

We teach. We learn. We believe.

St. Mary School

Parent / Student Handbook

2026–2027



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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.

Policy 6000

Beliefs

Religious Centered

- Faith formation is a continuous collaboration among the Church, school, and family.
- We recognize the common bond that all persons are made in the image and likeness of God.
- Students are formed to respect themselves and others.
- Students seek holiness through understanding and participation in the Catholic faith.
- Through service to others, students imitate Christ.

Academic Centered

- Students are guided to become problem-solvers, analytical thinkers, and creative learners.
- The school partners with families to enhance the educational process.
- Every student has the right to instruction at an appropriate level, including grade-level instruction, intervention, remediation, or challenge.

Policy 6000; Policy 6200

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 have 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; and 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 _____

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, and keep trying even when it is

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

Policy 5000

Handbook Policies

The policies and procedures contained in this handbook are subject to amendment, interpretation, or change at the discretion of St. Mary School and the Diocese of Columbus. The school will make reasonable efforts to communicate changes to families in a timely manner. Some changes may need to be implemented immediately due to unforeseen circumstances, safety needs, diocesan directives, or legal requirements.

School Communication

St. Mary School is committed to clear, timely, and consistent communication with families. Parents are expected to stay informed by reading school and classroom communications regularly. Faculty and staff will make reasonable efforts to respond to parent communication within one business day. Communication received outside of school hours, over weekends, or during school breaks may be returned on the next school day.

- Weekly school newsletters
- Classroom newsletters or teacher updates
- FACTS communication
- Email updates from school administration
- Phone calls when needed
- Annual school calendar and event reminders
- School website and social media updates
- Printed notices when appropriate

The principal will communicate regularly through the school newsletter and may also send email, text, or FACTS alerts for time-sensitive information.

SE 400.00–400.14

Acknowledgement Statement

Parents and students acknowledge that they have read and agree to abide by the policies contained in the Parent/Student Handbook. The specific diocesan policies identified in this handbook are summaries only. For complete copies of the policies referenced, families should refer to the Office of Catholic Schools Administrator's Manual. In the event of conflict between a summary and the complete policy, the Administrator's Manual governs.

Parent/Guardian Signature _____ Date _____

Acknowledgement of Risk

Families acknowledge that entering school or parish premises, attending in-person classes, and participating in school or parish functions involves a degree of risk related to communicable disease. By signing this handbook, families voluntarily accept those risks and assume responsibility for illness acquired while at school, parish premises, or school/parish functions.

Policy 7010

Admissions and Enrollment

Privilege of a Catholic Education

Catholic schools exist to collaborate with parents and guardians to foster the spiritual growth and educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the Diocese of Columbus. Catholic schools are schools of choice; families who choose St. Mary School agree to abide by school and diocesan policies and regulations.

Policy 5000

Admission Philosophy and Expectations

St. Mary School is open to students who sincerely seek a Catholic education and who meet school and diocesan admission requirements. Preference is given to active members of the parish, while other students are welcomed according to space availability and the discretion of the pastor and principal.

- Students and parents must subscribe to the school's philosophy and agree to follow school and diocesan policies.
- All students, Catholic and non-Catholic, participate in religion classes and religious activities conducted by the school.
- Students must be deemed to have reasonable hope of successfully completing the school program.
- The school considers its available resources when determining whether it can meet a student's educational, developmental, and financial needs.
- No student may be admitted if there is an unpaid financial debt to another Catholic school unless permission is granted by proper authority.
- Students shall not be denied admission because of a disability unless the disability seriously impairs the student's ability to complete the academic program or the school cannot provide sufficient care or reasonable accommodation.
- A birth certificate is required before admission. A baptismal certificate is required for baptized Catholic students.
- A child entering kindergarten must be five years old on or before September 30. A child entering first grade must be six years old on or before September 30 and must have successfully completed kindergarten unless a waiver is granted.

Policy 5100; Policy 5105; Policy 5110

Priorities for Acceptance

1. Children from families registered in the sponsoring parish or parishes, including children with siblings currently or previously enrolled and children newly reaching school age.
2. Children from non-participating parish families with siblings currently or previously enrolled.
3. Children transferring from other Catholic schools, including schools that are closing, schools without full K–8 programs, or schools with waiting lists.
4. Children of other faith traditions.

Child Custody

The custodial parent is required to provide the principal or admissions designee with the most current certified copy of any child custody order or decree pertaining to the student. Any changes must be provided to the school in hard copy within two weeks of the court's decision. The school may not be used to circumvent custody orders or visitation rights.

Policy 5106

Non-Catholic Students

Students of other faith traditions are welcome at St. Mary School when space and resources allow. Because Catholic identity is central to the school, all students participate in religion classes, prayer, liturgical services, and service programs. Participation expectations are communicated clearly during the admission process.

Policy 5108

Withdrawal

Parents wishing to withdraw a student should contact the teacher and principal at least three school days before the intended withdrawal date when possible. All balances, fees, fines, and school materials must be resolved before records are released.

Policy 5107; Policy 3200

Tuition and Financial Policies

Tuition and Activity Fee

Tuition rates are determined each spring for the following school year based on the projected budget. A student activity fee is collected at the beginning of tuition and supports classroom supplies, planbooks, and field trips, excluding designated major trips such as environmental camp or Washington, D.C. trips.

Policy 3101; Policy 3200

Payment Options

Families may pay tuition in full during the first week of school or participate in the FACTS Tuition Management Program. All families must complete the required FACTS registration and tuition paperwork. Tuition must be paid in full by May 31 of the current school year unless other arrangements are approved.

Tuition Assistance

Tuition assistance may be available through the Diocesan Tuition Assistance Fund, Parish Educational Endowment, Emmaus Road Scholarship Fund, Ohio EdChoice, Grace Scholarship, and other approved programs. Families seeking assistance are expected to complete the FACTS application.

Policy 3210; Policy 3220

Special Circumstances and Non-Payment

Families experiencing financial difficulty should notify the principal and/or pastor as early as possible. The principal, pastor, and parish finance manager may review requests for modified tuition rates or payment plans. Families who do not fulfill financial obligations or maintain agreed payment plans may be subject to administrative action, including withholding records or report cards, denial of re-enrollment, or withdrawal from school.

Policy 3200; Policy 3210

Tuition Refund Policy

Tuition may be refunded or charged on a prorated quarterly basis when a student withdraws for reasons such as relocation. Tuition for the current quarter and applicable fees must be paid before transcripts are transferred. Activity, sacramental prep, FACTS SIS re-enrollment, and registration fees are not refundable. No refunds are issued for students removed for disciplinary reasons; full annual tuition and fees may be due upon expulsion. Student records will not be transferred until financial responsibilities are met.

Policy 3200; Policy 5107

Attendance

Regular attendance and punctuality are essential for student success. Parents and guardians have the primary responsibility for ensuring that students attend school for the full time that school is in session. St. Mary School maintains attendance and tardy records for each student as part of the student's permanent record.

