on behalf of one parent or another in situations of divorce, child custody matters, etc. Administrators are to take a neutral position in all conflicts of this nature. If a school official receives a subpoena to testify, contact the Office of Catholic Schools, which will then work with Diocesan legal counsel.

Contact with Students during School Hours

Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day must first receive permission from the principal.

The following shall apply to such situations:

1. If contact is sought by a police officer or by social services personnel, the principal must obtain parental prior parental consent when the student is a minor, except if the police or social services direct the principal not to contact the parents. In such cases, the school shall follow the directives of the police or social services, and the principal shall obtain information regarding when the parents will be notified of the contact and by whom. A written summary of the directives and information shall be made by the principal and placed in the school files. The principal shall notify the pastor at parochial schools or the superintendent at diocesan schools.
2. If contact is sought by anyone other than a police officer, social services, or a custodial parent/legal guardian, the principal must first obtain parental consent.

3. The principal shall never allow students to be alone with anyone who is not a legal guardian or school employee, even if the visitor is a law enforcement official, social services worker, or medical or counseling provider not employed by the school. This does not include persons authorized by parents/guardians or the principal or administrators as part of the regular curriculum or support programs of the school, including disciplinary situations and enforcement of school policies and procedures.
4. Teachers shall not allow students to leave classrooms to speak with non-school personnel without the explicit permission of the principal or his/her designee.
5. The school may not be used by a non-custodial parent for the purpose of circumventing custody orders or visitation rights, as determined by the school principal.
6. No organization, agency, or person (excluding police officers and social services personnel) may be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the parent or guardian.
7. The following procedures must be followed when custody of a student is requested by a police officer:
 - a. Examination of police credentials. If the police officer is unknown to the principal, the officer shall be asked to produce his/her credentials.
 - b. Should a police officer produce a warrant for the arrest of a student, the student shall be immediately surrendered to the officer. The principal should request that the police officer allow the principal time to notify parents before removing the student from the premises. In all cases, the parents/guardians should be notified by the principal.
 - c. In instances not involving a warrant, parents/guardians may give telephone authorization to surrender the student to the police officer. The principal shall make a written notation at the time and a summary of the conversation and retain the notation in a secured office file. The principal may then surrender the student to the police officer. If the parent/guardian refuses authorization, then the school shall not release the child without a warrant or other court order.
 - d. Whenever custody of a student is requested by a police officer, the principal shall notify the Office of Catholic Schools and the pastor at parochial schools.
8. The following procedures must be followed when custody of a student is requested by social services:
 - a. Examine and photocopy the official identification/credentials of the social services representative.
 - b. Should the social services representative request that the student be removed from the school, prior to notification of the parents, the principal shall:
 - i. Obtain a copy of authorization form an appropriate court or other legal authority.
 - ii. Request information regarding when the parents will be notified and by whom.

- iii Obtain all pertinent information from the social services representative regarding where the child will be taken and how the parents can reach the caseworker.
- iv Immediately make a written summary of the event and place it in a secured office file.
- v Whenever custody of a student is requested by social services, the principal shall notify the Office of Catholic Schools and the pastor at parochial schools as soon as possible.

Reporting Student Progress

St. Mary's uses the diocesan system for reporting pupil progress, FACTS. This includes progress reports, interim reports, Life Skills Reports.

1. Reports of pupil progress should be based on evidence from multiple assessments that demonstrate a student's understanding of the different academic content standards, teacher observations, and life skills Reports, or similar feedback, when appropriate.
2. An evaluation must be provided for each of the following curricular areas:
 - a. religion
 - b. language arts
 - c. mathematics
 - d. social studies
 - e. science
 - f. health
 - g. art
 - h. music
 - i. physical education
3. Provisions must be made for the doctrinal, liturgical, spiritual, and moral education of the child. However, the subject of religion must be evaluated and interpreted as indicating mastery of vocabulary and concepts.
4. The standards of each curricular area are listed on the progress report.
5. Because of the differences among primary, intermediate, and middle school levels, there are some variations in the wording of the standards for the various curricular areas.
6. Progress reports will reflect student attendance.
7. Progress reports must be furnished to the parent(s)/guardian(s) four times a year at schools using quarters and three times a year for schools using trimesters.

8. Interim reports are sent to parent(s)/guardian(s) between report periods when a child's work does not meet academic standards; to indicate improvement in a standard or standards; or to recognize outstanding academic contributions.

9. Life Skills Reports, which indicate negative behaviors or deficient study skills, may be sent as needed to alert parent(s)/guardian(s) to problems that are developing. This parent/guardian communication should initiate early intervention to resolve a problem before the academic subjects are impacted in a negative way.

Parent Teacher Conferences

The teacher is expected to meet periodically with the parents of each student for the purpose of discussing the student's development and progress in school. The student may be present for all or part of the conferences at the discretion of the teacher.

Conferences should take place at the designated school conference times and at other times deemed necessary by the teacher or parent.

Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent.

Promotion, Graduation and Retention

Promotion

The promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.

Graduation

Eighth grade graduates shall not be dismissed for summer vacation before the rest of the student body.

Retention

It shall be mandatory to consider various factors when making a retention determination. Of primary consideration is whether or not a second year in the same grade will enable the student to gain the skills and knowledge not learned in the first year. Other factors that must be considered are academic progress, knowledge of the English language, possible learning disabilities, and social and emotional maturity. When reviewing academic progress, multiple indicators should be used including daily work, assessments, progress reports, standardized testing, Academic Support Plans, Services Plans/IEPs, and Written Plans.

A student who has not met a significant number of benchmarks in language arts and/or mathematics (primary grades) OR language arts, mathematics, religion, social studies, and science (Grades 4-8) should be considered as a possible candidate for retention.

Certain issues concerning retention apply to all grade levels. Although the elementary school principal makes the ultimate decision about promotion or retention, below are essential procedures to follow when considering retention of a student:

1. The student's lack of progress must be clearly documented and communicated to the parent(s)/guardian(s) by the teacher.
2. Lack of student progress toward meeting a significant number of the benchmarks must lead to an intervention process, based on the flow chart in the Diocesan binder "Procedures for Identifying Special Needs Students."
3. A meeting with the parent(s)/guardian(s), teachers, and school administration at the beginning of the third quarter should address student progress in meeting the benchmarks. The intervention plan should be reviewed at this time to determine if the plan has been followed and if retention should be considered as an intervention.
4. A meeting with the parent(s)/guardian(s), teachers, and school administration is required by the interim of fourth quarter to determine if retention is the appropriate intervention at this time. School requirements for summer intervention should also be made at this meeting.

Ohio Assessment Requirement

As prescribed by division (A) of section 3301.0710 of the Ohio Revised Code, chartered nonpublic schools are required to administer elementary state assessments or acceptable alternative assessments. The Diocese of Columbus has chosen Renaissance STAR assessments as the approved alternative. This assessment must be given three times during the school year in windows set by the Office of Catholic Schools. Schools may test more than the three scheduled assessments if they choose. Kindergarten students must take the STAR Early Literacy at least twice during the school year.

Scholarship Students

Any grade 3-8 student who is a recipient of an Ohio EdChoice (Traditional or Expansion), Jon Peterson or Autism Scholarship is required to take annual approved assessments in Math and Reading. Students in grades 5 and 8 must take an approved assessment in Science. Renaissance STAR has been approved as an acceptable alternative for Math and Reading by ODE.

Students in grades 5 and 8 must take the Ohio state assessment in Science during the windows set by the Department of Education.

Requirements for the Third Grade Reading Guarantee- State Scholarship Students Only

All schools must follow the provisions of the Third Grade Reading Guarantee as specified in the Third Grade Reading Guarantee Guidance Manual for any EdChoice, EdChoice Expansion, Jon Peterson or Autism Scholarship recipients. Specifically, they must

- Give a diagnostic assessment to all K-3 state scholarship students,
- Notify parents within 30 days of on track/off track status,
- Provide students not reading proficiently intervention services,
- Retain 3rd grade students who do not attain the promotion reading score designated under division (A)(3) of O.R.C. 3301.0710 on Ohio's Third Grade English Language Arts (ELA) Test or approved alternative assessment*

- Beginning in the 2023-2024 school year, a student's parent or guardian, in consultation with the student's reading teacher and principal, may request that a student be promoted to fourth grade regardless of the student's score on Ohio's State Test for grade 3 English language arts or acceptable alternative assessment. Students promoted to fourth grade through this exemption must continue to receive intensive reading instruction until the student is able to read at grade level.

*Jon Peterson and Autism Scholarship students are exempt from the retention provision if stated in the student's IEP.

Diagnostic Assessment

The Columbus Diocese has chosen Star Early Literacy and STAR Reading from the approved vendor assessment list as the annual reading diagnostic assessment.

1. Diagnostic assessments in reading, as approved by the Ohio Department of Education (ODE), shall be given by September 30th of each year for 1st, 2nd, or 3rd Grade and November 1 for Kindergarten, with the exception of students with significant cognitive disabilities or other disabilities as authorized by the ODE on a case-by-case basis.
2. Per O.R.C. §3301.071 I(k)(l)(a) each school for which at least 65% of its total enrollment is made up of students who are participating in state scholarship programs (EdChoice, Jon Peterson) shall administer the state tests to ALL its students.
3. Diagnostic assessment results shall be translated to ODE's definition of "on track" and "not on track". The school shall make the final determination regarding whether a student is "on track" or "not on track".
4. Each school is subject to O.R.C. §3301.163 annually shall report to the ODE, through the Scholarship Applications System, the "On Track, Not on Track" status for K-3 students.
5. The school shall administer each applicable diagnostic assessment to any state scholarship student who transfers into a new school who did not take a diagnostic assessment at the previous school within thirty (30) days of transfer.

Definitions:

"On track" means any student who is reading at or above the 20 percentile on the STAR reading or STAR Early Literacy assessment by September 30th.

"Not on track" means any student who is below the 20th percentile on the STAR reading or STAR Early Literacy by September 30th.

Notification Requirement

For students identified as off track, the school must:

1. Notify the parents, in writing, that the student has been identified as having a deficiency in reading;
2. Notify the parents, in writing, that if the student does not attain the promotion reading score designated under division (A)(3) of O.R.C. 3301.0710 on Ohio's Third Grade English Language

- Arts (ELA) Test or approved alternative assessment, the student shall be retained unless the student is exempt;
3. Beginning in the 2023-2024 school year, districts must include a statement that connects the child's proficiency level in reading to long-term outcomes of success related to proficiency in reading.

Reading Interventions

1. Schools must provide intensive reading instruction services, as determined appropriate by the school, to each student identified as reading below grade level. The Diocesan Reading and Monitoring plan can be used to track these interventions.
2. Beginning in the 2023-2024 school year, chartered nonpublic schools must provide the following for EdChoice Scholarship students not reading proficiently but promoted to fourth grade:
 - a High-dosage tutoring opportunities aligned with the student's classroom instruction through either a state-approved vendor or locally approved opportunity that aligns with high-dosage tutoring best practices.
 - b High-dosage tutoring must include additional instruction time either:
 - Three days per week, or at least 50 hours over 36 weeks.
 - Intervention services aligned to the science of reading.
 - Schools must continue to provide intervention services until the student is reading proficiently at their current grade level.

