



## SCHOOL HANDBOOK

“HAND IN HAND, TOGETHER, WE ARE ONE IN CHRIST”

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# Our Mission



St. Mary of the Assumption School is a Christ-centered Catholic community dedicated to fostering academic and moral excellence.

# Our Beliefs



**We are working hand in hand, together, through the intercession of Mary, to build a faith-based community of lifelong learners centered on the teachings of Christ.**

- † We value the dignity of others by recognizing Christ in everyone.
- † We are called to nurture and challenge all learners.
- † We follow Christ as the model of our daily actions.
- † We show humility and honor through sincere acts of kindness.
- † We are the hands of Christ, striving to do small things with great love.

## FORWARD

The St. Mary of the Assumption School Parent/Student Handbook has been adopted and published in the spirit of communicating to you the policies, procedures, and philosophies of the school. Throughout the school year we ask you to use this handbook for necessary information regarding our school schedules, policies, and philosophy.

As you read the handbook, you will see the recurring use of the word **responsibility**. Our school theme involves a three-fold responsibility:

### SCHOOL RESPONSIBILITY

- ◆ to be your partners in educating your child
- ◆ to exemplify respect for each person
- ◆ to create a climate for learning
- ◆ to help each child develop his/her potential for learning and growing

### PARENT/GUARDIAN RESPONSIBILITY

- ◆ to facilitate the education of all the children of St. Mary of the Assumption School through cooperation with the school and its policies
- ◆ to attend meetings regarding student progress and growth
- ◆ to encourage your child to grow in his/her ability to meet the challenges of life in a global society

### STUDENT RESPONSIBILITY

- ◆ actions befitting a catholic school student
  - ◆ school work completed to the best of his/her ability
  - ◆ cooperation with school and classroom policies
- 
- **The school reserves the right to search anything brought onto the school property including bookbags, cell phones, iPods, et cetera.**
  - **Amendment Statement: 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.**

## **FACULTY AND STAFF**

St. Mary of the Assumption School is staffed by a qualified faculty. All teachers are certified according to Ohio State standards. The school staff includes the principal, assistant principal, financial director, classroom teachers, content area teachers, intervention specialists, speech therapist, school psychologist, band director, librarian, health aide, secretaries, food service supervisor, and maintenance personnel.

Professional competency and efficiency are stimulated through attendance at in-service workshops, continuing college education and religious education courses, and faculty meetings.

State auxiliary funds to non-public schools provide speech therapy, psychological services, learning disability services, and the health aide.

## **PARENTAL RESPONSIBILITIES**

The primary responsibility for the education of the children belongs to the parents. This idea is basic to the American way of life and the Christian concept of the family as the fundamental unit of society. Although this responsibility is shared with the school as a matter of practical necessity, the parents' responsibility remains paramount.

The attitude of each parent toward sharing this responsibility with the school is important to the child as a person and to the community. Attitudes formed at an early age in the home are more important than ability. The greatest single factor in building a child's intellectual, moral, and cultural attitudes is the example provided in the home. The conscientious parent will try to plan thoughtfully not only for the child's first entrance into school life, but also for his/her continued success in school. As your child's primary educator, we ask you to cooperate with the following:

1. Build religious celebrations and family prayer into your lifestyle.
2. Encourage and provide proper facilities for thorough completion of assignments.
3. Insist that your children obey the regulations and principles of good behavior. Note their conduct and effort marks. Unsatisfactory marks or failing efforts in a discipline indicate a need for a conference with the teacher.
4. Attend all required meetings.
5. Avoid criticism of teachers and school policy in the presence of your child. Discuss problems with the teacher, principal, or pastor.
6. Encourage and praise development of your child's individual talents and interests.
7. Have your child arrive on time and in the appropriate school uniform.

## ADMISSION POLICIES AND PROCEDURES

St. Mary of the Assumption School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students 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. Furthermore, it is the policy of St. Mary of the Assumption School not to discriminate on the basis of sex in its educational programs of employment as required by Title IX of the Educational Amendments in 1972.

The educational team of St. Mary of the Assumption School accepts new students into our school community on a probationary status. Having reviewed progress during the school year in academic, social, and emotional areas, we believe it is in the best interest of the student that we evaluate his/her performance at the end of his/her first quarter of the school year and make a decision regarding his/her continuance in the program of studies at St. Mary of the Assumption School. The school reserves the authority to conference with parents as needed before the end of the first quarter. If any teacher or administrator has serious reservations and concerns, we will request that the student be withdrawn from St. Mary of the Assumption School.

### ADMISSION OF PARISHIONERS

**Definition of Parishioner** – A parishioner is understood to be one who is registered, attends, and contributes to the parish in which he/she belongs.

All Catholic students of the Roman rite whose families live within the boundaries of Saint Mary of the Assumption Parish are eligible for admission to the school provided that:

1. The families are registered in St. Mary of the Assumption Parish.
2. The parents understand that they have an obligation to foster a Catholic atmosphere in the home and set a good example as a Catholic by regular participation at Mass on Sundays and Holy Days and by regular reception of the Sacraments.
3. In addition to the current tuition payment, the parents are expected to contribute to the support of the Parish by use of the collection envelopes or by any other acceptable method.
4. The parents agree to uphold and follow to the best of their ability the policies of the school as stated in the School Handbook, other bulletins, and communications.
5. Once a class size of twenty-five (25) students in Grades K-8 has been reached, students will be placed on a waiting list. Registered

- parishioners of St. Mary of the Assumption Parish on the waiting list will have first priority for admission.
6. Parents are encouraged and expected to assist in specific fund raising activities and development programs for the school as determined by the school and Parish.
  7. Parents understand the student tuition rate is determined yearly.
  8. Final decisions regarding admission and re-admission of students rest with the Pastor.

## **ADMISSION OF NON-PARISHIONERS**

Catholic students, who live outside the territorial boundaries of St. Mary of the Assumption Parish or are members of a parish not having a Catholic school, will be considered for admission on an individual basis depending upon the parish to which they belong and the number of available spaces in St. Mary of the Assumption School.

1. Students who are members of St. Bede Parish and Divine Word Parish will be accepted if their families are members of good standing in the parish to which they belong
2. Non-parishioners who are attending St. Mary of the Assumption School also have the responsibility to support the educational programs of the school through financial support and attendance at meetings.
3. The tuition for students who are non-parishioners is the same as the tuition amount for parishioners.
4. The parents agree to uphold and follow to the best of their ability the policies of the school as stated in the School Handbook, other bulletins, and communications.
5. Children who were accepted from other parishes may remain at St. Mary of the Assumption School until their education is completed, unless for some reason a transfer becomes necessary.
6. Once a class size of twenty-five (25) students in Grades K-8 has been reached, students will be placed on a waiting list. Registered parishioners of St. Mary of the Assumption Parish on the waiting list will have first priority for admission.
7. The final decision regarding admission and re-admission rests with the Pastor and the principal.

## **ENTRANCE AGE**

Students entering kindergarten must be five (5) years old by September 30<sup>th</sup> of the year in which they are entering kindergarten.

Students entering grade one must be six (6) years old by September 30<sup>th</sup> of the year in which they are entering the first grade. This is the law in the State of Ohio. Early entrance testing may be requested from the local public school agency if the child will be six (6) years old by January 1<sup>st</sup> of the new school year.

## **TRANSFERS**

When transferring a student to another school from St. Mary of the Assumption School, a signed Release of Information form is necessary to send the child's record to the new school. The child's report card will be issued if all payments/bills/fines have been paid.

## **SCHOLARSHIPS**

Financial aid in the form of scholarships is available from a variety of sources. Please see our [scholarship page](#) on our school website for information on these opportunities.