Policy 5107; Policy 6120

School Hours

The school day begins at 7:50 a.m. and ends at 3:00 p.m. Doors open at 7:30 a.m. Students should not be dropped off before 7:30 a.m. unless they are enrolled in a supervised before-school program or have received prior permission from the school. SACC is available from 3:00–6:00 p.m. for registered students.

Morning Arrival

Doors open at 7:30 a.m. Students in Grades 1–8 enter the building and go directly to their classrooms. Children's House students enter the building and remain in the commons with their teachers until they transition to their classrooms. Families with only Preschool and Pre-K students use the side parking lot and Door 9 for drop-off and pick-up. All students must arrive by 7:50 a.m. so they are present for morning prayer and the beginning of the school day.

Tardy Policy

Students are considered tardy if they arrive after 7:50 a.m. At 7:50 a.m., morning prayer begins, arrival supervision ends, and exterior arrival doors close. Students arriving after 7:50 a.m. must enter through the main office doors and receive a tardy slip before going to class. Students arriving after 8:15 a.m. may be marked as a half-day absence. Early departures of more than 45 minutes may also be recorded as a half-day absence.

- Excused tardies may include doctor or dentist appointments with a medical note, severe weather as determined by the school office, or late bus arrival.
- Unexcused tardies may include oversleeping, traffic, car trouble, getting a late start, or parent errands.
- If a medical note is not provided, the tardy may be recorded as unexcused.

Reporting an Absence

When a student will be absent, parents must contact the school office by 8:15 a.m. If the school has not received notice of the absence, the office or nurse will attempt to contact the parent or guardian. Upon returning to school, the student must bring a written note or the parent must provide written communication explaining the reason for the absence, the date or dates of absence, and the signature or written confirmation of the parent or guardian.

Excused and Unexcused Absences

Excused absences may include personal illness, critical illness in the family, quarantine, death in the immediate family, or medical appointments with appropriate documentation. Vacations and other non-medical absences during school time are considered unexcused unless otherwise approved by the principal. A student must be present for the full school day in order to participate in sports practices, contests, or school-related activities that day unless an exception has been approved by the principal.

Excessive Absences

St. Mary School may refuse credit to a student who misses 28 or more days in a school year. The principal may discuss the number of absences and possible consequences with the student and parent or guardian. Exceptions may apply for hospitalization, extended illness, or injury when make-up work or tutoring is approved.

Category	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

Policy 6120; ORC 3321; HB 410

Doctor and Dentist Appointments

When possible, appointments should be scheduled outside of school hours. If a student must leave school for an appointment, the parent or guardian must enter through Door 6, the main office entrance, sign the student out, and wait in the office while the student is called from class. Students may not leave the building or school property during the school day without permission from the principal or designee.

Early Dismissal

Requests for early dismissal should be made in writing whenever possible. Parents picking up students early must report to the main office and sign the student out. Early pick-up must be completed before 2:45 p.m. Students will not be called from class for early dismissal after 2:45 p.m. except in cases of emergency.

Make-Up Work

For excused absences, students will be given reasonable time to complete missed work. As a general guideline, students may receive one school day for each day absent, up to a maximum of seven school days, unless other arrangements are made with the teacher or principal. For unexcused absences, work will not be sent home in advance and credit may be limited or denied at the discretion of the teacher and principal.

Policy 6120; Policy 6201

Student Records and Progress

Reporting Student Progress

St. Mary School uses FACTS, the diocesan reporting system, for progress reports, interim reports, and life skills reports. Reports of student progress are based on evidence from multiple assessments, teacher observations, and life skills feedback when appropriate. Progress reports are provided four times per year.

Policy 6201

Parent/Teacher Conferences

Teachers meet periodically with parents to discuss student development and progress. Conferences are held at designated times and may also be scheduled when needed by the teacher or parent. Unless specifically prohibited by court order, non-custodial parents have the same right to school information and conference opportunities as custodial parents.

Promotion, Graduation, and Retention

Promotion is based on completion of academic work and mastery of academic skills. Retention decisions include review of academic progress, English language knowledge, possible learning disabilities, and social and emotional maturity. Multiple indicators are used, including daily work, assessments, progress reports, standardized testing, Academic Support Plans, Service Plans/IEPs, and written plans.

Policy 6200; Policy 6201

Ohio Assessment Requirement

Chartered nonpublic schools administer state assessments or approved alternative assessments. The Diocese of Columbus has selected Renaissance STAR assessments as the approved alternative for reading and mathematics. Kindergarten students take STAR Early Literacy at least twice during the year. Students receiving state scholarships must participate in required annual assessments.

Policy 6201

Third Grade Reading Guarantee: State Scholarship Students

St. Mary School follows the Third Grade Reading Guarantee requirements for applicable EdChoice, EdChoice Expansion, Jon Peterson, and Autism Scholarship students. Requirements include diagnostic assessment, parent notification, reading intervention, and retention provisions or exemptions as required by state law and diocesan guidance. Beginning with current provisions, a parent or guardian, in consultation with the student's reading teacher and principal, may request promotion to fourth grade regardless of the student's score, with intensive reading instruction continued until the student reads at grade level.

Policy 6201

Access to Student Records

No data shall be released about students without the written consent of the parent or guardian of a minor student, except as allowed by law and diocesan policy. Those permitted to view records include school personnel, parents or guardians, the student if age 18 or older, non-custodial parents unless denied by court order, and officials of schools to which the student transfers. Parents may request copies of items in the student file.

Policy 5107; FERPA/diocesan regulation

Supervision, Conduct, and Discipline

Supervision of Students

Students must be supervised by an adult during the regularly scheduled school day, on school-sponsored field trips, during school-sponsored activities, and whenever the school accepts responsibility for

supervision. Supervision requires both physical presence and attention to students. All safe environment policies and regulations must be followed.

Policy 4110; SE Manual 100.0–400.0

Code of Catholic Conduct and Discipline

Behavior is the outward expression of character and the interior habits formed over time. Rooted in the Catholic vision of the human person, St. Mary School recognizes 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 accept the natural consequences of actions that uphold or diminish virtue.

Faculty and staff uphold and model the behavioral expectations of the school with consistency and charity. Corporal punishment is strictly prohibited in keeping with the dignity of the human person.

Policy 5300; Policy 5310

Virtuous Expectations for Student Conduct

- Obey 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 materials.
- Exercise self-control in speech, actions, and emotional responses.
- 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 opportunities to teach, redirect, and restore. The discipline model begins with prevention and, when needed, leads to correction, restitution, and consequences.

Preventative Measures

- Establish clear and consistent expectations and routines.
- Demonstrate authentic care through meaningful relationships.
- Support students through seating arrangements, physical proximity, and active classroom presence.

Corrective and Restorative Measures

- Teachers may respond with redirection, private conversation, reflection sheets, or restorative practices.
- Parents are partners in formation and will be contacted when needed through phone, email, FACTS, or written communication.
- Students may be asked to apologize, make restitution, repair damage, or complete restorative tasks when appropriate.