Assessments for Retained Students:

If the student does not attain the promotion reading score designated under division (A)(3) of O.R.C. 3301.0710 on Ohio's Third Grade English Language Arts (ELA) Test or on an approved alternative (Renaissance 3rd Grade Proficiency Test), the student shall be retained unless the student is exempt. Retained students are considered third-graders in all subjects until they are promoted to fourth grade; however, they can receive 4th grade instruction in other subject areas. Students who are not promoted mid-year to fourth grade will take Ohio's third grade state tests in all subject areas (see chart below). They will continue to receive intensive interventions documented through the Diocese of Columbus reading and Monitoring Plan.

Current Enrollment Status	Receives Advanced Instruction in Other Subject Areas	Meets District's Criteria for Mid-Year Promotion	Assessment Content
Retained Third Grade Student	No	No	Grade 3 ELA Grade 3 Mathematics
Retained Third Grade Student	No	Yes	Grade 4 ELA Grade 4 Mathematics
Retained Third Grade Student	Yes	No	Grade 3 ELA Grade 3 Mathematics
Retained Third Grade Student	Yes	Yes	Grade 4 ELA Grade 4 Mathematics

Exemptions from the Third Grade Reading Guarantee

All students scoring below the promotion score on the third grade ELA or approved alternative (3rd Grade Proficiency Assessment) must be retained, except specific groups of students including ELLs and students with significant cognitive disabilities:

- ELLs who have been enrolled in US schools for less than three full school years and have less than three years of instruction in English as a Second Language (ESL) program
- Students with significant cognitive disabilities that have a modified curriculum.

NOTE: Students with significant cognitive disabilities are still required to be administered the grade 3 ELA in whichever format (general education grade 3 ELA or the Alternate Assessment) is appropriate for the student.

Mid-Year Promotion

Retained third grade students can be promoted mid-year to grade 4 if they demonstrate that they are reading at or above grade level by attaining the promotion score of the Renaissance Grade 3 Proficiency test. The mid-year promotion form must be completed and approved by the principal of the school. Students who are not promoted mid-year to fourth grade will take Ohio's third grade state tests in all subject areas. The retention provision, including exemptions to retention, continue to apply to these students. Students promoted mid-year to fourth grade will take Ohio's fourth grade state tests in all subject areas. The Reading Improvement and Monitoring Plan for any retained third grade student who has been promoted mid-year to fourth grade must continue to be implemented for the entire academic year and if necessary, for additional school years.

Assessments- Accommodations, Students with Disabilities and English Language Learners

All Ohio students must take statewide assessments including students with disabilities and English learner students whose primary language is NOT English and whose level of English proficiency is not at the level needed to participate effectively in the mainstream classroom. Accommodations are considered adjustments to the testing conditions, test format or test administration that provide equitable access during assessments for students with disabilities and students who are English learners. The administration of the assessment should never be the first occasion in which an accommodation is introduced to the student.

Accommodations should:

- Provide equitable access during instruction and assessment;
- Mitigate the effects of a student's disability or English learner status;
- Promote learning or performance expectations;
- Preserve the construct being assessed; and
- Maintain the integrity or validity of the assessment.

Eligibility

Five distinct groups of individuals may receive accommodations on Ohio's State Test or an approved alternative assessment:

1. Students with disabilities who have an Individualized Education Program (IEP, or Services Plan).
2. Students with an Accommodation Plan in lieu of an IEP or Section 504 plan.
3. Students who have been formally identified as English learners.*
4. Students who are English learners with disabilities.
5. Testers who exited high school with English learner status and/or a valid IEP, Services Plan or Accommodation Plan in lieu of an IEP or 504.

Schools must document student accommodations by test and content area, not content area alone.

*The [*Guidelines for Identifying English Learners*](#) outline Ohio's standardized English learner identification. Students who have exited English learner status may not receive English learner accommodations on annual assessments.

Supervision of Students

Students must be supervised by an adult at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored activities, and at any other times during which the school accepts responsibility for supervision. All safe environment policies and regulations must be adhered to at all times. All school personnel shall uphold the code of conduct established for the school and follow the expectations, procedures, corrective measures, and penalties regarding the school's rules.

Supervision requires both physical presence and attention to the students. Teachers shall also be responsible for establishing a classroom environment in which students receive continuing instruction regarding acceptable behavior.

Personnel charged with supervising students outside the classroom are to be provided with information relating to student supervision. This information may include the following:

- A basic or local in-service update on emergency procedures
- A written list of all procedures and rules to be followed relating to the conduct of students in the school or on school property

- A specific diagram of the outdoor space to assist in stationing supervisory personnel It is the responsibility of the principal to ensure that adequate supervision of students is provided.

Supervisors shall be present and actively supervising students in a reasonable and prudent manner appropriate to the activities/classes to which they have been assigned. Since Catholic schools are partners with parents in their children's formation and in providing for their safety, the school administration may notify parents when they become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done.

St. Mary School Code of Catholic Conduct and Discipline

Definition of Student Behavior

Behavior is the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior over another. In choosing to behave or to misbehave, the student takes upon himself/herself the consequences of that chosen behavior.

Teachers shall uphold the behavioral expectations established for the school and follow the expectations, procedures, corrective measures, and consequences.

Teachers shall also be responsible for establishing a classroom environment in which students receive continuing instruction regarding virtuous behavior.

The Catholic Church respects the dignity of persons of all ages; therefore, corporal punishment in any form is not an acceptable form of punishment for student misbehavior.

However, a person employed or engaged as a teacher, principal, or administrator in a school in the Diocese of Columbus may use a physical response to "obtain possession of weapons or dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property." (Ohio Revised Code 3319 .41)

St. Mary School Uniform Policy (1–8 Only)

To promote intellectual and spiritual growth in a non-competitive environment, all students wear the school uniform daily unless otherwise designated by the principal. Parents are expected to support the uniform policy, which is enforced by faculty and administration.

Approved Vendors

- Uniforms: Educational Apparel, Schoolbelles (Code: S2652), or Lands' End (Preferred School Number: 900162942)
- Gym Uniforms & Spirit Wear: JC Manny.co

Girls (Grades 1–8)

Mass Days:

- Plaid jumper (no higher than 2" above knee)
- K–5: White blouse with rounded collar
- 6–8: White oxford shirt
- Socks/tights: White, navy, black, or hunter green (crew, knee, or tights)

Regular Days:

- Shirts: White blouse (K–5), white oxford (6–8), or white/navy/hunter green polo (K–8)
- Bottoms: Plaid jumper/skort, khaki/navy skort or shorts, or khaki/navy slacks (all no more than 2" above knee)
- Socks/tights as above

Boys (Grades 1–8)

Mass Days:

- White oxford shirt
- Khaki or navy slacks
- Solid socks: navy, white, black, or hunter green (must be visible above shoes)
- Solid Tie: navy, hunter green, black & navy/hunter plaid

Regular Days:

- Shirts: White oxford or white/navy/hunter green polo
- Bottoms: Khaki/navy slacks or walking shorts with a **dark brown or black leather belt** (Grades 2–8)
- Socks as above

General Uniform Guidelines

- Shirts must be modestly buttoned and tucked in
- Undershirts must be plain with no visible designs or lettering
- Clothing must be clean, neat, and free of stains, holes, or fraying
- Only St. Mary logos are permitted on clothing
- Scout uniforms permitted on days of scouting events
- **Shoes:** Closed heel and toe; flat dress or athletic shoes in mostly white, navy, black, or gray
 - No sandals, bright colors, heels, cleats, heelys, clogs, or contrasting shoelaces
 - No painted or altered shoes
- Snow boots must be removed inside classrooms

Outerwear (Over Uniform Only)

- Gray/blue “M” crewneck sweatshirt
- Navy, black, or hunter green fleece/performance pullover with St. Mary logo (from approved vendors)
- Navy or hunter green cardigans or V-neck sweaters (from Schoolbelles or Educational Apparel)
- **Hoodies are considered Spirit Wear** and must be removed during the school day (including gym); may be worn at recess

Hair & Accessories

- Hair must be clean, neatly groomed; no extreme styles or unnatural colors
- Boys: Hair must not touch collar or cover earlobes
- Girls: Modest, matching accessories; **no highlights for boys or girls**
- Jewelry: Watch and one religious necklace permitted
- Girls: One small pair of stud or hoop earrings ($\leq \frac{1}{2}$ ”); **no earrings for boys**
- No makeup, perfumes, scented lotions, or body sprays
- Girls may wear clear or pale nail polish (must match on all fingers); none for boys
- No tattoos (permanent or temporary), beads, feathers, or distracting accessories
- Apple Watches must be removed if deemed distracting

Physical Education Uniforms (Grades 1–8)

Grades 1–2:

- Wear regular uniform with athletic shoes on gym days
- Girls wearing jumpers must wear shorts underneath

Grades 3–8:

- Worn all day on scheduled gym days
- Required items:
 - Official gym T-shirt (navy - JC Manny)
 - Official gym shorts (navy and white -JC Manny)
 - Official St. Mary sweatpants (navy and white - JC Manny.co) and Official St. Mary crewneck sweatshirts
 - Old Gym uniform (grey t-shirt and green mesh shorts are acceptable for this school year)
 - Optional: Gray/blue logo crewneck sweatshirt or sweatpants
 - Athletic shoes; socks must be visible above shoes

Casual Dress Days/Dress Down Days

Permitted:

- Jeans, casual pants, shorts, sweatshirts, T-shirts
- Skorts or walking shorts ($\leq 2''$ above knee) on warm days at principal's discretion

Not Permitted:

- Tank tops, crop tops, spaghetti straps, basketball jerseys
- Low-rise pants or inappropriate slogans/designs
- Hats or headwear inside the building

Dress Code Violations

- Students have 5 days to resolve a uniform infraction (e.g., haircut, new shoes, skirt length)
- Repeated or serious violations may result in a student being sent home
- Students who violate Casual Day dress code may lose dress down privileges for the remainder of the quarter
- See the discipline policy for further details on consequences

Children's House Dress Code

Children's House dress code outline below. This is to assist in minimizing the child's distractions while in the prepared learning environment, and give the child a sense that they are entering into a different space than at home. We understand that children at this age grow quickly so it is a dress code (plain colored shirts, pants, dresses, skirts, etc.). All clothes must be free of graphics, cartoons and logos.

All students:

- Pants/Shorts: khaki or navy blue
- Polo shirts: white, navy blue, hunter green, long or short sleeve
- Polo shirt with waistband: white Turtleneck: white
- Sweatshirt: gray embroidered with Saint Mary logo, worn over shirt
- Fleece: green embroidered with Saint Mary logo, worn over shirt Cardigan or Crew neck
- Sweater: navy blue, hunter green, worn over shirt
- Socks: white, navy blue, hunter green crew socks, must be visible above shoes
- Indoor slippers to be kept at school:
 - Slippers cannot have any character designs as they become a distraction for the children; solid colors are best.
 - No open-toe slippers/sandal style
 - Must have a back.
 - Labeled with the child's name.