- EdChoice Expansion
- Fund a Dream
- Diocesan Tuition Assistance (DTA)
- Catholic Education Endowment Fund (CEET)
- Angel Fund
- Adopt-A-Student
- Local scholarships

## **SCHOOL ACCOUNTS AND FINANCES**

### **LUNCH PROGRAM**

St. Mary of the Assumption School offers a hot lunch program through the Cleveland Diocese. Students have the option of ordering lunch or packing a lunch. Students may purchase lunches monthly. A menu is sent home each semester, and order forms are sent home monthly. The price of lunch includes milk, or milk may be purchased separately. Milk may be purchased daily. **Due to allergies, parents may NOT bring in "birthday lunches" for a student's class.**



**SCHOOL SUPPLIES** may be purchased in the school office. Pencil cases, Bibles, headphones/earbuds, and book bags/totes are the only items offered.

**PROPERTY DAMAGE** incurred by the student is the responsibility of the parent or guardian.

\*Any money brought to school must be in an envelope clearly marked with the child's name, amount, room number, and purpose for which the money is to be used.

## **ACADEMIC POLICIES AND PROCEDURES**

### **MINIMUM STANDARDS**

St. Mary of the Assumption School is fully accredited and chartered by the State of Ohio. Each teacher is certified and holds a bachelors, masters, or doctorate degree.

The Minimum Standards of the State of Ohio require that there be 1,001 hours of pupil instruction. **The school day begins at 7:45 a.m. for all students.** St. Mary of the Assumption School is governed by the State and by the Diocesan legislation regarding:

1. The length of the school year
2. Administrative procedures for the school year as they relate to the opening, closing, and emergency closing of schools
3. Admission, assignment, and withdrawal of pupils
4. Vaccination and immunization of pupils

### **ORGANIZATIONAL PATTERN OF SCHOOL**

St. Mary of the Assumption School consists of twenty-seven (27) classrooms in grades Preschool-8.

- Classes in Preschool-Grade 3 are self-contained (one teacher for each classroom).
- Grades 4-8 are departmentalized.
- Specials classes for Preschool-Grade 8.

### **METHODOLOGY**

The methodology of St. Mary of the Assumption School consists of the following:

1. Homogeneous or ability grouping within a class
2. Heterogeneous grouping

3. Individual instruction
4. Combination of the following:

cooperative learning  
critical thinking  
computer instruction  
diagnostic testing  
discussion techniques  
drill  
laboratory experience  
lecture

programmed instruction  
problem solving  
portfolios  
projects  
reading  
recitation  
skill practice session  
Promethean Active Panels

## **CURRICULUM**

All students, including those of other faith backgrounds, are required to participate in the full school curriculum.

## **RELIGIOUS EDUCATION**

Religion classes are taught daily. All students attend 8:15 Mass on Wednesdays and Mass on Holy Days. Students also attend paraliturgical services for the seasons of Advent, Lent, Holy Days, and special holidays. Additionally, students take part in service and mission projects. Catholic Christian principles are interwoven throughout the entire curriculum.

Students, except those who are not baptized Catholics or those baptized in non-Catholic faiths, participate in the reception of Sacraments.

All children in Grade 2 are prepared for the reception of the Sacraments of Reconciliation and First Eucharist. Children who are baptized Catholics will receive the Sacraments. Special arrangements for children baptized in other faiths will be made by the Pastoral Team.

Theology of the Body is incorporated into lessons for all grade levels.

## **PROGRAM OF INSTRUCTION**

The goals and objectives of each subject are based on the requirements of the Graded Course of Study issued by the Secretary for Education for the Diocese of Cleveland and approved by the Ohio Department of Education based on Ohio State Standards.

## **LIBRARY**

Each child is given the opportunity to visit the school library and borrow a book once a week. Students are expected to be quiet in the library. Lost books must be replaced before the end of the school year.

## **AUXILIARY SERVICES**

Ohio Auxiliary Services provides two intervention specialists, a school psychologist, a speech therapist, a health aide and nurse.

Students are screened to determine a need for help in the various areas. In addition, parent and teacher referrals may also be made.

## **CARE OF BOOKS**

Every student must use a back pack to carry books to and from school. During the school day, every student in grades 4-8 **must** use a school issued St. Mary tote bag, which can be purchased in the school office. Books taken home should be covered at all times. Do not tape or paste covers to hardback books. Check periodically to see that your child's books are covered. Provide a specific, safe place for school books at home. Parents must reimburse the school for any lost or damaged books.

## **SCHOOL WORK**

To insure successful teaching and learning, cooperation from parents is essential. To have this cooperation, parents should familiarize themselves with the regulations and routine of the school. Parents are urged to pay particular attention to the child's homework assignments, attendance, and punctuality. A specific time and place for study should be provided where the child can work with a minimal number of distractions. The student is responsible for having homework, projects, etc. at the beginning of the school day. Parents/guardians, etc. may **NOT** bring forgotten items to the student during the school day. Students may **NOT** return for forgotten homework after the school day ends.

## **STANDARDIZED TESTING PROGRAM**

The Diocesan Testing Program consists of the following:

NWEA MAP Testing will be administered three times a year (September, January and April) for students in grades kindergarten through eight. It measures what students know and what they are ready to learn next. MAP Growth creates a

personalized assessment experience that accurately measures performance—whether a student performs on, above, or below grade level. Teachers can track growth through the school year and over multiple years.

CogATs will be administered to students in grades 3, 5 and 7 in the spring.

The ARK test will be administered to students in grades 2 – 8 each spring.

## GRADING SYSTEM

St. Mary of the Assumption School reports the progress of each student each quarter. The report card reflects achievement, effort, and conduct.

The system used in kindergarten is as follows:

S+ = Outstanding	S- = Needs Improvement
S = Satisfactory	U = Unsatisfactory

The system for grades 1-8 is as follows:

Superior	A+	100-98
	A	97-95
	A-	94-93
Above Average	B+	92-90
	B	89-87
	B-	86-85
Average	C+	84-82
	C	81-79
	C-	78-77
Below Average	D+	76-75
	D	74-72
	D-	71-70
Failing	F	69-0

O, S+, S, S-, N, and U will be used for Specials and select other classes.

**ANY** talking during testing may result in a grade of zero (0) on the test.

## HONOR ROLL CRITERIA

### Grades 4 – 8

**First Honors:** Combined computer-generated average in all major subject areas, **including Spanish (Gr. 6-8) = 95 to 100.** \*(Spanish will be weighted.)

**Second Honors:** Combined computer-generated average in all major subject areas, **including Spanish (Gr. 6-8) = 90-94.99.**  
\*(Spanish will be weighted.)

**Merit:** Combined computer-generated average in all major subject areas, **including Spanish (Gr. 6-8) = 87 to 89.99.** \*(Spanish will be weighted.)

A grade of **D, F, or U** in **ANY** subject, including spelling, will preclude students from achieving Honor Roll designation.

## **INTERIM REPORTS**

Teachers of grades K-8 input grades throughout the school year into the FACTS/SIS (RenWeb) system. These grades are available for review by both students and parents at any time. It is the responsibility of the parent(s) to monitor the grades. Report cards are posted electronically quarterly for all students in grades K-8. Report cards will be held in the main office if there are **any** past due fees (Fun Club, lunches, lost library books, etc.). **Grade 8 final records will not be released to high schools until all fees are paid.**

## **CONFERENCES**

Parent/teacher conferences are held in October each year. If parents or teachers feel the need to conference at any other time during the school year, arrangements can be made to meet.

## **RETENTION**

As stated in the *Diocesan Handbook for Elementary Schools*:

A child should be retained only if it is presumed he/she will profit by it. Retention can be considered for the following reasons:

1. Failure in three (3) or more subjects. (Failing in an individual subject is defined as receiving a grade of F for more than two (2) quarters).
2. Retention for other good and sufficient reasons, such as immaturity.
3. Failure to master fundamental skills of reading and/or math in primary grades.

Retention must have the approval of the school principal.