Academic Integrity and Stewardship

Cheating and plagiarism undermine honesty and will be addressed seriously. Students caught cheating may forfeit the assignment, parents will be notified, and a new assessment may be administered to evaluate mastery. Students are expected to care for school property. Damage due to intent or negligence may require restitution by the student and family.

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 may include repeated disruptions, physical altercations, cheating, stealing, inappropriate technology use, bullying, intimidation, discriminatory speech or actions, insubordination, threats, 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 for reflection and redirection.

Detention

For more serious or repeated offenses, students may be assigned detention after school. Parents will be notified and may be asked to participate in a conference.

Probation

A student may be placed on probation by the principal for a specified period for serious or continued misconduct or serious academic deficiency. A conference is held with parents, student, principal, and, when appropriate, teachers. Written conditions are shared and signed by the appropriate parties.

Suspension

Suspension may be imposed for serious misconduct that disrupts the moral or academic atmosphere of the school. Parents are notified in writing and a meeting is scheduled within three school days. Suspension shall not exceed ten school days per incident. An administrator's decision to suspend a student is final.

Expulsion

Expulsion is an extreme measure taken only as a last resort or when circumstances of crime, scandal, immorality, disruption, parental behavior, or irreparable breakdown of the school-family relationship warrant permanent dismissal. The final decision rests with the administrator and pastor in a parochial school, in consultation with the Office of Catholic Schools when required. Parents may appeal an expulsion decision in writing to the superintendent within three days of written notice.

Policy 5405–5409

Off-Campus Behavior

Students may be subject to discipline for conduct off campus, including online conduct, that adversely affects the educational process, threatens safety, violates Christian moral standards, breaks the law, damages the school's reputation, or harms students or staff.

Policy 5410

Weapons and Threats to Safety

No student may use, possess, handle, transmit, conceal, or threaten to use any object that is or can be considered a weapon or instrument of violence. Explosive or incendiary objects, replicas, or objects reasonably determined to threaten safety are prohibited on school premises, during transportation, and at school-related functions. Violations may be reported to law enforcement and may result in counseling, service, suspension, expulsion, or other consequences. Expulsion without suspension is mandatory for possession of a deadly weapon or threat of violence using a deadly weapon.

Policy 5411

Bullying and Harassment

St. Mary School does not tolerate bullying on school grounds or at school activities, whether in person, written, or electronically transmitted. Bullying includes imbalance of power, intent to harm, and threat of further aggression. Cyberbullying includes harmful or false digital content about another person or sharing private information that causes embarrassment or humiliation. Staff, students, and parents are expected to report bullying concerns to the principal. Consequences may include counseling, parent conference, detention, suspension, or expulsion. No retaliation is permitted against anyone who reports bullying.

Policy 5412

Harassment Policy

Catholic schools of the Diocese of Columbus maintain working and academic environments free of harassment and intimidation. Harassment may be verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of protected characteristics. Sexual harassment and gender-based harassment are prohibited. Complaints must be filed in writing with the principal, assistant principal, pastor, or Office of Catholic Schools as appropriate. Complaints are promptly investigated, and appropriate corrective action is taken. Retaliation is prohibited.

Policy 5412; SE Manual 200.0–400.0

Student Abuse and Neglect

In compliance with Ohio law, school employees who have reasonable cause to suspect child abuse or neglect must immediately contact child protection services and law enforcement if necessary. The school administrator must also be notified and will contact the diocesan superintendent and Office of Safe Environment. If the suspected abuse involves a school employee, the Office of Catholic Schools is also notified.

ORC 2151.421; Policy 5420; SE Manual 600.0

Substance Use and Possession

Alcohol, tobacco products, illegal drugs, harmful intoxicants, counterfeit drugs, and related paraphernalia are prohibited on school property and at school-related events. Students involved with banned substances may be removed from class, parents will be notified, professional evaluation may be required, suspension or expulsion may occur, and law enforcement may be contacted when required.

Policy 5415

Student Searches

St. Mary School may search a student's locker, desk, personal belongings, or person when school personnel have reasonable belief that the student violated a written school rule or law. Searches should involve the principal when possible, include another staff member, and be documented.

Policy 5140.11 reference

Children's House Safety and Behavior Expectations

St. Mary School is committed to maintaining a safe, respectful, and nurturing environment for all Children's House students, teachers, and staff. Because young children are still learning how to regulate emotions, communicate needs, and interact appropriately with others, teachers will work with students using developmentally appropriate guidance, redirection, and support.

However, physical aggression that creates a safety concern, including hitting, kicking, biting, or otherwise physically harming a teacher, staff member, or another student, will require immediate parent involvement. If a Children’s House student engages in physical aggression toward a teacher, staff member, or student, the parent/guardian will be contacted immediately and the child will need to be picked up from school. The child will remain home for the following school day to allow time for regulation, family support, and a successful return to the classroom community.

After three incidents of physical aggression, a meeting with administration, parents/guardians, and classroom staff will be required to determine appropriate next steps and supports for the child’s continued success and safety within the Children’s House environment.

Withdrawal for Parental Behavior

Normally a child is not deprived of a Catholic education for the actions of parents. However, parents may so significantly reduce the school’s ability to effectively serve students that the parents may be required to withdraw their child. Reasons include refusal to cooperate with school personnel, refusal to follow diocesan or local policies, interference in school administration or discipline, or public rejection of or action contrary to the laws, norms, and teachings of the Catholic Church.

Policy 5408

Uniform and Dress Code

The St. Mary School uniform supports a learning environment rooted in order, modesty, simplicity, and respect. Students are expected to wear the approved school uniform each day unless otherwise designated by the principal. The updated uniform policy begins in August 2026. Previous uniform versions are not grandfathered. Families are expected to purchase and use the approved uniform pieces for the 2026–2027 school year. Parents are expected to support the uniform policy. Faculty and administration will enforce uniform expectations consistently.

Policy 5300

Approved Vendors

- Educational Apparel
- Schoolbelles, school code S2652
- Lands’ End, preferred school number 900162942
- JC Manny for gym uniforms and spirit wear

Only approved St. Mary logos may appear on uniform clothing. Spirit wear is not a substitute for the school uniform or Mass uniform unless specifically designated by the principal.

Girls’ Uniform: Grades 1–4

Mass Days

- Approved plaid jumper
- White blouse with rounded collar
- White, navy, black, or hunter green socks or tights
- Approved school shoes

Regular School Days (Quarter 2 and 3)

- Approved plaid jumper
- White blouse with rounded collar or approved white, navy, or hunter green polo
- White, navy, black, or hunter green socks or tights

- Approved school shoes

Spring / Warmer-Weather Option (Quarter 1 and 4)

- Approved school polo
- Approved skort
- Approved school socks
- Approved school shoes

On Mass days, students must wear the regular Mass uniform instead of the spring/warmer-weather option.