Girls Only:

- Blouse: white with rounded collar, long or short sleeve
- Optional Skirt or Dress: white, navy blue, hunter green, or khaki colors; plaid jumpers are also encouraged especially for Kindergarten students.
- Knee Socks or Tights: white, navy blue, hunter green

Mass Attire:

- Boys: White dress shirt or polo shirt, long or short-sleeve, with navy pants.
- Girls:
 - White Blouse with rounded collar, long or short-sleeve, with plaid jumper or navy skirt
OR
 - Dress – Navy blue, hunter green, or Kaki

Behavior Expectations

The goal of parents and educators is to teach self-discipline. This will arise from a respect for all persons involved in the school community, be they students, parents, staff, or volunteers.

St. Mary students will:

- Be **obedient** to all teachers, faculty, staff, and volunteers and accept any guidance with **docility**.
- Show **respect** to everyone.
- Be **kind** and practice charity.
- Be **orderly** in action/appearance in all settings and good stewards of all materials.
- Practice **self-control** in words and actions.
- Use technology appropriately and **responsibly**.
- **Persevere** in their work and fully participate in all classroom activities/assignments.

Understanding Student Behavior Through Virtue

At St. Mary School, student behavior is understood as the outward expression of one's character and the interior habits cultivated over time. Rooted in the Catholic vision of the human person, we recognize each student as a child of God, created in His image and called to pursue truth, goodness, and beauty through the practice of virtue.

Authentic Christian discipline is the fruit of self-discipline, formed through freedom rightly ordered. Students are responsible for their choices, and in the exercise of free will, they must accept the natural consequences of actions that either uphold or diminish virtue.

Faculty and staff are expected to uphold and model the behavioral expectations of the school with consistency and charity. Each classroom becomes a place of formation where students receive regular instruction in virtue and are called to live with integrity, charity, temperance, and fortitude. Corporal punishment is strictly prohibited, in keeping with the dignity of the human person.

Virtuous Expectations for Student Conduct

The formation of self-discipline is a shared mission between home and school, and is essential to the development of the whole child. St. Mary students are expected to:

- Obey all teachers, staff, and volunteers with docility and trust.
- Speak and act with respect, reverence, and courtesy toward all persons.
- Cultivate kindness and charity in relationships with peers and adults.
- Maintain order in behavior and appearance, and practice stewardship of all materials.
- Exercise self-control in speech, actions, and emotional response.
- Use technology responsibly, in ways that promote virtue and learning.
- Persevere in studies with diligence, attentiveness, and a love of learning.

Formative Discipline Framework

St. Mary School views discipline as a formative process, essential to moral education. Missteps are seen as opportunities to teach, redirect, and restore. Our discipline model is progressive, beginning with prevention and leading, if necessary, to correction and restitution.

I. Preventative Measures: The Foundation of Formation

Teachers build classroom cultures rooted in charity and order by:

- Establishing clear, consistent expectations and routines.
- Demonstrating authentic care through meaningful relationships.
- Proactively supporting students through seating arrangements, physical proximity, and active classroom presence.

II. Corrective and Restorative Measures: Cultivating Responsibility

When a student falls short of expectations:

- Teachers respond with gentle redirection, private conversations, or think sheets to foster reflection.
- When appropriate, restorative practices such as apologies or acts of restitution are encouraged.
- Parents are partners in this work and will be contacted via phone or written communication through the FACTS system when needed.

Academic Integrity

Cheating undermines the virtue of honesty and will be addressed seriously. Students caught cheating will forfeit the assignment, parents will be notified, and a new assessment will be administered to evaluate mastery.

Stewardship of School Property

Students are expected to care for all school property. Damage, whether intentional or due to negligence, will require restitution by the student and family.

III. Serious Infractions and Consequences

Behaviors that threaten the learning environment, safety, or moral order of the school community warrant a higher level of response. These include:

- Repeated disruptions
- Physical altercations
- Cheating or stealing
- Inappropriate use of technology
- Bullying, intimidation, or discriminatory speech/actions
- Insubordination or threats toward peers or staff
- Vandalism or destruction of property

Classroom Removal

A student who is seriously disrupting the learning environment may be temporarily removed to an alternate supervised setting. This is a just act of charity toward both the individual student and the class, preserving peace and providing space for reflection and redirection.

Detention

For more serious or repeated offenses, students may be assigned detention after school. Parents will be notified, and a brief meeting will be held to ensure continued partnership.

Probation

A student may be placed on probation by the principal for a specified time for serious or continued misconduct or serious academic deficiency.

Probation Procedures

The pastor shall be notified in advance that the student will be placed on probation and that a conference will be held.

- A conference including parents, student, principal, and, if appropriate, teacher(s), shall be held to discuss the problem and the terms of the probation.
- A written account shall be made of the conditions of the probation as discussed in the conference. The student and parent shall be made aware of the terms of the probation and that the student has been given a specified period of time in which to show improvement.

- The statement of probation conditions shall be signed by the parents, student, and principal. A copy of the statement shall be given to the parents and one copy kept on file in the school office.
- Parents must be notified in writing when the probation is terminated or if it is to be extended.

Suspension

Suspension may be imposed for serious misconduct that disrupts the moral or academic atmosphere of the school. Parents will be notified immediately and a meeting scheduled within three days to determine next steps. A suspension shall not exceed ten school days.

Suspension Procedures

1. At the time of the suspension, the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension in a written format stating the reason(s) for the suspension and request that the student and the parent(s)/guardian(s) meet with the principal to review the matter.
2. Within three (3) school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s). The student and parent(s)/guardian(s) shall be given an opportunity to express their views.
3. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student.
4. If the decision is to extend the period of suspension, the length of this period shall be indicated. The suspension period may not exceed ten (10) school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time.

An administrator's decision to suspend a student is a final decision.

Expulsion

In grave cases, or after other efforts have failed, expulsion may be necessary. This decision will follow a thorough process of documentation, communication with parents, and consultation with the pastor and diocesan superintendent. Parents may appeal an expulsion decision through the Office of Catholic Schools within three days of written notice.

A student may be asked to leave St. Mary School when it is decided that it is not in the best interest of the student or the school for the child to remain. If parents consider the expulsion unjust, they may petition the superintendent to review the decision. Some samples of behaviors warranting expulsions would be:

- Fighting
- Violations of the Drug and Alcohol Policy
- Violations of the weapons policy
- Harassment
- Insubordination
- Vandalism

- Inappropriate use of computer /website
- Actions that endanger the well-being of an adult and /or student

This list does not include all possibilities. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his discretion.

Expulsion Procedure

The permanent dismissal of a student from a school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed; b) where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons; c) as set forth in the Student Withdrawal on Grounds of Parental Behavior, Policy 5408; or d) when the contractual relationship between the school and a family has been irreparably broken in the determination of the school.

The following procedures shall be observed:

- A record shall be kept of the previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family.
- Except in extreme circumstances of crime, scandal, immorality, or disruption that constitute a threat to the physical or moral welfare of persons, a student should be suspended prior to expulsion.
- A conference shall be held with the parents, student, administrator, pastor, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.
- The final decision to expel a student rests with the administrator and pastor in a parochial school and, in a diocesan school, with the principal with the knowledge and consent of the superintendent.
- If the decision to expel is made, the administrator shall notify the parent/guardian and the superintendent in a written format clearly stating, “[student name inserted] is being expelled from [school name inserted]”, and include the reasons for the expulsion within three (3) days the decision to expel the student is finalized.
- The administrator shall notify the parents of the appeal process within the written expulsion letter (Policy 5409).
- The principal shall properly document all expulsion cases involving the grounds, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the student’s permanent record.
- The student’s permanent record shall indicate that the reason for transfer was expulsion.
- Consideration of admitting a student who has been expelled from a Catholic school will be done in consultation with the Office of Catholic Schools, the pastor, and the administrator of both the expelling school and the new school.

Expulsion Appeal Process

An appeal of an expulsion shall be handled according to the following procedure:

1. When a parent or a student (18 years of age) believes that his/her rights under the handbook agreement with a Catholic school have been violated through the expulsion procedure, the person may submit a written appeal within three (3) days of the date of expulsion was placed in writing to the parent by the administrator. The written appeal must be directed to the superintendent in the Office of Catholic Schools with the following information provided:
 - a. The subject of the appeal
 - b. What rights and/or policies have been violated
 - c. Any factual data, other than hearsay, the person considers appropriate
 - d. The efforts that were made to resolve or correct the issue leading to expulsion only requests for appeal submitted in writing will be accepted. Phone calls will not be accepted.
2. Should the superintendent or his/her designee determine that a person's rights and/or a policy have been violated, he/she will investigate the appeal. He/she will review the materials submitted to the Office of Catholic Schools and may ask for further details. At his/her sole discretion, he/she may determine that a hearing would be appropriate, in which case he/she may hear the appeal alone or form a hearing committee. The decision of the superintendent and/or his/her designee in the Office of Catholic Schools, and, if applicable, the hearing committee, is final and binding and concludes the appeal process.
3. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process or hearing committee meeting may the parent, employee, or student (18 years of age) have an attorney present.

Off-Campus Behavior

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the educational process or mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following:

- Electronic/internet or cell phone threats and harassment
- Threats of violence
- Alcohol use
- Fighting
- Hazing
- Drug possession or sale
- Reckless driving
- Sexual assaults

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, including the use of social media, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such

nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

Weapons and Threats to Safety

No student shall use, possess, handle, transmit, or conceal any object which is, or can be considered, a weapon or instrument of violence. Furthermore, no student shall make threats of any kind about the use of or intention to inflict harm by means of a weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions.

“Possession” is defined as a) physically holding and/or carrying a deadly weapon, weapon, or replica of a weapon, or b) the deadly weapon, weapon, or replica is under the control of a student whether it is located in a car, locker, backpack, or other location, or c) being under control of or belonging to the student while on the school grounds and/or participating in a school activity. Carrying, bringing, using, or possessing a deadly weapon, weapon, or replica on school grounds, when being transported in vehicles to/from a Catholic school, during a school sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school-sponsored event without the authorization of the school is prohibited.

A deadly weapon, weapon, or replica is defined as: a) a firearm, whether loaded or unloaded; b) any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; c) a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife, or a pocket knife with a blade longer than three inches; d) any object, device, instrument, material, or substance – whether animate or inanimate – used or intended or threatened to be used to inflict death or serious bodily injury including, but not limited to, slingshot, nunchakus, spring gun, throwing star, bludgeon, brass knuckles, or any similar objects.

If a student is found to be in violation of the policy, a report will be made to local law enforcement. Any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student. Consequences may include: counseling/family counseling; approved school/community service; in-school suspension; referral to Juvenile Court and/or other appropriate law enforcement agency; suspension from school; expulsion from school following suspension; and diversion programs.

However, expulsion without suspension is mandatory for the possession of a deadly weapon or for the threat of violence using a deadly weapon.

Bullying and Harassment

St. Mary School shall not tolerate any bullying on school grounds or at any school activity on or off campus whether these actions are committed in person, written or electronically transmitted.

Bullying is defined as a conscious, willful, and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements: imbalance of power, intent to harm, and threat of further aggression. Bullying behavior may include

physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying is bullying that takes place over digital devices such as cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and mobile applications (apps) or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

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

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

Consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying.