## **POLICIES FOR GRADUATION**

In order for St. Mary of the Assumption School students to have a pleasant and lasting remembrance of elementary school days, graduation ceremonies will be

simple but dignified. Graduation will consist of a special prayer service offered for the graduates, their families, and friends. During the prayer service graduates will receive diplomas. The graduates will wear caps and gowns, and other guidelines for proper attire will be given by the teachers prior to the ceremony. s

## **PERMANENT RECORDS**

Grades are an evaluation of what a student has learned or mastered as shown in daily participation, homework and daily assignments, quizzes, tests, and projects. These grades, along with conduct and effort marks, become part of a permanent record that is filed in the school office and lasts as long as the person lives. Institutions of higher learning, potential employers, and various military services are all interested in school records. Parents and students may request to view the permanent records in the principal's office.

## **PARENT CUSTODY**

Due to legal procedures, parents must inform the principal concerning custody and visitation rights. The principal should be aware of who has custody rights, legal guardianship, and how the school can assist in communicating with the parties involved. This should be indicated in writing. **THIS INFORMATION SHOULD BE UPDATED EACH YEAR AND WHEN CHANGES OCCUR.**

## **ATTENDANCE POLICIES AND PROCEDURES**

Regular attendance and punctuality are imperative for educational programs. Classes begin at 7:45 a.m. for all students. The school day ends at 2:15 p.m. for all grades.

Parents driving children to and from school are to drop off and pick up outside the building. **Children driven to school should not be dropped off before 7:15 a.m.**

All students must be in the building by 7:40 a.m.; otherwise students will be considered late and marked tardy. Students arriving late are required to report to the office for a tardy slip. Excessive tardiness is reported to the parents. Chronic tardiness may be considered educational neglect on the part of the parent and may necessitate a call to the Lake County Department of Children and Family Services. Consistent tardiness will not be tolerated and could result in detention, suspension, or expulsion. **Students arriving or leaving at 11:00 a.m. will be marked one-half day absent.**

Parents must email the school between 7:00 a.m. and 8:30 a.m. to report an absence ([attendance@stmarysmentor.org](mailto:attendance@stmarysmentor.org)). The school staff will contact the parents if absentees are not reported. A parent must email each day the child is

absent. After three (3) days of absence, a doctor's note is required. A parent note or phone call is required for the following reasons:

1. For tardiness – give reason
2. For permission to leave the classroom more than normal
3. To be excused from gym class for one or more gym periods. (A doctor's signature is required for more than two (2) excused days from gym class.)
4. For doctor or dental appointments
5. For requests to leave before dismissal time
6. For requests to ride a different bus (within his/her own district only) or to get off at a different stop – include new bus number, stop, and address where the child will be going. \*Mentor transportation will allow a child to take a different bus for **DAY CARE** reasons **only**.
7. For anticipated absence from school other than illness  
\*\*When a student is to be absent from school (vacation), notify the principal and teachers in writing before leaving. Parents are to indicate in writing that they assume full responsibility for the work the student will miss. **No** school work will be sent before or during the missed time, and independent study programs cannot be created in advance by teachers to accommodate missed class time. Work missed must be made up after the child returns to school. This type of absence is **not** recommended, **and is considered unexcused within the EdChoice scholarship**, as they use the Ohio Administrative Code. Students are allowed up to twenty (20) unexcused absences per school year. Vacations should be scheduled during St. Mary of the Assumption School regular vacation times.
8. **All homework/book requests must be made before 10:00 a.m.— though not until day two (2) or beyond. Daily assignments are posted by each teacher on FACTS/SIS (RenWeb) or Google Classroom.**

Make –up work: A student has one day for each day missed to make up any missing assignments or tests.

Parents are required to sign students in and out at the main office for early dismissal/late arrival.

## **APPOINTMENTS AND EMERGENCIES**

If at all possible, schedule appointments on free days, vacation days, or after school. If an emergency arises or an appointment is planned which makes it necessary for the student to leave school before the end of the day, the student must:

1. Present a note to the homeroom teacher, signed by the parent stating the reason for the early dismissal.
2. Stop at the school office when leaving the school and again upon entering the school. **The parent or guardian must sign the student out/in.**

## **ILLNESS**

If your child has a fever, or is vomiting or has diarrhea, he or she must not have any of these symptoms for twenty-four hours *without medication* before returning to school. **Please be sure your child is not ill when he/she leaves for school in the morning.** The school is not the place to determine a child's illness. When a child becomes ill at school, he/she may report to the nurse only after notifying his/her teacher. Parents will be called to take the child home. Parents **MUST** report to the school office before going to the clinic.

The nurse and/or health aide may not diagnose illness. Medicine may be stored in the clinic. Medicine must be labeled and prescription medications must have written and specific instructions from the doctor stated on the medicine bottle or container. **If you send your child to school with cough drops for an illness, your child cannot share them with other students.**

**If a child is ill more than three (3) days, a doctor's note is required.**

**\*\*If a child is absent for three (3) weeks consecutively OR twenty-five (25) days due to illness, it may be necessary to temporarily remove the child as a student of St. Mary of the Assumption and invoke the use of the Mentor Public School Home Tutoring Program until the child is well enough to return to St. Mary's as a full time student.\*\***

## **TRUANCY**

The principal, on an individual basis, will handle consequences for truancy.

## **PROFESSIONAL WORK DAY**

Students may visit parents on a designated Professional Work Day only if a letter or agenda with the business letterhead is in the school office the day before the student visits the work place. The student will receive an unexcused absence if the letter has not been submitted.



## **WEATHER CLOSINGS**

Anytime there is a question concerning St. Mary of the Assumption School being in session, the school will follow the Mentor Public Schools or the Eastern Region Board of Catholic Education guidelines. When Mentor Schools close because of snow, ice, or excessively cold wind chills, we will also close. Each family will be notified via text, and/or by a phone call to their home phone, cell phone, or by e-mail.

**Please do not call the parish office. The rule is IF MENTOR PUBLIC SCHOOLS ARE CLOSED DUE TO SNOW/ICE/WIND CHILLS, SO IS ST. MARY OF THE ASSUMPTION. SINCE OUR BUILDING IS AIR CONDITIONED, WE WILL NOT CLOSE FOR HIGH HEAT DAYS. YOU MAY BE RESPONSIBLE FOR YOUR CHILD'S TRANSPORTATION IN SUCH A CASE.**

## **CHEMICAL DEPENDENCY PROGRAM**

St. Mary of the Assumption School recognizes that chemical dependency is a treatable illness. Drugs and alcohol change how the body works. Chemical dependency is a disease that affects the way a person thinks, acts, and feels.

Health problems of youth are the responsibility of the home and community. However, the school shares in that responsibility since the community's youth spends a significant portion of time in school and chemical involvement often interferes with school behavior, student learning, and the fullest development of the individual. The school plays a role in early detection of drugs/alcohol use, abuse and dependency, the protection of the student from the promotion and sale of alcohol and drugs, and the establishment of a partnership role with the family and other institutions (church, police, community health services, mental health and treatment centers, as well as concerned citizens) in seeking treatment for the chemically dependent person or a victim of chemical dependency.

When certain behavioral symptoms are noticed, representatives of the school will meet with student and parent(s) to discuss the nature and extent of the observable problem and recommend action steps. Students, who are under the influence of drugs or alcohol, who have alcohol on their breath, or who are in possession of a mood modifier and/or drug related paraphernalia, will be immediately removed from school until a parent conference has been conducted. Depending upon the attitude of the student, steps will be initiated at the conclusion of this conference. Action steps may include a recommendation for outside help, participation in a group counseling, indefinite suspension from school, referral to juvenile or criminal court, or expulsion from school.

## **AIDS POLICY**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grades K-12 shall be permitted to attend school or parish religious programs in regular classroom settings provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities.
2. The child behaves acceptably in a manner that would not cause the spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

In Diocesan high schools, the Principal and Assistant Superintendent for Secondary Schools will consult with the appropriate persons and make a recommendation to the Superintendent of schools, who will make a decision on each case.