Girls' Uniform: Grades 5–8

Mass Days

- Approved green jumper
- Approved white blouse or approved Mass-day top
- White, navy, black, or hunter green socks or tights
- Approved school shoes

The Mass uniform is required on Mass days and formal school occasions. Spirit wear is not a substitute for the Mass uniform.

Regular School Days (Quarter 2 and 3)

- Approved green jumper
- Approved white blouse, approved Mass-day top, or approved school polo as permitted by the school
- White, navy, black, or hunter green socks or tights
- Approved school shoes

The green jumper is the standard daily uniform for girls in Grades 5–8.

Spring / Warmer-Weather Option (Quarter 1 and 4)

- Approved school polo
- Approved skort
- Approved school socks
- Approved school shoes

The skort is not the standard daily uniform for Grades 5–8 during the school year. The green jumper remains the standard uniform, and the Mass uniform remains required on Mass days and formal school occasions, including during spring or warmer-weather months.

Boys' Uniform: Grades 1–8

Mass Days

- Approved white button-down oxford shirt
- Approved khaki or navy school pants
- Solid tie in navy, hunter green, black, or navy/hunter plaid
- Solid navy, white, black, or hunter green socks visible above the shoe
- Approved school shoes

Polos are not worn for Mass. Spirit wear is not a substitute for the Mass uniform.

Regular School Days

- Approved white, navy, or hunter green school polo
- Approved white oxford shirt
- Approved khaki or navy school pants

- Approved khaki or navy walking shorts during designated warmer-weather periods (Quarter 1 and 4)
- Dark brown or black belt for Grades 2–8
- Solid navy, white, black, or hunter green socks visible above the shoe
- Approved school shoes

General Uniform Guidelines

- All uniform clothing must be clean, neat, modest, and in good repair.
- Clothing may not be stained, torn, frayed, excessively faded, or altered.
- Shirts must be modestly buttoned and tucked in.
- Undershirts must be plain and may not have visible designs or lettering.
- Jumpers, skorts, skirts, and shorts may be no more than 2 inches above the knee.
- Scout uniforms may be worn on designated scouting event days.
- Snow boots must be removed once students are inside the classroom.
- Hoodies are spirit wear and may not be worn during the school day unless specifically permitted by the principal.

Shoes

Students must wear closed-toe, closed-heel shoes. Shoes should be flat dress shoes or athletic shoes in mostly white, navy, black, gray, or another neutral color. Sandals, flip-flops, heels, cleats, heelys, clogs, brightly colored shoes, contrasting or distracting shoelaces, and painted or altered shoes are not permitted.

Outerwear Worn During the School Day

- Approved St. Mary crewneck sweatshirt
- Navy, black, or hunter green fleece or performance pullover with St. Mary logo from an approved vendor
- Navy or hunter green cardigan
- Navy or hunter green V-neck sweater
- Approved school sweater vest

Hoodies are spirit wear and must be removed during the school day, including during gym class. Hoodies may be worn at recess unless otherwise directed.

Hair and Accessories

Hair must be clean, neatly groomed, and appropriate for school. Extreme hairstyles, unnatural hair colors, and distracting hair accessories are not permitted. Boys' hair must not touch the collar or cover the earlobes. Accessories should be modest, simple, and appropriate for the uniform. Jewelry is limited to one watch, one religious necklace, and, for girls, one small pair of stud or hoop earrings no larger than 1/2 inch. Boys may not wear earrings. Makeup, perfume, scented lotions, body sprays, tattoos, beads, feathers, distracting accessories, and distracting Apple Watches or similar devices are not permitted. Girls may wear clear or pale nail polish, matching on all fingers. Boys may not wear nail polish.

Physical Education Uniforms

Grades 1–3

Students in Grades 1–3 do not wear the official gym uniform. Students wear the regular school uniform on gym days and must wear athletic shoes. Girls wearing jumpers must wear shorts underneath.

Grades 4–8

Students in Grades 4–8 wear the official St. Mary gym uniform all day on scheduled gym days. Required gym uniform items include an approved St. Mary gym shirt or athletic top, approved St. Mary gym shorts,

sweatpants, or athletic pants, athletic shoes, and socks visible above the shoe. Older green gym uniform pieces are being phased out and should not be purchased or relied upon as the current standard. If a school day includes both Mass and gym class, the school will communicate which uniform students should wear that day.

Spirit Wear Days and Dress-Down Days

On designated Spirit Wear Days, students may wear approved St. Mary spirit wear from JC Manny as their top layer. Students must wear the regular school uniform for all other clothing items, including uniform bottoms, socks, and shoes. Jeans, casual pants, walking shorts, skorts, sweatshirts, and T-shirts are only permitted when a specific jeans day or dress-down day is announced by the school. All clothing must be modest, clean, neat, and appropriate for a Catholic school environment. Shorts and skorts must be no more than 2 inches above the knee. Tank tops, crop tops, spaghetti straps, basketball jerseys, low-rise pants, clothing with inappropriate slogans or graphics, and hats or headwear inside the building are not permitted. Students who violate Spirit Wear Day or dress-down expectations may lose these privileges for the remainder of the quarter.

Dress Code Violations

Families will be notified when a student is out of uniform. Students will generally be given five school days to correct uniform infractions that require time to resolve, such as haircuts, shoe replacement, or skirt length. Repeated or serious violations may result in additional consequences, including loss of dress-down privileges, parent contact, or the student being sent home to correct the violation.

Children's House Dress Code

The Children's House dress code supports the prepared Montessori environment by helping children enter school with simplicity, order, and readiness for purposeful work. Clothing should be comfortable, practical, modest, and free from distractions. Children's House clothing must allow for independence, toileting, outdoor play, and Montessori work. Clothing must be plain and free of graphics, cartoons, characters, large logos, or distracting designs.

- Khaki or navy pants or shorts
- White, navy, or hunter green polo shirts, long or short sleeve
- White turtleneck
- Gray St. Mary embroidered sweatshirt worn over a uniform shirt
- Hunter green St. Mary embroidered fleece worn over a uniform shirt
- Navy or hunter green cardigan or crewneck sweater
- White, navy, or hunter green crew socks visible above the shoe

Girls' Children's House Options

- White blouse with rounded collar, long or short sleeve
- Navy, hunter green, khaki, or plaid skirt
- Navy, hunter green, khaki, or plaid dress
- Plaid jumper, especially encouraged for Kindergarten students
- White, navy, or hunter green knee socks or tights

Children's House Mass Attire

For Mass days, Children's House students should wear dressier uniform clothing. Boys should wear a white dress shirt or white polo shirt with navy pants. Girls should wear a white blouse with rounded collar and plaid jumper, a white blouse with rounded collar and navy skirt, or a navy, hunter green, or khaki dress.