Schools shall have a policy on bullying, which incorporates the essentials of this policy, printed in their parent/student handbook.

Teasing behavior alone does not necessarily constitute bullying. Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, and pushing that is upsetting to students. Teasing behaviors in and of themselves – while needing to be addressed by school officials – does not constitute bullying or harassment and the interventions and consequences are of another level.

Bus Conduct

Bus service is provided to students through the various public school systems within Delaware County. Bus drivers distribute a list of rules and regulations at the beginning of each school year. If a student violates these regulations, the bus driver will document the unacceptable behavior on a Bus Conduct Form. The form will be mailed to the parents of the student. After two such warnings, the student will be suspended from riding the bus for a period of three days. Should the student's unacceptable behavior continue, the student will be suspended from riding the bus for ten days. Should the behavior continue, the student will lose the privilege of riding the bus for the remainder of the year.

Harassment Policy

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

Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

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

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
5. Any person who believes he/she is the subject of harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or Office of Catholic Schools at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duty notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual shall file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent/guardian who believes that his/her minor has been harassed) must contact one of the appropriate persons as listed above.
6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment or expulsion in the case of a student
7. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Filing of Harassment Information

1. The investigator must keep extensive notes of all aspects of the investigation.
2. These notes must include what the investigator did, what the investigator concluded, and how the investigator followed up as a result of the findings and conclusion.
3. These notes must include verbal statements made by persons questioned and any written statements.
4. All of the above details must be summarized to include:
 - a. how the investigation was conducted;
 - b. what conclusion was reached and why;
 - c. what action was taken;
 - d. how, when, and to whom the conclusion was communicated; and
 - e. notification of warning against retaliation.
5. All of the above is kept only in the investigator's file.
6. If no action is taken, nothing is placed in the personnel file or student file.
7. If an action is taken against the accused (i.e. warning, restrictions, leave, or release from contract in the case of personnel, or warning restrictions, suspension or expulsion in the case of students), the action taken is:
 - a. formalized by putting in writing,
 - b. a copy is given to the person or student against whom the action is taken, and

- c. a copy is placed in the personnel or student file.
8. The Harassment Complaint Form and Administrative Summary Form can be found on the Office of Catholic Schools website.

Harassment – School Responsibilities

1. Annually, at the start of each school year, the school shall publish the Diocesan Harassment Policy for Students in the parent/student handbook.
2. Each school shall follow diocesan procedures for timely investigation and response to complaints.
Each school shall periodically train administrators, teachers, staff, and volunteers and use age-appropriate classroom information for students to ensure that they understand which types of behavior constitute harassment and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.

Student Abuse and Neglect

In compliance with state law (ORC 2151.421), any teacher, counselor, administrator, or other school employee, having reasonable cause to suspect that a child has been abused or neglected is required by law to immediately contact the county Child Protection Services and law enforcement - if deemed necessary, and inform the agency contacted of the facts and circumstances which led to the filing of a report.

The employee will immediately report the case to the school administrator.

The school administrator will immediately report the case to the diocesan superintendent and the Office of Safe Environment.

If the suspected child abuse involves a school employee, the school administrator shall also immediately notify the Office of Catholic School

Substance Use and Possession

St. Mary School follows the diocesan policy regarding banned substances. Such substances include alcohol, tobacco and all tobacco products, illegal drugs, harmful intoxicants, and any illegal substance and/or paraphernalia used in the consumption of above. Banned substances are not to be used, possessed, or sold on St. Mary property or during all school-related events held off school property. Improper use of legal drugs and sale and consumption of so-called counterfeit drugs also fall under the banned-substance policy.

Intervention

Anyone who uses, sells or has in their possession any of the above-mentioned substances shall be brought to the attention of the school principal or the principal's designated representative.

- 1) The student will be immediately excluded from the classroom.

- 2) Parents/guardians will be notified and advised that they must pick-up the student immediately. 3) Parents/guardians may be required to arrange for a professional evaluation by a licensed drug and alcoholism counselor at the discretion of the administration.
- 4) Admission to class will be considered only after: i) Initial evaluation results have been presented and reviewed by the administration (if applicable). ii) Conference held with the parents/guardian to discuss re-admission. iii) Suspension as determined by the administration.
- 5) Recommendations of professional evaluation must be followed through. A weekly report from the counselor must be forwarded to the school. Failure to follow through will result in immediate suspension or expulsion.
- 6) A repeated offense will result in immediate expulsion.
- 7) The use, sale, purchase, transfer, or possession of an illegal or counterfeit drug, or being under the influence of drugs, by a student while at school or school sponsored events will be reported to the appropriate law enforcement officials as required by law.
- 8) Counterfeit or "look-alike" drugs include, but are not limited to, any marked or unmarked substance that is represented to be a substance banned under the banned substance policy. St. Mary School Policy Number P003 Diocesan Policy Reference: 5131.1

Student Searches

St Mary School has the right to search any student's locker, desk, or personal belongings, as well as the student's person, provided that the school faculty has a reasonable belief that the student has violated a written school rule or the law. Personal belongings are taken to mean such items as book bags, purses, lunch boxes, coats, and the like.

Search Policy Procedures

Whenever possible, school personnel should conduct searches with the involvement of the school principal, with another faculty member present, and only after an effort is made to contact the student's parent/guardian. Searches should be conducted only when staff members believe them necessary to obtain an offending item. School personnel should document all actions taken in the conduct of a search. This policy is effective during all school-related functions. Diocesan Policy Reference 5140.11

Withdrawal for Parental Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons:

1. Refusal to cooperate with school personnel or
2. Refusal to adhere to Diocesan or local policies, regulations, Parent/Student Handbook or
3. Interference in matters of school administration or discipline.
4. Public rejection of or public action contrary to the laws, norms, and teachings of the Catholic Church.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented.

The principal must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or this policy on Student Withdrawal on Grounds of Parental Behavior would be enforced. If such effort does not correct the situation, then, after consultation with the superintendent, and, in the case of parochial schools, the pastor, the principal may require the parents to withdraw their child.

Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.

If the parents refuse to accept the withdrawal, the procedures for expulsion should be followed as outlined in Policy 5407.

Registration for the following school year may be denied on the basis of this policy, but is not limited to the actions specified herein.

Children's House Discipline and Positive Behavior Guidance

Philosophy

The word *discipline* comes from the Latin *disciplina*, meaning “instruction, training, self-control, determination, and an orderly way of life.” It derives from the root *discere* — “to learn.” In our Montessori environment, discipline is understood as a process of teaching, not punishing. It involves guiding the child toward self-control, respect for others, and responsibility for their actions.

St. Mary's Montessori and Preschool bases its discipline approach on the **Positive Discipline** model, which is grounded in the belief that children learn best when they feel connected, respected, and encouraged. Our goal is to foster social and life skills that will serve children both in the classroom and in the larger community.

Core Principles

Effective discipline at St. Mary's:

1. **Promotes belonging and significance** by helping children feel connected to their community.
2. **Is respectful and encouraging**, balancing kindness with firmness.

3. **Addresses long-term growth**, considering what the child is thinking, feeling, and learning.
4. **Teaches social and life skills** such as respect, problem-solving, cooperation, and contribution.
5. **Encourages capability**, helping children use their personal power constructively.

Classroom Practice

- Plans are age-appropriate and developmentally informed, focusing on teaching appropriate behaviors through:
 - Exploration of feelings and motives
 - Explanation and conversation
 - Redirection
 - Natural consequences
- Consequences are explained to children and families at the start of the school year.
- Warnings and opportunities to correct behavior are always provided before a consequence is imposed.
- If separation from the group is necessary, it occurs:
 - In the classroom quiet corner during work time, or
 - In a chair just outside the group during circle time.
- Notes to parents are sent **only** in cases of physical harm to another child or other serious incidents, and only after:
 - A discussion with the child, and
 - Informing the child that a parent note is warranted.

Prohibited Practices

In accordance with state regulations, school policy, and Catholic teaching on the dignity of the human person, discipline **shall not include**:

- Corporal punishment (pinching, shaking, punching, spanking, biting)
- Physical restraint, except brief holding for safety
- Confinement in an enclosed area
- Profanity, threats, derogatory comments, or other verbal abuse
- Humiliation, shaming, or attempts to frighten
- Withholding food, rest, or toilet use
- Imposing discipline for toileting accidents or failure to eat/sleep

Positive Discipline Tools

Staff are expected to integrate the following Positive Discipline strategies into daily practice:

- **Mutual Respect** — Model firmness by respecting oneself and the situation, and kindness by respecting the needs of the child.
- **Identify the Belief Behind the Behavior** — Seek to understand the motivation for a child's actions before addressing the behavior.
- **Effective Communication and Problem-Solving** — Engage children in discussions to find solutions, rather than focusing on blame.
- **Focus on Solutions, Not Punishment** — Redirect toward constructive outcomes.
- **Encouragement Instead of Praise** — Recognize effort, persistence, and improvement to build genuine self-esteem.

Partnership with Parents

Consistent expectations between home and school create security and predictability for children. Teachers, administrators, and parents are encouraged to work together to model and support respectful, responsible behavior.

Instruction

Class Size

Class size is limited to 35 students in grades one through twelve and 25 in kindergarten. Specific written permission from the superintendent is required for an exemption from this regulation. In such cases, a principal may submit a formal, written request for an exception to the superintendent. The superintendent will respond and encourage, based on the situation, that a full or part-time aide be added.

Curriculum

St. Mary School uses the graded Courses of Study developed by the Office of Catholic Schools shall provide the basis for instruction. These courses of study are based on state standards, which set the standards for what students are to know and demonstrate. From this foundation, Courses of Study are modified to ensure that all courses reflect a Catholic worldview, Catholic teaching, and Catholic moral standards. Courses of study are reviewed and updated once every seven years or when state standards are updated and approved, whichever comes first. Instructional programs and curricular materials must flow from and align with the courses of study. Schools must follow all diocesan courses of study. Variations in curricular model or exceptions to Courses of Study may be granted by the superintendent following the formal, written request of a school's principal.

Financial Literacy

K-8 students must receive instruction in economics and financial literacy. The required financial literacy and economics standards are integrated within the Social Studies course of study. It is recommended that connections between financial literacy and mathematics be incorporated into classroom instruction.

Human Growth and Development

Human growth and development shall be taught at the appropriate grade levels as detailed in the Religion, Health, and Science Courses of Study. Instruction must be in accordance with Catholic theology, moral formation, and Church teachings. It is vital that communication to and involvement of parents be an integral part of this instruction. Notification to parents including titles of any curricular resources to be used should be given prior to instruction. These resources should also be available for preview.

Content of Instructional Materials

Among the primary aims of Catholic education is to promote a Catholic worldview and a Christian anthropology that, in Pope Francis' words, "The mission of schools and teachers is to develop an understanding of all that is true, good, and beautiful.¹" For this reason the content selected for classroom materials at all grade levels must be in accord with the teachings of the Catholic Church. All materials – including books, periodicals, library materials, classroom libraries, book fair materials, movies, video clips, textbook content, and all similar items – must comport with our Catholic faith.