In Parish elementary schools and Parish Schools of Religion, the Pastor and Principal will confer with the appropriate persons and consult with the Regional Superintendent before the Pastor makes the final decision on each case in the parish school.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex), or other illnesses caused by HIV (Human Immune Deficiency Virus) that causes AIDS also known as HTLVIII or LAV.

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel made aware of the child's condition should be the minimum necessary to assure the proper care of the child. Based on the condition of the child and the expected type of interaction with others, the Principal after consultation with the proper authorities may limit the child's participation in school activities.

A student with AIDS who is excluded from school or a Parish school of Religion Program shall be provided with an alternative means of catechetical instruction.

## **FOOD ALLERGIES GUIDELINES**

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if parents, students, and staff work together to minimize risks and provide a safe educational environment for food-allergic students.

Parents must notify the school office and homeroom teacher of any life-threatening allergy on or before the first day of each school year or as soon as an allergy is diagnosed.

Each school year parents and physicians will be required to complete, sign, and return an "Allergy Action Plan" specific to the student with life-threatening allergies. The school health aide and nurse will review all allergy information provided by the student's parents and physician and share this information with the appropriate teachers and staff.

Parents will provide the school with the medication prescribed in the Allergy Action Plan. Medications will be kept in the health aide's office or with the student as specific needs dictate.

The parents of a student with a life-threatening allergy will provide a supply of "safe" snacks for use by their child. Parents of children with life-threatening allergies are responsible for notifying bus transportation providers with information regarding their child's allergy. Teachers and staff will attend training annually regarding life-threatening allergies.

A "nut-free" table is available daily in the cafeteria in the cafeteria for those students/parents who chose to make use of it.

**ALL parents** are to be aware of allergies of students in each classroom and discourage the use of products for snacks and birthday treats that could affect these students.

Students with allergies are to be educated about safe and unsafe foods; should not trade or share foods; should not eat any food with unknown ingredients or those known to contain any allergens; and should notify an adult immediately if they have eaten something they believe may contain the food/ingredient to which they are allergic.

[Complete Food Allergy Policy is available upon request.]

### **Responsibilities of the Parent/Guardian**

1. Notify the school of the child's allergies.
2. Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom,

- cafeteria, after-care programs, school-sponsored activities, on the school bus, as well as developing an Individual Health Care Plan (IHCP) and/or Allergy Action Plan (AAP) with school health aide.
3. Provide written medical documentation, instructions, and medications as directed by a physician. Include a photo of the child on the written form.
  4. Leave a bag of "safe snacks" in your child's classroom so there is always something your child can choose from during an unplanned special event.
  5. **ALL** parents are to be aware of allergies of students in each classroom and discourage the use of products for snacks and birthday treats that could affect these students.

### **Responsibilities of the Student**

1. To be educated in safe and unsafe foods
2. Do not trade or share foods.
3. Should not eat anything with unknown ingredients or known to contain any allergen.
4. Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

[Complete Food Allergy Policy can be sent home upon request.]

## **DIOCESE OF CLEVELAND, OFFICE OF CATHOLIC EDUCATION WELLNESS, FOOD AND BEVERAGE POLICY #6102.38**

### **Rationale**

*Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical, and social development of the individual as well as the community.*

*A major theme of Catholic social teaching, Human Dignity and the Value of All Life, carries the responsibility to care for the health and well being of not only oneself, but of others. The **concept of wellness** is a core principle undergirding both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes calls us to Care for God's Creation. There is a direct relationship between the health of the planet and the health of its human inhabitants.*

*The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full*

academic potential, full physical and mental growth, and lifelong health. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. The schools of the Diocese of Cleveland, and the community itself, have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns.

### **Statement of Policy**

The schools of the Diocese of Cleveland are committed to providing school environments that promote and protect children's health and well-being. It is the policy that:

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis and school staff will be encouraged to role model healthy eating behaviors;
- To the extent practicable, schools will participate in available school meal programs and students will be provided access to a variety of affordable, nutritious and appealing foods that meet their health and nutrition needs, while accommodating the religious, ethnic and cultural diversity of the student body in clean, safe and pleasant surroundings with adequate time to eat.
- Food and beverages sold or served throughout the school day will meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulations as well as, to the maximum extent possible, incorporate the Dietary Guidelines for Americans;
- Schools will maintain a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system implemented with the intent of preventing food-borne illnesses.

### **Commitment to Nutrition (Minimum Requirements)**

#### **General**

- Administer Child Nutrition Programs by school food service staff members who are properly qualified according to current professional standards.
- Offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Education, Office of Child Nutrition Programs.
- Encourage increased participation in the available federal Child Nutrition programs (e.g. school lunch, breakfast, and milk programs).
- Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities.
- Encourage students to make healthy food choices by emphasizing menu options that feature baked items (will limit fried foods), whole grains, fresh fruit and vegetables, and reduced-fat dairy products.
- Provide school food service staff routine professional development training opportunities.
- Follow USDA Child Nutrition Program regulations restricting competitive food sales and serving of foods of minimal nutritional values.

- Encourage school-based organizations to use non-food items and/or healthful foods for contests and fundraising projects.
- Ensure all foods made available on campus comply with state and local food safety and sanitation regulations. HACCP plans and guidelines are implemented as required by Child Nutrition Program regulations regarding school meals.
- Ensure water is available to students during mealtimes at no charge. If water fountains are not available in eating or adjacent readily accessible areas, water will be offered via other means such as pitchers, coolers, etc.
- Monitor all food and beverages sold or served to students outside of the federally regulated child nutrition programs (i.e. vending, school stores, fundraising efforts) by school administration to ensure compliance with all local, state, and federal statutes and regulations. Nutrient density and portion size will be considered before permitting food and beverages to be sold or served to students. State provided software (if provided and available) or Alliance for a Healthier Generation guidelines and software will be utilized to determine acceptability of items in relation to specific guidelines.

## **Nutritional Quality of Foods and Beverages Sold and Served on Campus**

### **School Meals**

Meals served through the National School Lunch and Breakfast Programs will:

- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- Offer a variety of fruits and vegetables;
- Serve only low-fat (1%) and fat-free white milk, fat-free flavored milk, and nutritionally-equivalent non-dairy alternatives (when required and to be defined by USDA); and
- Ensure that half of the served grains are whole grain.

### **Foods and Beverages Sold Individually**

(i.e. all foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte lines, fundraisers, school stores, etc.)

The schools of the Diocese of Cleveland will ensure that student access to foods and beverages meet federal, state, and local policies and guidelines, including Ohio Senate Bill 210 requirements for evaluating food and beverage items to sell a la carte. Schools will comply with the most recent guidelines for competitive food sales issued by the Alliance for a Healthier Generation in respect to the sale of a la carte items. Additionally, Senate Bill 210 includes specific guidelines and restrictions on beverages that must be followed.

A food item sold individually:

- Will have no more than 150 calories for elementary students, 180 calories for middle school students, and 200 calories for high school students;
- Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated fats with zero trans fat;
- Will have no more than 35% of its weight from added sugars;
- Will contain no more than 230 mg of sodium per serving for snack items (chips, cereals, crackers, French fries, baked goods, etc.), no more than 480 mg of sodium per serving for pastas, meats, and soups.

A beverage item sold individually:

- Elementary K-4: Limited to water, milk, and 8 ounces or less of 100% fruit juice (or fruit/water blend with no added sweeteners) with no more than 160 calories per 8 ounces. **NO OTHER BEVERAGES ALLOWED – NO ENERGY DRINKS i.e. “RED BULL” or “DROPS”**
- Elementary 5-8: Same limitations as K-4 except 10 ounces of juice are allowed with no more than 160 calories per 8 ounces.
- High School: Water, milk and up to 12 ounces of juice with no more than 160 calories per 8 ounces. Other beverages are allowed as long as they are 12 ounces or less with no more than 66 calories per 8 ounces (larger size beverages are allowed but are limited to 10 calories per 8 ounces).