Children's House Shoes and Indoor Slippers

Children's House students should wear safe, comfortable shoes that allow for independence and outdoor play. Students must also keep a pair of indoor slippers at school. Slippers must be labeled with the child's name, be solid-colored or minimally distracting, have a back, and have a closed or secure fit. Character designs, open-toe slippers, and sandal-style slippers are not permitted.

Children's House Discipline and Positive Behavior Guidance

Philosophy

In the Montessori environment, discipline is understood as a process of teaching rather than punishing. St. Mary's Montessori and Preschool uses a positive discipline approach grounded in the belief that children learn best when they feel connected, respected, and encouraged. The goal is to foster social and life skills that will serve children in the classroom and in the larger community.

Core Principles

- Promotes belonging and significance by helping children feel connected to their community.
- Balances kindness with firmness.
- Addresses long-term growth by considering what the child is thinking, feeling, and learning.
- Teaches respect, problem-solving, cooperation, and contribution.
- Encourages children to use their personal power constructively.

Classroom Practice

- Plans are age-appropriate and developmentally informed.
- Teachers use exploration of feelings, conversation, redirection, natural consequences, and practiced routines.
- Consequences are explained to children and families at the start of the year.
- Warnings and opportunities to correct behavior are provided before consequences when appropriate.
- If separation from the group is necessary, it occurs in a safe and supervised classroom space or nearby seat.
- Parent notes are generally reserved for physical harm or other serious incidents after a teacher has spoken with the child.

Prohibited Practices

- Corporal punishment
- Physical restraint except brief holding for safety
- Confinement in an enclosed area
- Profanity, threats, derogatory comments, or verbal abuse
- Humiliation, shaming, or attempts to frighten
- Withholding food, rest, or toilet use
- Discipline for toileting accidents or failure to eat or sleep

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.

Policy 5300; SE Manual 200.0

Instruction and Curriculum

Class Size

Class size is limited to 35 students in Grades 1–12 and 25 in Kindergarten unless specific written permission for an exemption is granted by the superintendent.

Policy 6140

Curriculum

St. Mary School uses the graded Courses of Study developed by the Office of Catholic Schools. These courses are based on state standards and are adapted to reflect a Catholic worldview, Catholic teaching, and Catholic moral standards. Schools must follow all diocesan courses of study unless a formal written exception is granted by the superintendent.

Policy 6200

Financial Literacy

K–8 students receive instruction in economics and financial literacy through the Social Studies course of study, with recommended connections to mathematics.

Policy 6211

Human Growth and Development

Human growth and development instruction is taught at appropriate grade levels according to the Religion, Health, and Science Courses of Study and in accordance with Catholic theology, moral formation, and Church teaching. Parents are notified in advance of instruction and curricular resources.

Policy 6212

Instructional Materials

All classroom and library materials must support the mission of Catholic education and comport with Catholic faith and morals. Materials are selected for educational value, enduring quality, and their ability to help students understand truth, beauty, and goodness. Literature, arts, classroom resources, library materials, book fair materials, movies, video clips, and similar items are evaluated in light of Catholic teaching and the age and formation of students.

Policy 6200; Instructional Content Standards 6000 series

Controversial and Political Issues

The presentation of controversial issues takes place only at the discretion of the principal and after the principal approves the materials and information to be used. Catholic school administrators and teachers are obligated to teach and advocate Church doctrine when relevant. Faculty, parents, and students may not advocate specific political parties, candidates, or political agendas in the building, in the name of the school, or during school-sponsored activities.

Policy 6230; Policy 4115

Religious Instruction and Observances

All students are assigned to religion classes and participate in Catholic religious services, daily prayer, regularly scheduled liturgies, and traditional devotions. Schools provide liturgies on Holy Days and, at

minimum, once a month. No principal, teacher, or student is exempt from participation in religious observances that are part of the school program.

Policy 6212

Service Activities

St. Mary School provides opportunities for students to participate in service learning and service programs connected to the Diocese, parish, and local community. Any partnership with an outside organization must be consistent with the principles and teachings of the Catholic Church.

Policy 6213

Auxiliary Services

Through State of Ohio Auxiliary Services and approved scholarship programs, students may receive support from intervention specialists, reading remediation, speech/hearing/language therapy, school psychology, counseling, occupational therapy, physical therapy, and nursing services. Students may be referred by teachers, administrators, or parents and may participate after screening, RTI, and parent permission as required.

Policy 6300

Algebra I Placement

Students are selected for 8th Grade Algebra I based on academic factors including math performance in Grades 6 and 7 and performance on norm-referenced assessments. Students must master Grades 1–8 math standards, take the diocesan high school Algebra I course with an appropriately licensed teacher, and take the same End-of-Course exam administered in high school. High school credit is granted to students earning Proficient or above.

Policy 6200; Algebra Course of Study

Children's House Curriculum

The Montessori curriculum at St. Mary School is grounded in the Catholic understanding of the child as a unique, unrepeatable image of God. The approach is child-centered and hands-on, built on the principle that children are naturally curious and capable of directing their learning within a carefully prepared environment. Educators guide rather than simply direct, presenting materials and lessons that foster independence, self-discipline, and respect for others and the environment.

- Practical Life: care of self, care of environment, grace and courtesy.
- Sensorial: refinement of the senses to support classification, comparison, and discernment.
- Mathematics: concrete exploration leading to abstract reasoning and problem-solving.
- Language: spoken language, reading, writing, and grammar.
- Culture: geography, science, history, art, and music.

Policy 6200

Classroom and School Visitors

Parents are welcome to visit classes for special presentations when invited by the teacher. Drop-in visits are disruptive and are not permitted. All visitors must report to the school office, sign in, and receive a visitor badge. Any adult working with children in a classroom must complete Protecting God's Children, BCI/FBI background checks, volunteer form, and Code of Conduct requirements.

SE Manual 100.0–400.0

Field Trips

Teachers arrange field trips that support the instructional program. Students must return a signed permission slip to participate. Adult drivers must meet all school and safe environment requirements, including valid license, auto registration, insurance, background checks, PGC certificate, and signed Code of Conduct as required.

Policy 7040; SE Manual 400.0

Assessment, Grading, and Homework

Grading Systems

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

Policy 6201

K–2 Standards-Based Scale

Mark	Meaning
E	Exceeds the grade-level skill or standard
M	Consistently meets the grade-level skill or standard
W	Working toward meeting the grade-level skill or standard
N	Not meeting the grade-level skill or standard

Grades 3–8 Percentage Scale

Grade	Percentage
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: Grades 5–8

Category	Weight
Homework	20%
In-Class Participation	20%
Quizzes, Tests, Papers, and Projects	60%

Academic Recognition

St. Mary School recognizes middle school academic achievement each quarter through the Principal’s Award and Scholar’s Award. The Principal’s Award is presented to students who earn a GPA of 3.7 or higher in each individual core academic class. The Scholar’s Award is presented to students whose average GPA

across core academic classes is 3.7 or higher. Core classes include English Language Arts, Social Studies, Mathematics, and Religion.