Standards for Policies for Classroom Content

The following standards for choosing and using classroom materials that magnify our Catholic culture have been adapted from the work of the Cardinal Newman Society.

- Literature, the arts, and other materials are selected to make known the proper nature of humanity and help students perfect themselves and the world in accord with Catholic virtues and values.
- Materials are carefully selected to systematically transmit culture and uncover authentic reality through the light of the Catholic faith and a Catholic worldview.
- Materials support the mission of Catholic education and do not lead students to sin, despair, or confusion about basic human goods or the Catholic faith, with appropriate attention to the age of students and their preparation for complex or false material.
- Material selections assist in the development and fulfillment of students' aesthetic capabilities as people who "share" in God's creative work.
- Material selections enable one to move from the world of senses to the world of the Spirit, to that of the transcendent and invisible God.
- Library and bookstore holdings are selected in accord with the principles and priorities of faithful Catholic education, with emphasis on materials that are of substantial quality and educational value, including Catholic spiritual formation.
- All literature and the arts are critically and systematically evaluated and transmitted to students in the light of the Catholic faith. Teachers provide a coherent and consistent Catholic viewpoint to help students come to a mature and freely-chosen understanding of reality. Best Practices Schools are required to adopt and enact policies and procedures for the selection of literature, the arts, and materials used in Catholic school classrooms that:
 - Support the mission of Catholic education; Elementary Secondary Both 1000 SER 6000 Series – Instruction Office of Catholic Schools + Diocese of Columbus 24
 - have enduring value and educational significance and are selected more for intellectual, moral, inspirational, and artistic weight than for entertainment, popularity, appearance on reading or award lists, or enticing students to read;
 - assist the student to a right ordering of the intellect, will, imagination, and emotions in the pursuit and understanding of truth, beauty, and goodness;
 - include evaluation of themes and events in terms of Catholic norms, values, and worldview so as to provide insight into a Catholic understanding of the human person in his redeemed and unredeemed state and in his relationship to God, family, and others;
 - are free of significant and shocking profanity; • are free of explicit discussion, presentation, or description of sexuality, sexual activity, or sexual fantasy;
 - are not a proximate cause of sinful thoughts or actions, or a pathway to the occult;
 - are not contrary to truth;
 - are not a temptation to despair or a diminishing of faith; and
 - are read under the guidance of a knowledgeable and spiritually formed adult particularly when controversial, emotional, or otherwise sensitive material is presented. If assigned for summer reading, parents are made aware of any sensitive material and agree to take on this role.

Sources

- 1- Pope Francis (@Pontifex). "The mission of schools..." October 5, 2017. Tweet.
- 2- 2 - Cardinal Newman Society, Policy Standards on Literature and the Arts in Catholic Education. <https://cardinalnewmansociety.org/literature-and-the-arts-in-catholic-education/>

Controversial and Political Issues

Controversial Issues

A controversial issue is defined as a current problem or subject that has publicly evoked opposing viewpoints on the part of any mass medium or communication or of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group.

1. Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine, which is contained in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church when this doctrine is relevant to any controversial issue being considered.
2. Principal Responsibility. The presentation of controversial issues in the classroom shall take place solely at the discretion of the principal and only after the principal has approved all materials and information to be used in the presentation. The principal shall also supervise the manner in which controversial issues are presented and discussed in the classroom.

The principal shall exercise professional judgment in granting permission for outside speakers to address any class or the entire student body. Please consult the Speaker Approval Policy for procedures to obtain permission for outside speakers.

Political Issues

The teaching of political matters should evoke faithful citizenship, an obligation to study the issues, and political involvement. Guidance on this may be found in the Catechism of the Catholic Church and in documents provided by the United States Conference of Catholic Bishops (USCCB). However, advocating a specific political stance, party affiliation, support for a candidate for public office, and/or political agenda is not to be exercised by faculty, parents, and students in the building, in the name of the school, or during school-sponsored activities.

The posting of political materials in Diocesan schools is strictly prohibited unless it has been specifically approved by the Bishop, such as materials from the Catholic Conference of Ohio.

Religious Instruction

All students will be assigned to religion classes and are required to participate according to Ohio Catholic School Accrediting Association state standards. The religion program of a school must present the central doctrines and morals of the Catholic faith clearly and accurately and must be supported and enhanced by community, service, and liturgical experiences.

All schools must follow the Diocesan Course of Study for Religion and adopt textbooks from the approved list. Any deviation from the Religion Course of Study will be made only with the written permission of the superintendent and the bishop.

Sacramental preparation is arranged in conjunction with Diocesan and parish guidelines.

The attendance of all students is required for Catholic religious services.

Religious Observations

The faculty and students of all schools shall participate in daily prayer, regularly scheduled liturgies, and other devotions. Schools must provide liturgies on Holy Days and, at a minimum, once a month. Traditional devotions including, but not limited to, the Rosary, Stations of the Cross, Benediction, and May Crowning should be provided.

No principal, teacher, or student will be exempted from participation in religious observances that are deemed part of the school program.

Service Activities for Students

In keeping with the commitment of Catholic schools to educate students for Christian service and in Catholic Social Teachings, every Catholic school shall provide opportunities for students to participate in service learning activities and service programs of the Diocese, their parishes, and local community organizations.

If the school partners in any way with an organization that is not part of the Catholic Church, the principal must establish by written documentation with the agency that the practices and policies of the agency are not inconsistent with the principals and teachings of the Catholic Church. This documentation may remain at the school but should be available for review if necessary.

Auxiliary Services

Through the State of Ohio's Auxiliary Services program and the Jon Peterson Scholarship, students are able to receive help through the following programs.

- Intervention specialists/aides- available for inclusion within the classroom and pull out for working on specific learning goals- one on one and small group instruction- Pre-K through 3 intervention specialist and student services director/ grades 4-8 intervention specialist
- Reading remediation/Reading Specialist- Assessment and remediation with specialist for 3rd Grade reading guarantee.
- Speech, hearing and language therapy, testing, and consultation
- Educational evaluation through our school psychologist
- School counselor
- Occupational Therapist
- Physical Therapy
- Health services provided by our school nurse

Students are referred to these programs through their classroom teachers, principal, or parents. Prior to admission to these programs, the students will go through a screening process and Response to

Intervention (RTI) to determine qualifications for the program. Parent permission is required for these programs. Auxiliary personnel send reports and hold parent/teacher conferences.

The psychologist may conduct additional educational assessment when necessary and does classroom observation, which may be utilized in an academic or behavior plan.

Algebra I Placement

Students are selected for 8th Grade Algebra I based on a variety of academic factors including math performance in 6th and 7th grade as well as performance on several norm-referenced assessments. The following are Diocesan requirements for granting high school credit for Algebra I.

1. 1-8 Math Standards have been mastered and recorded
2. The instructor will be a certified/licensed 7-12 or 4-9 math teacher. The instructor will use the diocesan high school Algebra I course of study. The instructor will use as the primary textbook one chosen from the approved diocesan list.
3. The course will be taught for 4 full quarters and for the specified time required to earn a unit of credit.
4. Students who complete the 8th grade Algebra course are required to take the same End-of-Course exam that is given in high school. Credit for the class will be given to students earning a score of Proficient or above.
5. Location of algebra is Mrs. Hicks Room 307

Children's House Curriculum

At St. Mary School, our Montessori curriculum is grounded in the Catholic understanding of the child as a unique, unrepeatable image of God. We are entrusted with cultivating the whole child — mind, body, and spirit — through purposeful work, joyful exploration, and the practice of virtue.

The Montessori approach is **child-centered** and **hands-on**, built on the principle that children are naturally curious and capable of directing their own learning within a carefully prepared environment. Our role as educators is to guide rather than direct, presenting materials and lessons that foster independence, self-discipline, and a deep respect for others and the environment.

Core Areas of Study

The Montessori curriculum encompasses five key areas, each supported by sequenced materials that lead the child from concrete experience to abstract understanding:

1. **Practical Life** – Care of self, care of environment, grace and courtesy.
2. **Sensorial** – Refinement of the senses to support classification, comparison, and discernment.
3. **Mathematics** – Concrete exploration leading to abstract reasoning and problem-solving.

4. **Language** – Spoken language, reading, writing, and grammar.
5. **Culture** – Geography, science, history, art, and music.

Guiding Principles

- Foster **self-confidence** and **independence** by allowing freedom within limits.
- Support **self-correction** through materials and feedback that encourage persistence and reflection.
- Provide **individualized pacing**, ensuring the child is challenged but not overwhelmed.
- Include adaptations for **all learners**, including those with special needs or developmental delays.
- Cultivate **critical thinking**, **problem-solving**, and **creativity** through exploration and discovery.
- Integrate **development across all domains** — physical, social/emotional, cognitive, language, and spiritual.

The classroom environment is prepared and maintained to be orderly, beautiful, and inviting, encouraging concentration and purposeful work. Teacher interactions should be positive, encouraging, and non-punitive, supporting each child's dignity and potential.

School Hours

Grades CH-8 — 7:50 a.m. to 3:00 p.m.

SACC- 3:00 p.m-6:00 p.m.

Classroom/School Visitors

Parents are welcome to visit classes for special presentations if invited by the teacher prior to the event. Drop in visits, however, tend to be disruptive. When parents wish to see a student during the school day, they must stop at the office and obtain a visitor's pass. By law, any visitor **MUST** report to the school office upon entering the building and receiving a visitors badge. Parents visiting the building, dropping off lunches, picking up homework, meeting children for appointments, etc., report to the office and we will contact the teacher and student. Any parent working with children in a classroom must have completed Protecting God's Children and have a BCI and FBI background check and volunteer form completed and turned into parish office.

Field Trips

Teachers will arrange field trips relevant to the instructional program for their classes. Each student must return a permission slip signed by his/her guardian. If this form is not returned, the teacher may **NOT** take the student on the trip. All students are expected to follow rules and regulations when they are on a trip. When bus transportation is not available, adult drivers must have a valid license, auto registration, insurance coverage, and BCI fingerprint report/PGC certificate and a signed Code of Conduct on file in the office.

Grading Systems

St. Mary Delaware uses the Diocesan grade scale and report card, including the subjects of Physical Education, Music, and Art.

K-4th Grade

Follows the Diocesan Standards Based Grade Scale

E Exceeds the grade level skill or standard

M Consistently Met the grade level skill or standard

W Working towards Meeting the grade level skill or standard

N Not Meeting the grade level skill or standard

5th-8th

Follows the Diocesan Percentage Based Grade Scale

A 93-100

A- 90-92

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70-72

D+ 67-69

D 65-66

F Below 65

Weighted Grades

In 5th-8th grade the scores will be weighted according to the following scale:

5% Homework

(Graded either by completion or accuracy, see Homework Policy for quality of work expected)

5% In Class Participation

90% Quizzes, Tests, Papers, Projects

Citizenship Grade

Outstanding (O): Student is consistently engaged, participates, and completes high level work

Above Average (A): Student is usually engaged, participates, and completes elevated work

Satisfactory (S): Student is sometimes engaged and completes grade level work

Improvement Needed (IN): Student is infrequently engaged and participating and misses much work

Unsatisfactory (U): Student is not engaged and often fails to complete work

Interims

Interim reports are sent mid-quarter to all students in grade 4-8 who are not meeting the standards. For grades K-3 the expectation is for teachers to be reaching out directly via phone-call/e-mail to discuss concerns with student progress. Realize that it is possible for a child to be on pace to Master the Standards at interim time and drop in progress after reports are sent. It is the responsibility of the parent to check with the teacher regarding the student's progress.