### **Commitment to Comprehensive Health Education (Minimum Requirements)**

- Provide ½ Carnegie unit of comprehensive health education for graduation.
- Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices: nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substances.

### **Commitment to Physical Activity (Minimum Requirements)**

- Provide physical education opportunities for all students in grades K-8.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Create wider opportunities for students to voluntarily participate in extracurricular physical activity programs.
- Incorporate physical activity such as stretching before classes and at appropriate intervals during the day.
- If the schedule allows, provide for physical activity before the lunch period.
- Promote school-wide challenges in conjunction with charitable events such as a Walk for Diabetes or Hoops for Hearts.

### **Commitment to Healthy School Environment (Minimum Requirements)**

- Provide a clean, safe, enjoyable meal environment for students.
- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events (i.e. school registration, parent-teacher conferences, PTU meetings, open houses, health fairs, book fairs, teacher in-services, sporting and other events).
- Ensure an adequate time for students to enjoy eating healthy foods with friends. Schools shall provide at least 10 minutes from the time the student sits down until the end of the period to consume lunch. However, following the National Association of State Boards of Education recommendations, every effort will be made to provide students with 20 minutes after sitting down to eat.
- Schedule meal periods at appropriate times with not less than three hours between breakfast and lunch. Lunchtime as near the middle of the school day as possible, preferably between 11 a.m. and 1 p.m.
- Make efforts to schedule recess for elementary grades before lunch so that children will come to lunch less distracted and ready to eat.
- Make available drinking fountains or other accessible drinking water in all schools so that students have access to water at meals and throughout the day.
- Refrain from using food as a reward or punishment for student behaviors.
- Avoid scheduling tutoring, club/organization meetings, and other activities that interfere with appropriate mealtime allotments whenever possible. Activities that are scheduled during mealtimes should be structured to accommodate an appropriate mealtime for students.
- Annually before the beginning of the school year, review with staff and students the safety and crisis plans of the school.
- Review emergency procedures with parents.
- Update parent and faculty handbooks on a regular basis to reflect health and safety concerns.

### **Commitment to Implementation (Minimum Requirements)**

- Conduct a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement.
- Review implementation of wellness policy in conjunction with the ongoing OCSAA accreditation process.



## **EXTRACURRICULAR ACTIVITIES**

### **EDUCATIONAL EXCURSIONS**

Educational excursions are preplanned, related to the curriculum, and are followed up by evaluation to be worthwhile learning experiences. The following procedures are to be followed for educational excursions:

1. Written permission is to be obtained prior to each excursion.
2. The permission form should include the following:
  - a. Destination
  - b. Time of departure and return
  - c. Name of faculty member in charge
  - d. Date of excursion
  - e. Reason for excursion
  - f. Type of transportation
  - g. Additional information, accommodations, fees, lunch, etc.
3. Parents may be asked to drive on some excursions. Parents will be required to fill out an insurance form that must be on file in the school office before the trip. No remuneration should be given to drivers as the Guest Statute is in effect in Ohio. Cars must be equipped with seat belts, and students must wear them during the car ride.
4. Teachers plan the excursions with the principal's permission. Students can be denied participation if they fail to meet academic or behavior requirements.

### **SCHOOL BAND PROGRAM**

Instrumental music lessons on woodwind and brass instruments are available for all students in grades 4 through 8. Classes will be held during regular school hours. This is an excellent opportunity to provide your child with a unique learning experience in the arts.

Band students receive a twenty-five-minute semi-private lesson (2-6 students per group) once a week during the school day. A special rotating schedule is used so that lessons do not interfere with students' academic performance. Lesson material includes learning to read music, all aspects of playing the instrument, and instrument maintenance. On the same day as semi-private lessons, the students may also meet in a large GROUP BAND where they learn to follow a conductor and perform as a group. They study and learn to appreciate a wide

variety of music. This GROUP BAND rehearsal is usually scheduled during recess. Students will be allowed to progress at their own rate in a positive learning environment. Parents will receive three (3) written evaluations of the student's progress, which will correspond with the first, second, and fourth grading periods.

The students will be featured performing solos, small ensembles, and group band selections during a Christmas concert and a spring concert. In addition, advanced students in grades 7 and 8 may participate in the Ohio Music Educators Association Solo and Ensemble Contest in the spring.

## **SPECIAL STUDENT ACTIVITIES**

St. Mary of the Assumption School offers the following special activities to students:

Art/Drawing Clubs	Faithbuilders
Art Show	Gardening Club
Baking Club	Grace Notes Choir
Band	Makerspace
Boy Scouts/Girl Scouts	Musical Productions
Buddy System	Sacramental Programs
Career Day	Safety Patrol
Catholic School Week	Science Fair
Charity Programs	Science Olympiad
Drama	STEM
Faith Families	Student Council

## **DRESS CODE**

### **SCHOOL UNIFORMS**

*The school uniform is a special sign telling others who our students are and to whom they belong. Students who are well groomed, neat, and clean have a certain pride about themselves that is reflected in their actions. Our school uniform should be worn with dignity and pride!*

### **BOYS: Grades K-8**

- Navy or khaki **dress pants** (no cargo, no elastic leg). A belt must be worn if pants have belt loops.
- Long or short sleeve white or navy polo **with or without school logo** (no other logos acceptable—i.e. Lacoste alligator)
- Navy crew neck sweatshirt (no hoodies) **with school logo** available through Lands' End, Schoolbelles or St. Mary Spirit Store; or a navy, white or gray crew neck or V-neck sweater
- White, navy, gray or black crew socks (Socks must cover ankle completely, no logos or designs.)
- Only a plain white t-shirt may be worn under the uniform shirt.
- All shirts must be tucked in.
- Polos must be worn under any sweatshirts or sweaters.

**GIRLS: Grades K-3**

- Blue glen plaid jumper (V neck) or split skirt (may not be shorter than 1” above knee)
- Long or short sleeve white or navy polo **with or without school logo** (no other logos acceptable—i.e. Lacoste alligator), plain bottom or banded bottom
- Navy or khaki **dress slacks** (no cargo, no elastic leg)
- Navy crew neck sweatshirt (no hoodies) **with school logo** available through Lands’ End, Schoolbelles or St. Mary Spirit Store; or a navy, white or gray cardigan or crew neck sweater
- White, navy, gray, or black crew socks/knee socks/tights/leggings (All must be solid—no patterns or logos. Socks must cover ankle completely.)
- Headbands in solid navy, gray, white or black—or the St. Mary plaid—may be worn. No designs, tails, etc.
- No sweatpants may be worn under the skirt or jumper.
- Only a plain white t-shirt may be worn under the uniform shirt.
- All shirts must be tucked in if they are not the banded style.
- Polos must be worn under any sweatshirts or sweaters.

**GIRLS: Grades 4-8**

- Blue glen plaid kilt skirt or split skirt. Skirts may not be shorter than 1” above knee. (Repeated infractions may result in student being required to wear tights.)
- Long or short sleeve white or navy polo **with or without school logo** (no other logos acceptable—i.e. Lacoste alligator), plain bottom or banded bottom
- Navy or khaki **dress slacks** (no cargo, no low-ride pants, no elastic leg)
- Navy crew neck sweatshirt (no hoodies) **with school logo** available through Lands’ End, Schoolbelles or St. Mary Spirit Store; or navy, white or gray cardigan or crew neck sweater
- White, navy, gray, or black knee socks, tights, or leggings. All must be solid—no patterns or logos.
- Headbands in solid navy, gray, white or black—or the St. Mary plaid—may be worn. No designs, tails, etc.
- No sweatpants may be worn under the skirt.
- Only a plain white t-shirt may be worn under the uniform shirt.
- All shirts must be tucked in if they are not the banded style.
- Polos must be worn under any sweatshirts or sweaters.