Letter Grade	GPA Value
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

Citizenship Grade

- Outstanding (O): consistently engaged and participates in class activities.
- Above Average (A): usually engaged and participates in class activities.
- Satisfactory (S): sometimes engaged and participates in class activities.
- Improvement Needed (IN): infrequently engaged and participates in class activities.
- Unsatisfactory (U): not engaged and does not participate in class activities.

Interim Reports and Transparent Classroom

Interim reports are sent mid-quarter to students in Grades 3–8 who are not meeting standards. For Grades K–2 teachers communicate directly with parents regarding concerns. Children’s House uses Transparent Classroom so parents can view progress, presentations, mastery updates, photos, and teacher notes throughout the year.

Homework Policy

Homework is an extension of the classroom designed to deepen understanding, strengthen habits of attention, and cultivate perseverance, responsibility, order, and diligence. Homework is purposeful and should reinforce classroom learning, develop independent study habits, prepare students for future work, support long-term retention, and help parents remain informed.

Student Planners

Students in Grades 1–8 use a school-issued planner daily. Teachers write or guide students to record homework and major assignments. Parents are expected to review and sign the planner each evening.

Time Guidelines

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. Workload may vary depending on assignments, pace, organization, exams, and projects.

Homework Grading and Accountability

Homework generally accounts for 20% of the overall grade. Teachers may assess homework by accuracy or completion. For Grades 3–8, one day late earns a maximum of 75% credit and two days late earns a maximum of 50% credit. Grades K–2 teachers establish grade-appropriate late policies in line with school guidelines. Incomplete or substandard work may be returned for revision at teacher discretion.

Academic Probation for Incomplete Work

A student who fails to submit more than 20% of homework assignments in a subject during a quarter may receive an Incomplete and be required to complete the work before a grade is issued. Continued patterns may result in parent conference, academic probation, support plans, temporary suspension of extracurricular activities, tutoring, summer work, or retention conversations. Probation is a redirection intended to rebuild habits and support growth.

Make-Up Work After Absences

For excused absences, students may receive up to one school day per day absent, with a maximum of seven days, to complete missed work without penalty unless other arrangements are made. For unexcused absences, homework will not be sent home and credit may not be given.

Policy 6120; Policy 6201

Library and Plagiarism

Students are encouraged to borrow books and materials from the library/media center. Students must pay for lost or damaged books, materials, or equipment. Plagiarism is the use of another person's ideas, words, or thoughts as one's own and is a form of cheating. Sources must be cited when used in student work.

Policy 5300; Policy 6200; Policy 6201

Home/School Communication

Visits and Phone Calls

Parents and visitors must report to the school office when classes are in session. Classroom visits require prior arrangement with the teacher and school office. Parents are asked not to call or text staff members at home unless specifically requested. Messages may be left through the school office or teacher extension and will be returned as soon as possible.

Student Phone Use and Cell Phones

Students are not called from class to answer the phone and may not use school phones without permission. Cell phones are discouraged because they are disruptive to the educational process. Students who bring cell phones must keep them off and in lockers from arrival until they are off school grounds. Cell phones may not be used for photos, harassment, gaming, internet, email, texting, or purchases. Violations may result in confiscation, parent retrieval, conduct consequences, and loss of privilege. The school is not responsible for cell phones left in book bags or lockers.

Policy 5300

Change of Address or Contact Information

Parents must notify the school immediately of changes to address, email, phone numbers, or emergency contact information. Accurate contact information in FACTS is essential for school communication and safety.

Policy 5107

Directory Information Notice

Directory information may be released in approved school and parish formats unless a parent notifies the school otherwise. Directory information may include student name, address, phone, parent names, and

grade level. The Personally Identifiable Information Release Form in FACTS must be completed before information is released.

Policy 5126.1

School Volunteer Guidelines

Families are encouraged to contribute to school and parish life through volunteer service. Families should strive to give 15 hours of service each academic year. All staff and volunteers who have care, custody, or control of students must complete current background checks, Protecting God's Children training, and a signed Code of Conduct as required by diocesan policy.

Policy 4110; SE Manual 100.0–400.0

Health and Wellness

First Aid and Emergency Information

At the beginning of each school year, parents must complete and maintain emergency information in FACTS. Emergency information should include chronic illnesses, parent employment and contact information, emergency contacts, and medication or treatment needs. It is the parent's responsibility to update this information promptly.

Toileting Policy

Children entering the program are expected to be fully toilet-trained. Occasional accidents are handled with discretion and care. If a child has more than two accidents within a single work cycle, parents will be contacted to pick up the child. Frequent accidents may indicate an emotional or physical need requiring support beyond what the school can provide during the day. 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 accident or sudden illness, the school gives immediate first aid, notifies parents, and ensures the student is taken home or to a place of safety or treatment. School personnel may not diagnose or administer medication except according to approved policy and forms. If parents cannot be reached and the situation appears serious, instructions on the emergency card will be followed.

Medication

Prescription medication or treatment during school hours requires a signed parent authorization and properly completed physician statement. Medication must be in the original pharmacy container and clearly labeled with the student's name, content, and dosage. Over-the-counter medication requires parent permission, clear written instructions, and original packaging. No medication may be kept in classrooms or with students unless self-carry forms for emergency medication such as inhalers or epinephrine have been completed and approved.

Policy 5140.1

Immunization and Health History

Students in Kindergarten through Grade 8 must have written proof of required immunizations on file. If immunizations are not current within fifteen days after school begins, the student may be excluded from attendance. All Kindergarten and new students must submit required Ohio School Health History, physician, and dental forms.

Diocesan Sick Policy

Students who are ill should remain home to help control the spread of germs. Parents must report communicable diseases to the school nurse or office. Students must remain home during the communicable period as indicated by a healthcare provider. A healthcare provider note or parent note may be required upon return.

- Fever: A temperature of 100.4°F or higher. The child must be fever-free for at least 24 hours without fever-reducing medication before returning.
- Vomiting, diarrhea, or stomachache: The student must remain home for 24–48 hours after symptoms stop and normal food intake has returned.
- Difficulty breathing: The student should stay home until symptoms improve and activity level returns to normal.
- Sore throat: The student should stay home for red throat, swollen glands, or difficulty swallowing.
- Loss of taste or smell: Medical evaluation is recommended.
- Uncontrolled cold symptoms: Students should stay home until symptoms improve and the student can participate in class.
- Extreme fatigue, body aches, headache, or inability to participate: Students should remain home until recovered or evaluated.

If a student becomes ill during the school day, parents will be called. If parents cannot be reached, emergency contacts will be called. Students should be picked up within 30 minutes of notification.

Communicable Disease and Food Allergies

Students should not be sent to school with a communicable disease. Parents are notified when exposure to certain communicable diseases occurs. St. Mary School is not a peanut-free school. Parents are responsible for disclosing allergies, especially nut allergies, and working with the school to create appropriate health plans.