Transparent Classroom - Students in Children's House have the additional software for parents to be able to see their children's progress and activities. Each parent will be prompted to create an account in the August of their first school year. Once you have created an account, you will be emailed each time your child receives a new presentation, moves up in mastery of a lesson, and pictures of them working on activities throughout their workcycles during the day. Teachers will also send notes throughout the year through this system. To learn more about each lesson that your child is receiving, you can simply click on each tag in the picture to find out what it is, why it is important, and how you can continue to work on this at home.

Access to Student Records —Student Records — Elementary

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student.

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

1. School personnel
2. Parent(s)/guardian(s) of a minor student;
3. The student who is 18 years of age or older;
4. Non-Custodial parent of an individual minor student unless denied access by court order;
5. Officials of other schools to which the student transfers.

Parent(s)/guardian(s) of an individual minor student may request a copy of any item in the file. All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student. School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

Homework Policy

At St. Mary School, homework is a vital extension of the classroom—designed to deepen understanding, strengthen habits of attention, and cultivate intellectual virtue. While it prepares students for high school and beyond, its more essential purpose is to form habits of the mind and soul: perseverance, responsibility, order, and diligence. These habits are the fruit of a well-ordered education rooted in truth, beauty, and goodness.

The Purpose of Homework

Homework is never busywork. It is purposeful, meaningful, and ordered toward the good of the student. It aims to:

- Reinforce concepts and skills learned in class
- Develop disciplined habits of independent study
- Encourage reflection and long-term retention
- Prepare students for the following day's work
- Provide time for extended assignments or study
- Help parents remain informed about classroom learning

In addition to daily assignments, **all students are expected to read—or be read to—each day.** A classical student must grow in wonder and attentiveness through stories, Scripture, and literature. Reading nurtures the imagination and helps children gain wisdom and moral insight. We encourage parents to read aloud regularly and to model reading as a joyful and lifelong habit.

Student Planners

As part of our commitment to forming responsible, self-governing students, **every child in Grades 1–8 will use a school-issued planner daily.** Teachers will either write or guide students to record their homework and major assignments clearly.

Parents are expected to review and sign the planner each evening. This fosters accountability and opens a space for meaningful conversation about schoolwork and learning goals. The planner becomes not just a checklist but a point of connection between school, home, and the heart of the child.

Homework Expectations and Time Guidelines

Homework is best completed in an environment of peace and order. Families are encouraged to create a quiet, distraction-free space for study—free from television, video games, and music. These interruptions hinder reflection and delay mastery. A calm setting allows the student to practice the attentiveness and recollection essential to a classical learner.

As a general guideline, students can expect approximately **10 minutes of homework per grade level**, five nights per week, in addition to 20–30 minutes of reading:

- Grade 1: 10 minutes, plus reading
- Grade 2: 20 minutes, plus reading ...
- Grade 8: 80 minutes, plus reading

These timeframes are averages. A student's workload may vary depending on the nature of assignments, his or her organization and pace, and scheduled exams or projects. Teachers will provide long-term assignments in advance and guide students in breaking them into manageable parts.

Homework Grading and Accountability

While homework generally accounts for **5% of the overall grade**, it plays a key role in developing responsibility and work ethic. Teachers may assess homework through accuracy or completion, depending on subject and grade level. Students are expected to complete all homework with integrity and timeliness.

Grades 5–8:

1 day late = maximum 75% credit

2 days late = maximum 50% credit

Grades K–4:

Teachers will establish grade-appropriate late policies in line with school guidelines

Incomplete or substandard work may be returned for revision at the teacher's discretion. Teachers are not required to award credit for redone work, but the expectation remains that all students complete their assignments.

Academic Probation for Incomplete Work

When a pattern of incomplete homework emerges, intervention is necessary—not to punish but to restore order and virtue to the student’s academic life.

- A student who fails to submit **more than 20% of homework assignments** in a subject over the course of a quarter may receive an “Incomplete” and be required to complete the work before a grade is issued.
- A student with **three or more weeks of missed or incomplete homework** may be referred to administration for review and parent conference.

If the pattern persists, the student may be placed on **Academic Probation**, which includes:

1. A **parent meeting** to establish expectations and support
2. A **Probationary Contract** with specific academic goals and regular check-ins
3. Temporary **suspension of extracurricular activities**
4. Follow-up actions including tutoring, summer work, or possible retention conversations

Probation is not a punishment, but a redirection—an opportunity for the student to recover ground, rebuild habits, and grow in virtue through the loving support of teachers and parents working together.

Make-Up Work After Absences

- **Excused Absences:** Students will have up to **one day per day absent** (maximum 7 days) to complete missed work without penalty.
- **Unexcused Absences:** Homework will not be sent home and **no credit** will be given for assignments during that period.

Library

Our library/media center has an extensive collection of items and constantly works to update. Students are encouraged to borrow books and materials from the center. The student must pay for any loss of or damage to books, materials, or equipment.

Plagiarism

Plagiarism is the use of another person's ideas, words or thoughts as if they were one's own. It is by its very nature, a form of cheating and violates our value of honesty. Just as we would not tolerate cheating—be it in the form of copying homework or copying test answers, using someone else's work is not acceptable. When completing projects where one is using research—the rule is simple - cite the source. Information taken directly from Internet access is a form of plagiarism. Many programs are available through the Internet that checks written pieces for evidence of plagiarism. These programs are available for teacher use if there is concern about possible plagiarism.

Technology Policy

St. Mary School provides technology instruction, computer equipment, computer services and Internet access to its students for educational purposes only. A mobile lab has been created to provide opportunities for students to use the computers in a variety of ways. A full-time computer tech will monitor the use of computers in our school. Students may only use the computers in the presence of an adult. A copy of the Acceptable Use Policy must be signed before the student is allowed to use our computers or iPads. Students' access to the Internet is always monitored and if students are caught abusing this privilege; a student will be issued a detention and may lose future computer privileges. Any student caught destroying computer equipment will be liable for the replacement of the equipment.

Home/School Communication

Visits

Parents and visitors are required to report to the school office upon entering the school building when classes are in session. No appointments are permitted during teaching hours, nor may parents/visitors go to the classroom during these hours without prior notice. If a classroom visit is requested, we ask that you call to arrange the time with the teacher.

Phone Calls

Parents are asked to not call or text staff members at home unless requested to do so by the teacher. Parents wishing to communicate or make appointments with staff members may call the school office during school hours and leave a message with the secretary or on the teacher's extension. The staff member will return the call as soon as possible.

Students will NOT be called from class to answer the phone and are not to use the office phones without permission. Students are NOT to use any phone in the building other than the office phone. Important messages will be delivered to the student.

Cell Phones

We do not encourage use of cell phones as we deem them disruptive to the educational process. Students who carry cell phones to school are not permitted to use them in the building. The following guidelines will apply:

- (1) Must be kept in the OFF Position from the time of arrival to being off school grounds. Phones must be kept off and in the students' locker during the school hours.
- (2) No cell phone may be used for picture taking.
- (3) No harassment or threatening of persons via the cell phone is permitted.

- (4) Cell phones may not be used for game playing, Internet or e-mail access, texting or making purchases of any kind.
- (5) Students who violate any of the rules regarding cell phone usage may receive a code of conduct and may forfeit their privilege of bringing them to school.
- (6) The school is not responsible for cell phones left in book bags or lockers.

If one of these rules is violated the cell phone will be confiscated and the parent will have to retrieve the phone from the principal's office.

Parent/Teacher Conferences

While the grade cards and interim reports can be valuable, they do not tell the whole story. For this reason, parent teacher conferences are scheduled twice during the academic year. These are held in the fall and the spring. We encourage parents to confer at times throughout the year. **Children's House parents are required to attend at least one parent teacher conference a year.** If your child has a tendency to not complete assignments, do home study, or put work or energy into his/her schoolwork, we encourage you to call periodically or set up an appointment.

Change of Address/Telephone

Please call or notify the school immediately with any change of address, email or phone number. It is extremely important that we know how to contact parents at all times and keep the FACTS program up to date.

Child Custody Issues

The custodial parent is required to provide the principal or the person in charge of admission with a certified copy of any child custody order or decree pertaining to a pupil. (Dioc. Ref. # 5119.2) It is requested that parents provide an annual update of parental custody agreements.

Directory Information Notice

Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes name of student, address, phone, parent names, and grade level. Information would be released for publication for such things as various school activities/awards, sports, etc. (Dioc. Ref. #5126.1) The form entitled "Personally Identifiable Information Release Form" that is included in FACTS and must be signed and dated by the parent of a student prior to releasing information.

School Volunteer Guidelines

It is requested that parents help out in some form during the school year through volunteer efforts.

Families should strive to give 15 hours of service each academic year along with serving the Parish. In order to volunteer in the school all parents must follow Diocesan Policy 4110.0 which states: All school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check and must attend the "Protecting God's Children" Workshop and a signed Code of Conduct form.

Health/Wellness Policies

First Aid

At the beginning of each school year, parents must complete an Emergency Card. The Emergency Card includes information on chronic illnesses, the parent's place of employment, and names/telephone numbers to be contacted in case of an emergency concerning the student. It is the parents' responsibility to notify the school of any changes in the information provided on the Emergency Card.

Parents must also report on the Emergency Card any prescription medication or treatments that the student will/may receive during the school day.

Toileting Policy

Children entering our program are expected to be fully toilet-trained. We understand that occasional accidents can happen, and our staff will respond with discretion and care.

If a child has **more than two accidents within a single work cycle**, parents will be contacted to pick up their child. Frequent accidents may indicate an underlying emotional or physical need that requires support beyond what the school can provide during the day.

While we are committed to partnering with parents to support each child's growth, St. Mary School is not licensed as a daycare facility and is unable to provide ongoing toileting assistance.

Accident or Illness at School

In case of an accident or sudden illness, the school's responsibility is to give immediate first aid, notify parents, and see that the student is taken home or to some other place of safety or treatment. School personnel may never diagnose or administer medication to a student in response to an accident or sudden illness. School personnel will never administer aspirin or methylnate.

When the parent cannot be located, the student will be isolated and observed in the health room if the accident or illness does not appear to seriously affect the student.

When the parent cannot be located, and the accident or illness appears to seriously affect the student, such as suspected appendicitis or a suspected skull fracture, the instructions contained on the Emergency Card will be followed.

Administration of Over-the-Counter Medications

Also, at the beginning of the school year, parents can give permission for their children to have access to over-the-counter medication. Parents who wish their children to have access to over-the-counter medications while at school must send the medication with a note to the school nurse. The note must clearly explain the circumstances under which the student is permitted to have the medication and the dosage to be given. If the note is not clear, the medication will not be given and the parent will be

contacted. Such medications would include acetaminophen, cough drops, and cough syrup and will be kept in the nurse's office. When possible, the medication will be given by the school nurse. When the nurse is not available, school office personnel will give the medication to the student. Students must not share over-the-counter medications with other students.