**I.D. BADGES:**

Students in grades 6-8 are required to wear their school-issued ID badges during the school day. If a badge is lost or damaged, a replacement badge must be ordered for a fee.

**P.E. UNIFORM:**

P.E. uniforms will not be worn this year. Students should wear tennis shoes with their regular school uniforms on the days they have gym class.

**SCHOOL SPIRIT FRIDAYS:** Students may wear their CYO team sweatshirts (including hoodies) and/or jerseys on Fridays. Also acceptable are polos and school sweatshirts in the “St. Mary blue” (royal blue) color. Girls may wear headbands in the St. Mary blue color. Polos must be worn under sweatshirts/jerseys. Students may wear their “House” shirts as part of spirit wear, as well.

**SUMMER UNIFORM:** During the months of August, September, and October and April, May and June, students may wear navy or khaki Schoolbelles uniform walking shorts in place of their jumpers/skirts/pants with the white or navy polos.

**DESIGNATED NON-UNIFORM DAYS:** Students will be given special days on which they may wear clothing other than the regular uniform. On these days (birthdays, contribution bonus days, earned non-uniform days, etc.) the student may wear capri pants, slacks, jeans, sweatpants, sweatshirts, appropriate slogan t-shirts, tennis shoes/socks. **Inappropriate attire includes** leggings, pants with holes, shorts, spaghetti strap shirts/tanks, cropped blouses or shirts, short skirts/dresses, tight fitting attire, midriff blouses, low-rider pants, low cut blouses, spandex, sandals/flip flops, pajama pants, slippers.

**COLD WEATHER ATTIRE:** Students need to be dressed accordingly for outdoor recess. Students are to wear a warm coat, a hat, gloves and boots.

### MISCELLANEOUS UNIFORM ITEMS

**SHOES:** Tennis shoes or black or brown leather/leather-like dress shoes with a functional "buckle," tie, or Velcro and a maximum 1" heel are acceptable. Not acceptable are boots, clogs, moccasins or open-toed shoes. Removable boots should be worn on days when there is snow.

**HAIR:** Neat and presentable; no extreme styles (girls-rows, lines, shaved, enhancements such as beads or feathers/ boys-rows, lines, ridges, step cuts, tails, shaved); no unnatural colors. Boys' hair length must be above the collars, ears and eyebrows. Boys must be clean shaven.

**JEWELRY:** Girls may wear post earrings (no dangling or hoop earrings), one per ear only; boys may not wear earrings of any type. Rings are limited to one per hand. One religious necklace and/ or bracelet may be worn. **Smart watches or fitness trackers with internet/phone/texting capabilities are not permitted on any school day.** No tattoos.

**MAKE UP & NAILS:** No makeup, nail polish or acrylic nails are permitted on any school day.

*Girls K-8 must wear clothing and footwear of the style available in the girls' clothing/shoe departments.  
Boys K-8 must wear clothing and footwear of the style available in the boys' clothing/shoe departments.*

*All uniform rules are subject to administrative discretion.*

## **DISCIPLINE**

### **CODE OF CONDUCT**

The goal of a school discipline plan is to establish a systematic plan for both in-class and out-of-class behavior. Caring about students is measured as much by the demands placed upon them, as by the support given them.

The school community is strengthened by a Code of Conduct which has as its purposes:

- ◆ to develop self-discipline
- ◆ to protect the rights of each individual

- ◆ to create an atmosphere of mutual respect between teacher and student and among themselves
- ◆ to promote conduct in conformity with the rules and regulations of a Catholic school community

Although supervision is provided to students, it is expected the students will follow the out-of-class and classroom rules without supervision and will receive appropriate consequences for offenses.

## **ANTI-BULLYING POLICY**

St. Mary of the Assumption School is committed to each student's success in learning within a caring, respectful and safe environment that is free from discrimination, violence and bullying.

## **OUT OF CLASS – YARD, HALLS, LAVS, BUSES**

### **Behavior Rules: (examples – list may not be all inclusive)**

- ◆ No electronic devices on school premises (cell phones, Ipods, tablets, smart watches, etc.)
- ◆ Follow directions the first time they are given
- ◆ Stay in assigned areas
- ◆ Use approved sports equipment appropriately
- ◆ No fighting and/or use of inappropriate or unkind language
- ◆ No dangerous objects
- ◆ No talking, running, or eating in hallways or bathrooms
- ◆ No destruction or defacing of school, church property, or buses
- ◆ Recess ends when the bell rings
- ◆ **No food outside of classroom/cafeteria**
- ◆ Keeps hands, feet, and objects away from others
- ◆ No toys (dolls, bears, balls, cars, electronic toys, trading cards, etc.)
- ◆ Respect in word and action to playground guards
- ◆ No conduct unbecoming a Christian student

### ***Discipline Plan Consequences for Outside Activities***

- ◆ First Offense      Reminder
- ◆ Second Offense    Benched and sent to non-activity area
- ◆ Third Offense      Benched/parents called/conference with Principal
- ◆ Serious Offense    Conduct Referral and Detention/  
Loss of Privileges/Suspension or Expulsion

## CLASSROOM

\*If there is no adult in the classroom, students are to sit quietly and do work.

- ◆ Follow directions the first time they are given
- ◆ Raise hand before speaking
- ◆ Complete assignments and work independently
- ◆ Stay in seats
- ◆ No running in the classroom or halls
- ◆ No inappropriate/unkind spoken or written language
- ◆ Respect for the belongings of others
- ◆ Keep hands, feet, and objects away from others
- ◆ Use class time wisely
- ◆ No conduct unbecoming to a Christian student

## CELL PHONE/ELECTRONIC DEVICE POLICY

**Students are permitted to have cell phones/smart watches at school, but the teacher must be notified and they are to be turned OFF and kept in the student's backpack in the locker.** Other electronic devices including but are not limited to cell phones, electronic games or toys, iPods, tablets, etc. are **NOT** permitted at school or on the student's person during the school day 7:40 a.m. – 2:15 p.m. The school is not responsible for lost/stolen/broken electronic devices. **Student bus riders may not use their phones on the buses.** If a student is discovered having one, the device will be confiscated, the parent will be called, and it will be returned to the student at the end of the day (once the parent is notified). Second Offense – the device will be confiscated, the parent will be called, and the parent must come and pick it up. Third Offense – the device will be confiscated, the parent will be called, and the student will serve an in-school suspension. **\*\*The School is NOT responsible for Text Messaging sent after school hours and off school premises.\*\***

## INTERNET POLICY

Students are **NOT** permitted to use the St. Mary School name or photos connected with the school on **ANY** internet web site in **ANY** negative manner. Doing so may result in suspension/expulsion. **\*\*The School is NOT responsible for Instant Messaging sent after school hours and off school premises.\*\* PARENTS MAY NOT POST pictures of students and their classmates on ANY social media due to legal issues.**

## DISCIPLINE PLAN

All students will be praised for appropriate and Christ-like behaviors.

**Primary Discipline Consequences for Inappropriate Classroom Behavior** will depend upon the teacher. Consequences may be the following:

1. Verbal warning
2. Name on board, strikes, checks by name, time-out thinking areas, loss of free time or recess, "No" on Homework sheet
3. Sorry cards will be issued for "hurting" another student with words or actions; not being truthful, taking something that does not belong to the student, etc. (Three Sorry cards = after school Detention; Three Detentions = Conduct Referral; Three Conduct Referrals = Suspension)
4. Conduct Referrals and/or Suspension will be issued for hitting with intent to harm, hitting a teacher, etc.)
5. Conduct Referral slip sent home for parent signature
6. Conference with teacher, parents, and principal

**Intermediate Discipline Consequences for Inappropriate Classroom Behavior** will depend upon the teacher. Consequences may be the following:

1. \*Use of Strike Book
2. Verbal warning
3. Demerit slip issued and sent home for parent signature
4. Three demerits = after school detention for one-half hour
5. Conference with teacher, principal, and parents after two detentions
6. Three detentions = a conduct referral
7. Demerits will be erased at the end of each quarter.
8. Detentions are not erased.
9. Conduct referrals will be given for more serious incidents.