Policy 7010; Policy 5145.0

Wellness Policy

Catholic schools educate the whole child: spiritually, academically, physically, socially, and emotionally. Wellness education supports reverence for life, self-respect, and respect for others.

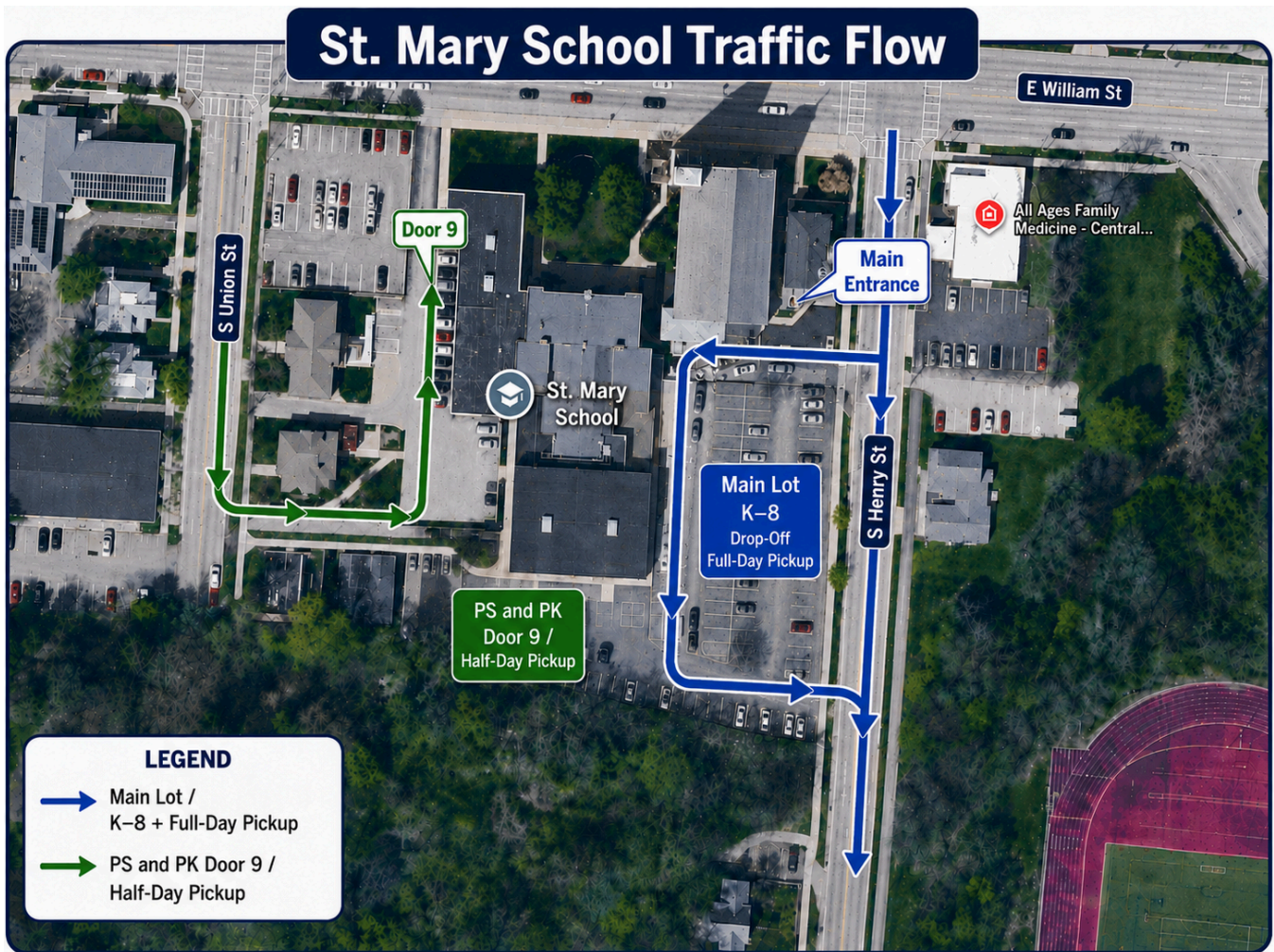
Policy 5145.0

Safety, Arrival, Dismissal, and Emergency Procedures

Safety and Building Access

Students may enter the building beginning at 7:30 a.m. Morning arrival doors close at 7:50 a.m. After 7:50 a.m., all students must enter through Door 6, the main office entrance. During the school day, all parents, visitors, volunteers, and guests must enter through Door 6, sign in, and receive a visitor badge before going anywhere in the building. Parents dropping off items, picking up homework, meeting a child for an appointment, or speaking with a staff member must first report to the main office.

Policy 4110; SE Manual 100.0–400.0



Morning Drop-Off

Doors open at 7:30 a.m. and close at 7:50 a.m. Students in Grades 1–8 enter the building and proceed directly to classrooms. Children’s House students enter the building and remain in the commons with their teachers. Families with only Preschool and Pre-K students use the side parking lot and Door 9 for drop-off and pick-up. Drivers must follow staff and volunteer directions, drive slowly, remain attentive, avoid cell phone use, and never pass another car unloading students. Students should be ready to exit when the car reaches the designated drop-off point. Families with young children who need assistance getting out of car seats should park in the designated area and walk the child safely to the appropriate entrance.

Half-Day Children’s House Pick-Up

Half-day Children’s House students are picked up at Door 9 at 11:40 a.m. Parents should line up in the side parking lot and display the family name tag in the windshield. Children will be escorted to their cars by school staff. Families with Preschool and Pre-K students only should use the side parking lot and Door 9 for both drop-off and pick-up.

End-of-Day Pick-Up

Children’s House dismissal begins at 2:50 p.m. Grades 1–8 dismissal begins at 3:00 p.m. Parents should not arrive before 2:40 p.m. for car dismissal. Cars should pull fully forward in the designated lanes and follow the directions of staff members. No pick-up traffic should block South Henry Street. If the parking lot is full, drivers must continue around the block until access is available. Cars may not leave the dismissal line until

dismissed by a staff member, ensuring that all students are safely escorted to vehicles before traffic moves. Early pick-up must be completed before 2:45 p.m.

Policy 4110; Policy 7010

Fire, Tornado, Lockdown, and Crisis Procedures

St. Mary School conducts fire, tornado, lockdown, and other emergency drills as required by law. Students are expected to walk quickly and silently to assigned locations, follow staff directions, and remain quiet until given further instructions. The school maintains a crisis plan available for parent review in the school office. If evacuation is necessary, students and teachers will move to the designated safe location and remain with homeroom teachers until students are released to parents or legal guardians.

Policy 7010

School Closing

Announcements for school closings, delays, or early dismissal due to inclement weather or road conditions generally follow Delaware City Schools. If Delaware City Schools are closed, delayed, or dismissed early, St. Mary School follows that status even if St. Mary School is not named separately. Families using Buckeye Valley, Big Walnut, or Olentangy buses should use good judgment if those districts do not transport while St. Mary remains open.