Administration of Prescribed Medications or Treatments

A student needing prescribed medication or treatment during school hours must have on file a signed medical authorization form from the parent/guardian, and a properly completed physician's statement. These forms are available in the school office. The medications will be kept in the nurse's office at all times.

Medication must be presented to the nurse in the original container from the pharmacy and be clearly labeled with the student's name, content and dosage. If the dosage changes before the container is empty, a note from the doctor must be provided to the nurse that clearly explains the new dosage. The dosage will not be adjusted until this note is received.

Prescription medication to be carried at all times by the child, such as inhalers or epi-pen, must be noted on the Emergency Card. Inhalers that do not need to be carried by the student will be kept in the nurse's office. Again, clear directions on the inhaler's use must accompany the inhaler. When possible, the medication will be given by the school nurse. When the nurse is not available, school office personnel will give the medication to the student. Students must not share prescription medication with other students. Diocesan Policy Reference: 5140.1

Health Issues

Immunization/Health History

Pupils enrolled in Kindergarten through Grade 8 are required to have written proof on file that they have been immunized according to the requirements by law. The school nurse will monitor these records. If immunizations are not current fifteen days after school begins, the student will be excluded from attendance.

All Kindergarten and new students need to have completed all of the following: Ohio School Health History, physician's report, and dentist's report.

2025-26 Diocesan Sick Policy

Students who are ill should be kept home to help control the spread of germs. Sick children expose other students and staff members they encounter. This is disruptive to the educational process and to other children and their families.

Please follow the guidelines below to help keep our school safe and healthy:

- 1) Please report to the SCHOOL NURSE / SCHOOL OFFICE if your child has a communicable disease. Children are expected to remain home during the communicable period of the disease as indicated by your healthcare provider. Please provide a note from the healthcare provider upon return or a parent note

that includes diagnosis, date of diagnosis, date of first symptoms, date of expected return, and best contact number for parent or guardian.

2) If your child shows these signs of illness, they must remain home (or will be sent home from school):

- Fever - Fever is defined as having a temperature of 100.4 F. A child needs to be fever-free for a minimum of 24 hours without the help of fever reducing medication before returning to school.
- Diarrhea, stomachache and/or vomiting - The student must remain home for 24-48 hours after stomach ache, diarrhea, or vomiting has stopped. The child should be feeling better and food intake should have returned to normal before returning to school.
- Difficulty breathing - Student should stay home until he or she is feeling better and his or her activity level has returned to normal.
- Sore Throat - Student should stay home if he or she has a red throat, swollen glands, and/or difficulty swallowing.
- Loss of Taste and Smell - Students should seek medical evaluation.
- Uncontrolled cold symptoms interfere with the student's ability to learn (i.e., persistent coughing and/or persistent/active runny nose) - Students should stay home until symptoms are improving and he or she can participate in class.
- Other symptoms - Students exhibiting symptoms such as extreme fatigue, body aches and/or headache, and/or are not able to participate in class should stay home until recovered and/or see their healthcare provider.

In the event a child becomes ill during the school day, the parents will be called. If the parent(s) cannot be reached, the emergency contact will be called. Students should be picked up within 30 minutes of notification.

Communicable Disease

Children are not to be sent to school with a communicable disease. Sickness spreads rapidly in a classroom. Parents will be notified in writing if their child has been exposed to a communicable disease; i.e., chicken pox, lice, fifth disease. Parents are asked to monitor their child's treatment or exposure throughout the normal incubation period. If your child runs a fever, he/she needs to be kept at home for 24 hours after the fever is gone! Please do not send a child to school with a fever.

Injury or Illness

In case of injury or illness, parents will be called at the judgment of the nurse or principal. It is important that emergency contact persons be placed on the emergency cards, in the event we cannot reach a parent.

Medication

A student needing prescribed medication during school hours must have on file a signed medical authorization form from the parent/guardian, and a properly completed physician's statement. These forms are available in the school office. All medications must be in the proper container with a clear label stating the child's name, content, and dosage.

Non-prescription medicine must have a signed form from the parent stating the child's name, name of the medication, how it is to be given, dosage, amount, and must be in original container. **NO MEDICINE MAY BE KEPT IN THE CLASSROOM OR ON THE STUDENT.**

Wellness Policy

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others. Diocesan Policy 5145.0

Emergency/ Disaster Cards

Emergency cards for each child are kept in the school office. They need to be filled out completely, accurately and returned the next school day. Disaster card information is for each family. It too must be completed and returned the next school day. These will be kept in a separate folder and used only in case of disaster relocation, i.e., fire, gas leak, etc.

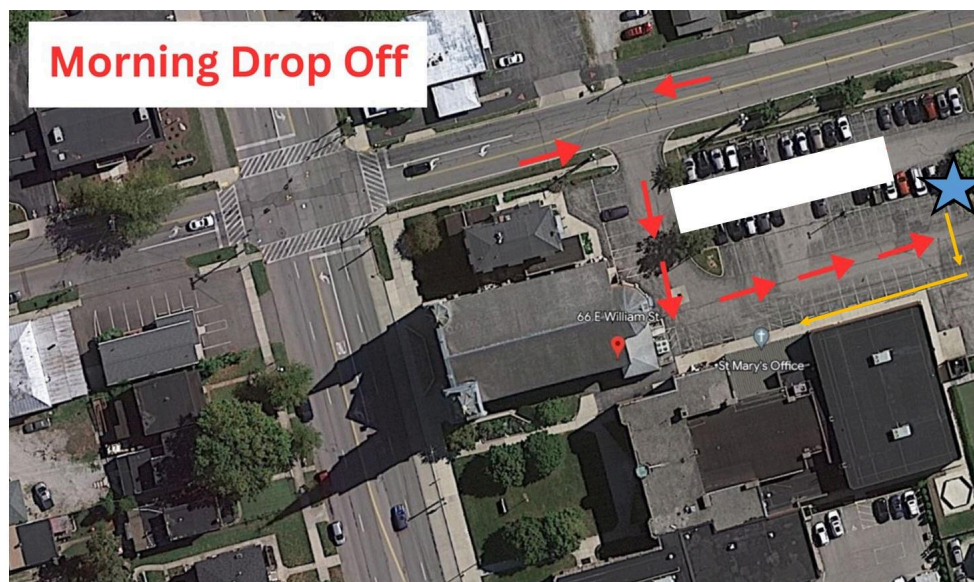
Safety Building Access

Students may enter door #1 when they arrive in the morning. Doors open at 7:30 a.m. and close at 7:50 a.m.

Access to the building during the remainder of the day for students, parents, volunteers, guests, and visitors is through the main office Door #6. At the end of the day, students remain in their rooms until their bus is called. After the bus students have left, the walkers will be dismissed. Car riders will be dismissed from their classroom using the pick-up lane system. Parents wanting to pick up their students early must report to the office to sign them out and the students will be called down to the office. This must be done prior to 3:00 pm.

Morning Drop-off

This is the policy for all students CH - 8th grade. Due to the number of students who arrive by cars, the parking lot is very busy. It is important that all adults who drive in the morning follow good safety practices. We have a group of parents who volunteer their time to keep the playground safe in the morning. They are there—in good and bad weather—to ensure the safety of your children. Please follow their requests and show respect. Faculty, staff, and volunteers will be present to ensure the safety of the children moving from their cars to the building. Please follow the information below to ensure a safe and respectful environment during drop off.



General Drop Off Directions

- Please refrain from using your cell phone while dropping off your students.
- Follow the arrows above to drive through the drop off lane.
- Please drive slowly and in a straight line to the drop off point (Blue Star).

- Never pass another car dropping off students.
- Have your students ready to get out of the car when you stop.
- Students will walk to the drop off line volunteer to be escorted safely to the school sidewalk.
- Please be patient and allow enough time for all children to exit cars.
- Drop-off at the Commons doors is not permitted. All cars must continue to the drop off point.

Morning Drop Off (For families with children that need assistance)

- Families with young children who need support getting out of car seats please park in the white zone on the map above.
- Proceed to the blue star on the map (designated cross walk)
- Follow the yellow lines and walk up the sidewalk to the entrance.

Morning Arrival

When students arrive, they will go directly to their classroom to drop off belongings and prepare for the day. By 7:48 a.m., students are escorted to the Commons for Morning Prayer, which begins promptly at 7:50 a.m. Students are expected to be ready to participate.

Half Day Pick - Up

All Half day students are to be picked up at 11:40am from door 9. Parents are asked to line up in their cars to pick up their children. All children will be coming from the playground and be picked up from door 9 regardless of where their classroom is located. Parents are asked to place their name tag in the windshield during pick up of their children for ease and speed of the car line transition. We will walk your child to your car.

Afternoon Pick-up

Dismissal

At the end of the day, all students join together in the Commons for closing prayer. **Bus riders and Aftercare students** remain in the Commons until they are called. **Car riders** are escorted to the gym and supervised until they are picked up.



Please follow the information below to ensure a safe and respectful environment during pick up.

- Please do not arrive before 2:50 p.m. for car dismissal. Dismissal will not begin until 3:00 p.m.
- There will be 3 lanes to drive through the parking lot. Please pull completely forward to the end of the row in front of the school.
- No pick up traffic should be blocking the flow of traffic on South Henry Street
- If the parking lot is full, you must continue to circle the block until access to the school parking lot is restored.
- Teachers will escort students to their cars in the order in which families have arrived. Please do not exit your car to pick up your students.
- ***Car lines will be dismissed by a staff member when all children have been securely escorted to their cars and it is safe to dismiss. Please do not leave the parking line until you are dismissed.***

Parents wanting to pick their students up early must report to the office to sign them out and the students will be called down to the office. Early pick up must be completed prior to 2:45 p.m.

Recess and Playground Policy

Recess is an important part of the school day, providing time for fresh air, movement, and social interaction. A recess period is scheduled for students each day, and **no student may remain in the building unsupervised.**

If a student must stay indoors due to illness or injury, a note or email from the parent must be sent to the teacher specifying the length of time the student will remain indoors. For extended medical exemptions, a note from the student's physician is required. Teachers may withhold recess privileges as a consequence for behavioral issues.

Supervision

Recess is supervised by teachers, teacher aides, and occasionally parent volunteers. Students are expected to follow the directions of all supervising adults and to treat them with respect. Supervising adults will be present throughout the recess period to ensure safety and fairness in play.

General Playground Rules

- Playground equipment must be used safely and appropriately.
- Students must remain on the playground unless they have permission from a supervising adult.
- Classes are responsible for the care of playground equipment.
- Balls and jump ropes are permitted; regular basketballs may only be used on the basketball courts.
- Baseballs, bats, and hard footballs are not allowed.
- Snowball throwing, tackle football, fighting, wrestling, karate, and other rough or dangerous play are prohibited.
- With the exception of water, food and drink are not permitted on the playground.
- Objects that may be harmful to oneself or others are not to be used.
- No swearing, teasing, or unkind language.
- Good sportsmanship is expected at all times, including adherence to the rules of the Gaga Pit.
- Students will not go outside if the windchill is below 28°F.