**\*"STRIKES"** Students may receive "strikes" for forgetting materials, homework, or inappropriate behavior. If a student receives a "strike," it is recorded in the classroom binder. A letter will be sent home each quarter notifying parents. If students have received no "strikes", they are "superstars" and will receive an incentive.

- 1<sup>st</sup> Consequence – Verbal Warning
- 2<sup>nd</sup> Consequence – Strike recorded in the classroom binder
- 3<sup>rd</sup> Consequence – 3 Strikes = Demerit
- 3 Demerits = 1 after school detention

## **Junior High Discipline Consequences for Inappropriate Classroom Behavior**

### **STUDENT BEHAVIOR**

**DEMERITS** will be given for minor incidents such as, but not limited to:

- ◆ failure to do assignments
- ◆ copying assignments
- ◆ failure to have necessary materials
- ◆ chewing gum
- ◆ disruptive behavior
- ◆ disrespect
- ◆ uniform infractions

**CONDUCT REFERRALS** will be given for more serious incidents such as, but not limited to:

- ◆ disrespectful to any authority figure or peers
- ◆ disobedient to any authority figure
- ◆ cheating
- ◆ plagiarism
- ◆ throwing objects
- ◆ fighting
- ◆ destruction of school property
- ◆ conduct unbecoming a Christian student

\*A Conduct Referral will also receive an automatic Detention or Suspension depending upon the severity of the conduct.

<b>3 DEMERITS</b>	<b>=</b>	<b>1 DETENTION</b>
<b>3 DETENTIONS</b>	<b>=</b>	<b>1 CONDUCT REFERRAL</b>
<b>3 CONDUCT REFERRALS</b>	<b>=</b>	<b>SUSPENSION</b>

Demerits do not carry over to next quarter.

Detentions do carry over to next quarter.

Conduct Referrals may require a meeting with principal, teachers, and parents. Suspension/Expulsion is given for serious offenses.

A suspension may lead to a loss of field trip or other privileges.

### **DETENTION**

- Disruptive students are assigned time in detention after school.
- Parents will be notified at least twenty-four (24) hours in advance.



- Detention is staffed by administrators and/or teachers on a rotating basis.
- If a student does not serve the assigned detention, he/she will receive an additional detention.
- If a student talks or disrupts in any manner in the detention, he/she will be assigned an extra detention and/or more severe consequences.
- Parents are expected to pick up their child on time.

## **DISMISSAL/SUSPENSION/EXPULSION/PROBATION**

### **DISMISSAL**

When it becomes apparent that St. Mary of the Assumption School is not meeting the demands of any given individual or when any situation compromises our ability to provide maximum services for its students as a body, the parents will be notified to find another placement for the child. The dismissal may be based on the following, but not exclusive to other situations:

- Social withdrawal that interferes with appropriate classroom interaction or involvement
- Unstable mental state that may pose a threat to self and school community

### **SUSPENSION AND/OR EXPULSION**

If strong corrective measures are needed, the Pastor or chief administrator and Principal may employ suspension following these guidelines:

1. Suspension will be used only in extreme cases.
2. The pupil will be sent home only after ascertaining that a responsible adult will receive him/her. The child is required to do regular schoolwork while at home. He/she may receive a grade of F on any test administered during suspension.
3. The suspension will not exceed three (3) school days.
4. A conference with both parents will be arranged prior to the pupil's return to school.
5. In-school suspension will occur in certain cases.

### **REASONS FOR SUSPENSION/EXPULSION**

1. Open or persistent defiance of authority and/or school rules and regulations.
2. Threatening, striking, or assaulting of a student or any school employee.

3. **Use of the word “KILL” is a threat and will be dealt with accordingly.**
4. Unprovoked attack upon another pupil.
5. Threat of physical assault on another pupil to obtain money or other materials of value.
6. Damaging of school property.
7. Habitual profanity.
8. Smoking and/or possession of cigarettes.
9. Failure to abide by corrective measures such as detention for previous acts of misconduct.
10. Use, sale, or possession of narcotics, intoxicating liquors, glue, or any other illegal drug.
11. Use, sale, or possession of any weapon or weapon-like items.
12. Stealing
13. Menacing, harassing, bullying, taunting, or threat of any kind (See Harassment)

The expulsion of a child is a serious matter and will be invoked by the Principal when applicable.

## **PROBATION**

When a student has been suspended or has had repeated problems with academic work or behavior, he/she may be put on probation during the year or as a condition of acceptance into the school for the following year.

1. The time of probation is usually six (6) to nine (9) weeks though the time may be extended.
2. The reasons for the probation are explained to the parents and student.
3. The student sets goals for him/herself with the help of parents and the administrative staff. The goals should be related to the previous problems and should be realistic.
4. The student meets weekly or more often if necessary, with the Principal or his/her representative to review the goals and receive encouragement and/or corrections.

## **Elastic Clause**

Because it is impossible to predict all discipline issues that may arise, this clause empowers faculty members and administration to issue consequences for any action that violates the mission or core value of St. Mary of the Assumption School, even though not specified here. The judgement of the administration in all disciplinary matters is final.

# **POLICIES FOR HARASSMENT/SEXUAL HARASSMENT/STUDENT THREATS**

## **HARASSMENT**

The Pastor, administration, and staff of St. Mary of the Assumption School believe that all employees and students are entitled to work and study in a school-related environment that is Christ-centered and free of harassment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student/school personnel in St. Mary of the Assumption School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e. Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that a reasonable person under the circumstances should know will be the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

## **DEFINITION**

"Harassment, intimidation, or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibit toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks
2. Threats, taunts, and intimidation through words or gestures
3. Extortion, damage or stealing of money and/or possessions
4. Exclusion from the peer group or spreading rumors
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyberbullying") such as the following:
  - Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries)
  - Sending abusive or threatening instant messages
  - Using camera phones to take embarrassing photographs of students and posting them online
  - Using Web sites to circulate gossip and rumors to other students
  - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

## **SEXUAL HARASSMENT INVESTIGATION PROCEDURE**

Upon receiving a complaint from either a student or school employee, the Principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g. what occurred, when, where, by whom, names of witnesses). All complaints will be taken seriously. It is the responsibility of the Principal to investigate promptly and impartially all claims of sexual harassment and to take appropriate and equitable action.

- Parties will be given an opportunity to present witnesses or other evidence during the investigation.
- Information regarding an investigation of sexual harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.
- No one shall retaliate against any employee or student because he/she filed a sexual harassment complaint, assisted or participated in a sexual harassment charge, or because they have opposed language or conduct that violates this policy. Retaliation will result in disciplinary action.
- If the investigator is the alleged harasser or witness to the incident, an alternate investigator shall be designated.

- When a crime has been committed, the designated administrator shall immediately notify the local police department.
- After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the mandates of the Family Educational Rights and Privacy Act.
- Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment.

## **STUDENT THREATS**

### **Policy and Procedure**

- Any and all student threats to inflict harm to self or others must be reported immediately to the Principal/teacher.
- The Principal/teacher will assess the seriousness of the incident and notify the police if deemed necessary.
- The student will be kept in the Principal's office under supervision until the police arrive.
- The parent/guardian of the student who has made the threat shall be notified immediately.
- Any adult or the parent/guardian of any student who has been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- The student may be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

The Principal shall provide the mental health care professional (psychiatrist and/or PH.D. psychologist) with all relevant facts, including but not limited to, aggressive behavior, details of the threat as known to the Principal, copies of any drawings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The Principal shall receive a written comprehensive, detailed evaluation and report, and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the Principal to the mental health care professional. The evaluation and report shall be made

available to the Principal who will share them with legal and/or mental health care consultants and administration assisting the Principal in his/her education regarding the admission of the student to school.