Recess and Playground

Recess is an important part of the school day, providing time for fresh air, movement, and social interaction. Students may not remain in the building unsupervised. If a student must stay indoors due to illness or injury, a parent note or email must specify the length of time. Extended medical exemptions require a physician note. Teachers may withhold recess privileges as a behavioral consequence.

Supervision

Recess is supervised by teachers, aides, and occasionally parent volunteers. Students must follow directions from supervising adults and treat them with respect.

General Playground Rules

- Use playground equipment safely and appropriately.
- Remain on the playground unless given permission by a supervising adult.
- Care for playground equipment.
- Balls and jump ropes are permitted; regular basketballs may only be used on basketball courts.
- Baseballs, bats, and hard footballs are not allowed.
- Snowball throwing, tackle football, fighting, wrestling, karate, and rough or dangerous play are prohibited.
- Food and drink are not permitted on the playground except water.
- Objects harmful to oneself or others may not be used.
- Swearing, teasing, and unkind language are not permitted.
- Good sportsmanship is expected, including adherence to Gaga Pit rules.
- Students will not go outside if the wind chill is below 28°F.

Policy 4110

Toys and Personal Items

Students should not bring toys, trading cards, electronics, or similar items to school. Such items may be confiscated and returned after school; repeated infractions may result in additional consequences. The school provides recess equipment. The school is not responsible for lost, broken, or stolen personal items.

Miscellaneous School Policies

Holiday and Birthday Treats, Invitations

Treats are optional and at the discretion of the homeroom teacher and parents. Elaborate or time-consuming treats are not permitted, and treats may not require teacher preparation. Parents must notify the teacher before bringing a treat and should check for classroom allergies. Pizza treats are discouraged. Gum is not permitted. Children's House birthday celebrations may include a favorite snack to share and a book to read during birthday snack time. Flowers and balloons should not be sent to school. Party invitations and thank-you notes may be distributed at school only if they are given to all classmates.

Lost and Found

Lost and found is located outside the school office. Unclaimed items are donated at the end of each quarter. Unclaimed uniforms are given to the school uniform exchange program. Families should label all clothing with the student's name.

Lunch Program

Lunch is available for purchase for students in Children's House through Grade 8. FACTS is used for lunch calendars and student accounts. Students eat lunch in the cafeteria and have one recess per day. Food is to be eaten in the cafeteria and may not be taken to the playground or hallways. Families should maintain funds in student lunch accounts and promptly pay deficits. If a child's account is negative in excess of \$20, the student will continue to receive a full lunch, but the main entree may be a cheese sandwich until the account is brought current. Continued negative balances may result in administrative action.

Policy 5145.0; Policy 7010

Gum

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

Technology and Internet Use

Technology Policy

St. Mary School provides technology instruction, equipment, services, and Internet access for educational purposes only. Students may use school technology only under adult supervision and according to the Acceptable Use Policy. Access to the Internet is monitored. Misuse may result in detention, loss of privileges, parent notification, or responsibility for replacement or repair costs.

Policy 6142.1

Acceptable Use of the Internet

- Use the Internet only in support of education and research.

- Do not view, send, or access abusive, obscene, harassing, or inappropriate materials. Report accidental exposure immediately.
- Do not access chat rooms, games, music downloads, email, or multi-user environments unless a teacher grants permission.
- Do not share personal information without staff approval.
- Do not engage in commercial or for-profit activities.
- Follow copyright laws and properly cite sources.
- Do not download or install software.
- Do not copy others' work or access others' files.
- Do not waste school resources through excessive printing or storage use.
- Do not use the Internet in a way that disrupts service or operation for others.

Consequences for Inappropriate Use

- Warning and re-clarification of expectations.
- Loss of Internet or technology privileges.
- Parent and administrator notification.
- Referral to proper authorities for disciplinary or legal action.

Acceptable Use of Networks and Equipment

- Do not intentionally damage computers, systems, networks, hardware, software, or furnishings.
- Do not remove, move, unplug, alter, or add equipment or software without approval.
- Do not create or spread computer viruses.
- Do not change system settings or configurations.
- Do not use diocesan resources for personal web pages or servers without permission.

School personnel will exercise reasonable oversight to ensure appropriate use of school and diocesan communication and technology resources. The Diocese does not guarantee error-free service and is not responsible for loss of data, interruptions, accuracy of information, or financial obligations arising from unauthorized use.

Policy 6142.1

Damage to or Loss of Chromebook/iPad and Accessories

Students and parents are responsible for Chromebook or iPad damage that occurs when a device is misused, handled inappropriately, or left unattended. A lost or damaged device or accessory must be paid for before a replacement is issued.

Item	Replacement Cost
Chromebook	\$250
AC adapter and power cord	\$55
Screen	\$50
Battery	\$98
Case	\$25

Chromebook/iPad Agreement

Students agree to care for school devices responsibly. Students will keep devices secure, charged, protected from food and drink, and used only for educational purposes. Students may not loan devices, decorate devices, remove protective cases, disassemble devices, or attempt repairs. Devices remain the property of St. Mary School and may be inspected at any time. Students and parents are responsible for

damage or loss caused by neglect or abuse and agree to return the device, power cord/charger, and case in good working condition at the end of the school year.

Policy 6142.1

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to students. In order to use technology resources, I agree to abide by all guidelines and policies in the Chromebook/iPad policy handbook and the Parent/Student Handbook.

Student Signature _____ Date _____

Parent/Guardian Agreement

As parent or legal guardian, 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 the 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/Guardian Signature _____ Date _____

Community Relations

St. Mary School follows diocesan regulations regarding public announcements and crisis communications. The school provides opportunities to communicate with and listen to parents through conferences, handbook communication, open house, school/parish organization, newsletters, and other formats. The school collaborates with the parish, Catholic high schools, neighboring parishes, public school districts, community agencies, and local media as appropriate. Parents are invited to contribute to the life of the school through volunteer opportunities.

Policy 1500 series; Policy 4115

Parent Consent for Release of Personally Identifiable Information

The undersigned parents of _____, a member of St. Mary School, consent to the release of the following personally identifiable information: photos without student names may be released to promote activities and acknowledge achievements in school/parish-related events, including athletics. Information may be released through the Catholic Times, parish-authorized social media accounts, the parish website, or other approved school/parish communication channels.

Policy 5126.1

Parent Name _____

Date _____

A copy of this release is requested: Yes _____ No _____

Asbestos Notification Letter

Consistent with the requirements of the Asbestos Hazard Emergency Response Act (AHERA), Diocese of Columbus schools inspect for asbestos-containing building materials and maintain an Asbestos

Management Plan for each school. This annual notification informs workers, students, guardians, and short-term workers that inspections, response actions, periodic re-inspections, and surveillance activities are planned or in progress. Each school building has been inspected, and the Asbestos Management Plan is available for review in the school office.

Federal law 40 CFR Part 763; diocesan facilities compliance