Toys and Personal Items

Students should not bring toys, trading cards, electronics, or similar items to school. These may be confiscated and returned after school; repeated infractions may result in additional consequences. The school provides balls and jump ropes for recess, but students may bring their own basketball or football with prior approval from the classroom teacher. The school is not responsible for lost, broken, or stolen items.

Fire and Tornado Drills

We are required by law to have a certain number of fire, tornado and lockdown drills each year. For the safety of the children, the following rules should be adhered to:

Fire Drills

1. Walk quickly and directly to the proper exit. Never run,
2. Do not talk
3. If you are not with your homeroom when the alarm sounds, go out the nearest exit and find and report to your homeroom class.
4. Never re-enter the building until told to do so by a staff person.

Tornado Drill

1. At the sound of the bell, walk quickly and directly to assigned places.
2. Remain silent Lockdown:
3. Students placed in a safe area in the classroom
4. Sit away from doors and windows.
5. Lock all interior and exterior doors and windows.
6. Remain silent

Crisis Plan

St. Mary Staff has put together a very defined and thorough crisis plan. This plan is at every teacher's desk. This plan is available for parents to review at any time. In the event of a national/state/city disaster we would follow the plans set forth by the city of Delaware.

If an evacuation to another location is necessary, the student body with the teachers will walk to St. Mark Lutheran Church. They will stay with their homeroom teachers until the students are released to their parents.

School Closing

Announcements pertaining to school closings, delays, or early dismissal due to inclement weather or road conditions will be the same as for the Delaware City Schools. Announcements will be made on radio and television. "St. Mary School" will be considered closed, delayed or dismissed early when the announcement indicates Delaware City Schools whether or not our name is announced since we then do not receive transportation.

For students who use Buckeye Valley, Big Walnut or Olentangy buses- If your buses do not run and we remain open, parents must use good judgment in deciding to transport. Please know that the county schools will not transport if they do in fact close.

Emergency school closings — St. Mary has an Emergency Handbook for use by the staff. It is available for review at any time in the school office. In the event of an emergency that requires evacuation from the school, students will be moved to our designated "safe space" where the students will be dismissed only to their parents or legal guardians.

Miscellaneous

Holiday and Birthday Treats, Invitations

Treats are entirely optional at the discretion of the homeroom teacher and parents. Elaborate or time consuming treats are not allowed and no treat is to be brought that would require the teacher to prepare the food. There is an increase in the number of students with food allergies, please check with the teacher to make sure there are no serious allergies in the classroom.

Always notify the teacher when you are planning to bring a treat. Since we provide a hot lunch daily, we do not encourage the use of pizza as a treat. NO GUM. Children's House students are asked to bring their favorite snack to share with the class (preferably not a sugary treat) and book to read during the birthday snack time, as part of the birthday celebration.

We ask that flowers or balloons not be sent to school as a birthday surprise. The student has no place to keep them during the day and they may be forgotten in the office.

Students may bring and distribute party invitations and thank you notes if they are going to all classmates. This rule extends to the school grounds—not just the classroom.

Lost and Found

There is a lost and found box located outside the school office. Please feel free to check there if your child has lost an item. Unclaimed items are donated to a worthy cause at the end of each quarter.

Unclaimed uniforms are given to the school uniform exchange program. Please mark all clothing with the student's name to eliminate lost clothing.

Lunch Program

Lunchtime provides an opportunity for students to relax and interact with their peers. Students are expected to talk quietly and to remain in their seats during lunch. Horseplay, loud conversations, and excessive movement in the lunchroom will not be tolerated. St. Mary School sees lunchtime as an opportunity to build community within the school which is accomplished through joy filled order conduct. Lunch is available for purchase for all students in the CH-8th grade.

The cafeteria uses FACTS for all our cafeteria needs. FACTS will show lunch calendars and student accounts on your family portal.

All students will enjoy lunch and one recess per day.

A complete lunch is available with milk every day in the cafeteria. Students may also buy milk and extra entrees separately. All food is to be eaten in the cafeteria. No food is to be taken out on the playground or eaten in school hallways.

Please be certain there are funds in your child's account at all times and pay deficits promptly. If there are financial concerns please be proactive and make us aware so we can work with you toward a solution.

If your child's account is negative in excess of \$20 the child will still receive a full lunch, however the main entree will be a cheese sandwich until the account is brought back into the positive. In addition if the child's account continues to run in the negative and attempts to rectify the account have not been resolved the school has the right to suspend the child from the school and/or to not be admitted for the following school year until the account has been balanced.

Food allergies

If a student has a food allergy, it is the responsibility of the parent to know and disclose allergies – especially nut allergies as St. Mary School is not a peanut-free school. Knowing that St. Mary is not a peanut free school, it is not the responsibility of the school if a child accidentally consumes allergen related foods.

Gum fines

Chewing gum is not allowed on school property during school hours. The consequence for chewing gum is a \$5.00 fine.

TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet:

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send, or access abusive, obscene, or harassing materials. A good rule to follow is never view, send, or access material which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MI-JDs or MOOs; download or play games; subscribe to or access list-serves; download music files or check, send or receive an email unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers, or credit card information pertaining to them or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.

- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks.
- Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way that disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet:

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation, may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

TECHNOLOGY TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE:

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras, and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of Networks and Technology Equipment:

Students are responsible for appropriate behavior when using Diocesan or school technology resources.

Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings.
- Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the threat of spreading viruses and should take steps to ensure that devices are virus free.

TECHNOLOGY

- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage, or vandalize Diocese technology equipment or software in any way.
- Do not use Diocese resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate Use of Networks or Technology Equipment:

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation, may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of access to Diocese technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of Diocese or school equipment.

Conclusion:

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner.

The Diocese makes no guarantee that the functions or the services provided by or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

Diocesan Policy Reference: 6142.1

[Damage to or Loss of a Chromebook/iPad and Accessories](#)

Students and parents will be charged for Chromebook or iPad damage that occurs when a device is misused, handled in an inappropriate or abusive manner, or left unattended* *.

Lost or Damaged Device and Accessories:

A Chromebook or any of its accessories that is lost or damaged is the responsibility of the student and parent. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook \$250
- AC Adapter & power cord - \$55
- Screen - \$50
- Battery - \$98
- Case - \$25

*In the event that a student leaves a Chromebook unattended and returns to find the Chromebook has been damaged, even if the device has been compromised by another student's carelessness, this can't be proven/verified. It will still be the responsibility of the student who was assigned that device to pay for repair or replacement.

Community Relations Policy

-St. Mary School follows the diocesan regulations regarding public announcements and crisis communications.

-St. Mary School provides opportunities to communicate and listen to parents (i.e. scheduled parent/teacher conferences, school handbook for parents, open house, the School Parish Organization, newsletter, etc.).

-St. Mary School uses the Sunday parish bulletins to inform the parish of its news and needs.

-St. Mary School Board meets monthly and has a public relations committee to assist with the Community Relations Program.

-St. Mary's collaborates with the various Catholic high schools that serve its students. In addition, St. Mary's collaborates with the neighboring parishes whose children attend St. Mary School.

There is a relationship of mutual respect and cooperation between St. Mary's and the various public school districts St. Mary serves.

-St. Mary School has an effective working relationship with community agencies, which deal particularly with family, health and recreation.

-St. Mary School offers opportunities to parents to contribute to the life of our school through volunteer opportunities.

-St. Mary School uses the community as a resource for learning, involving contributions to people and designating places of interest for field trips related to class instruction.

-St. Mary School has developed and maintains rapport with mass media agencies (i.e. press, radio, and television).



St. Mary School

Chromebook/iPad Policy Handbook Student Pledge and Signature Pages

- I will take good care of my Chromebook/iPad.
- I will never leave my Chromebook/ iPad unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook/ iPad to other individuals.
- I will know where my Chromebook/ iPad is at all times.
- I will charge my Device's battery to full capacity each night.
- I will keep food/beverages away from my Chromebook/ iPad as these may cause damage to the device.
- I will not disassemble any part of my Chromebook/ iPad or attempt any repairs.
- I will not remove the protective case at any time.
- I will protect my Chromebook/ iPad by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook/ iPad in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on any Chromebook or iPad. • I understand that the Chromebook/ iPad I am issued is subject to inspection at any time without notice and remains the property of St. Mary.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook/ iPad, power cord/charger, and case in the event that any of these items is lost or intentionally/neglectfully damaged. • I agree to return the Chromebook/ iPad, power cord/charger, and case in good working condition at the end of each school year.
- I will follow all policy statements regarding technology acceptable use, code of conduct issues, and homework policies found in the St. Mary Chromebook/ iPad Policy and the St. Mary Parent-Student Handbook. These are accessible on FACTS.



PARENT/STUDENT CHROMEBOOK SIGNATURE PAGE

User Agreement

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to our students. In order to use technology resources, I agree to abide by all guidelines and policies as stated in the Chromebook/ iPad policy handbook and the parent/student handbook.

Student's Signature: _____

Date: _____

Parent/Guardian Agreement

As the parent or legal guardian of the student signing above, I have read the Chromebook/Ipad policies and grant permission for my child to access a Chromebook/Ipad. I understand that my child will be held liable for violations of this agreement. I understand that Chromebooks and technology resources are intended for educational purposes only. I also understand that it is difficult for my child's school to restrict access to all controversial materials, and I will not hold St. Mary School or the Diocese of Columbus responsible for materials acquired on the network.

Parent's Signature: _____ Date: _____

St. Mary School
66. E Williams St.
Delaware, OH, 43015
740-362-8961



Parent's Consent for Release of Personally Identifiable Information

The undersigned parents of _____, a member of St. Mary Delaware School hereby consent to the release of the following personally identifiable information.

- Photos without names of the students will be released.
- Photos will be used to help promote the activities and acknowledge the achievements of the participants in School/Parish related events (including athletics).
- Information will primarily be released through the Catholic Times or through the Parish's authorized Social Media Accounts or website.

The undersigned consent to the transfer of the above information to a third or subsequent party.

(Parent's name)

(Date)

A copy of the release is requested: Please check one. _____ Yes _____ No

Asbestos Notification Letter

St. Mary Catholic School, Delaware Ohio

Date: July 16, 2021

To: Columbus Diocese Workers, Students and their Guardians

From: LEA

RE: Notification Requirement per Asbestos Hazard Emergency Response Act

Consistent with the requirements of the Asbestos Hazard Emergency Response Act or "AHERA" (40CFR Part 763) the Columbus Diocese Schools inspect for Asbestos Containing Building Materials (ACBM) and develop an Asbestos Management Plan for each school. This is to:

"Ensure that workers and building occupants, organizations, or parent teacher organizations, are informed at least once each school year about inspections, response actions, and post response actions activities, including periodic re-inspections and surveillance activities that are planned or are in progress."

"Ensure that short term workers (e.g. phone repair workers, utility repair workers, or exterminators) who may come in contact with asbestos in a school are provided information regarding the location of asbestos containing building material (ACBM) and suspected or assumed ACBM."

Some Diocese of Columbus school buildings contain known or suspected asbestos containing building materials and are subject to periodic surveillances every six months:

Each of the school buildings has been inspected and an Asbestos Management Plan is currently available for review at the school offices.

This notice is provided as the annual notification required by AHERA.