The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within thirty (30) days if the student is readmitted to school and shall provide the Principal with a copy of the follow-up assessment and/or evaluation and shall inform the Principal if therapy, counseling, and/or treatment will be needed and/or provided.

- Counseling will be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and will not be part of the student's academic/disciplinary file with access only by the Principal and/or Pastor. This documentation may be kept for a period of one (1) year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation, or non-readmission before being destroyed.

**Note:** Expulsion may be immediately utilized in lieu of the implementation of the Threats Policy. If a decision is made to expel, the following procedures shall also be implemented:

- The police shall be notified immediately of the threat.
- The parent/guardian of the student who has made the threat shall be notified immediately.
- Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- Counseling shall be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined counseling is needed and parental permission is granted.

## **PLAYGROUND RULES**

1. No hard ball is to be played at any time. No super balls, rubber-coated hard balls, rubber coated softballs, Frisbees, roller skates, batons, or electronic games may be used. Toys such as dolls, cars, electronic games, trading cards, etc. are not to be brought from home and are **NOT** allowed on the playground.

2. All games of contact, such as keep-away, tackle, etc. are forbidden.
3. Partaking in, or encouraging fighting, wrestling, or actions resembling fighting or wrestling are not permitted.
4. Students are not permitted to return to the building during recess unless permission from a yard supervisor has been given.
5. Students are to remain in their assigned areas and **NO STUDENT** is allowed beyond the marked areas.
6. **NO FOOD IS TO BE TAKEN FROM THE CLASSROOM OR CAFETERIA.**
7. **CHEWING GUM is forbidden ANYWHERE on the school premises.**
8. Disrespectful actions or speech to playground supervisors is not permitted.
9. Safety rules are to be observed at all times.
10. The throwing of any object, other than the designated playground balls, is forbidden.
11. Equipment designated as EERP-only is off limits to K-8 students.
12. No snowballs are permitted, and all snow piles are strictly OFF LIMITS.
13. Parents should not visit students on the playground during recess. Parents should report to the school office.
14. Any student who does not follow the above rules will be reported to the Principal and may be deprived of playground privileges.

## **USE OF ALL EQUIPMENT**

- Students may not wear any drawstrings or loose articles while on the equipment.
- Students may not sit on top of any part of the equipment (such as Track Ride, Slide Roofs, Poles, Hand Ring Assembly, Swings, etc.)
- Students must wait their turn; only one person at a time on any particular piece of equipment.
- Students are forbidden to push or shove on or around the equipment.
- Students must use the various segments as they are intended: ie. Slides going down only, etc.
- Students must observe all danger zones (swings, slide exits, etc.)

## **USE OF SLIDES**

- Students must go up the steps of the slides and may not climb on the sliding surface.
- Students must hold on with both hands going up the steps of the slide, taking one step at a time.
- Students must keep one arms length between other students in line.
- Students must slide down feet first; always sitting up, and one at a time.
- Students must be sure no one is in front of the slide before sliding down.
- Students must be patient and wait for a turn without pushing or shoving.
- Students must leave the front of the slide after completing a turn.

## **USE OF SWINGS**

- Maximum of 4 students at a time per swing.
- Students must sit in the center of the swing – never stand or kneel.
- Students must hold on with both hands.
- Students are large seats and must be pushed by only one person, from behind the swing.
- Students must stop the swing before getting off.
- Students must walk around a moving swing – not between the swings.

## **USE OF CYCLONE**

- Maximum of 3 students at a time.
  - Each student with back against backrest and legs stretched out in front of them.
- Only 1 student may push cyclone at a time.
- If a student asks to slow down or stop, their request must be honored.
- Students must wait until cyclone comes to a complete stop before getting off the ride.

## **USE OF CLIMBING EQUIPMENT**

- Students must use the “lock grip” (grasp bars with fingers and thumb) for climbing and holding.
- Students must take turns on the climbing equipment.
- On the horizontal ladders and bars, all students must start at the same end of the equipment and using the lock grip move in the same direction.
- Students must stay well behind the person in front of them and avoid swinging their feet.
- Students should drop from the bars with knees slightly bent and land on both feet.

**\*STUDENTS WHO DO NOT FOLLOW RULES FOR SAFE PLAY WILL BE EXCLUDED FROM USING THE EQUIPMENT.\***



## CAFETERIA RULES

1. All students will use good manners at all times.
  - Wait their turn
  - Keep food at their own place at the table
  - Do not throw or toss food across table, etc.
2. No running, loud talking, screaming/yelling, whistling, etc.
3. **All Lunch Shifts** - Students will have assigned rows in the cafeteria by grade, unless discipline problems arise.
4. Students are to get **QUIET** as soon as the whistle is blown by the supervising adult and **LISTEN** for instructions.
5. All students will raise their hands and are expected to receive permission of the cafeteria supervisors before they leave their seats for any reason.
6. **First and Second Lunch Shifts** – raise hands and ask for spoons, napkins, etc. Cafeteria moms will bring items to them.
7. **First and Second Lunch Shifts** – stay in their seats and the cafeteria moms will bring the garbage cans to them. No one should be out of their seat to throw away garbage.
8. **Third Lunch Shift** – raise hand and ask for permission to get out of seat and get spoons, napkins, etc. These students may get out seat and throw their garbage away. Garbage cans will NOT be passed around.
9. Students are responsible for cleaning their area (including picking up paper from the floor) after they finish eating.
10. Students must wait to be dismissed by the cafeteria supervisor or teacher.
11. Students will walk from the cafeteria to the playground area or back to classrooms.

## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR IN THE CAFETERIA

1. Violation of any of the above rules results in an infraction:
  - a. First infraction = Warning from the cafeteria supervisor or teacher
  - b. Second infraction = Loss of recess
  - c. Third infraction = Sent to Principal or Assistant Principal; loss of recess; demerit; may lose cafeteria privileges for a period of time to be determined by the Administrator
2. For fighting or serious violations, the student will lose cafeteria privileges until a parent-teacher-cafeteria supervisor-principal conference occurs. They will also receive a Conduct Referral and Detention.

# MENTOR PUBLIC SCHOOL TRANSPORTATION DEPARTMENT RULES OF PASSENGER CONDUCT

## GRADES K-8 & SPECIAL EDUCATION

The rules published below are the local applications of Regulations established by the State Department of Education with the advice and consent of the Director of Highway Safety under the authorization of Section 3301-83-08 Revised Code of Ohio.

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly.
7. Pupils must refrain from eating and drinking on the bus except as required for medical reasons. (This includes pop, candy, gum, etc.)
8. Pupils must **NOT USE** profane language.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held on their laps. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.

If problems (discipline or otherwise) arise, the Mentor School Transportation Department must be called (255-4444). They handle all problems regarding transportation. There are steps that are taken in the discipline process:

- First step – driver/student discussion
- Second step – driver/principal discussion
- Third step – a misconduct form is written

The first offense is the misconduct form.

The second offense is the removal from the bus for a period of one week.

The fourth offense is the removal from the bus indefinitely.

## **MOVIE POLICY**

Only movies or movie clips with a "G rating" will be shown to students in Grades K-3. Only movies or movie clips with a "G or PG rating" will be shown to students in Grades 4-8. If a movie or movie clip deviates from this standard, only those students whose parent or legal guardian has signed off on a permission slip will be allowed to view such a movie or movie clip. The students who do not have written permission will have an alternative activity to meet the goal of the movie experience.

## **VOLUNTEERS**

Volunteers have played and will continue to play an important and valuable role in education at St. Mary of the Assumption School. We know that few schools can exist without volunteer contributions, which represent generosity and sometimes the sacrifice of personal interest. Parental involvement promotes unity and excellence in the family unit and the school. Students, teachers, administrators, parents, and the community benefit from the work of volunteers who freely share their talents, time, and resources. All volunteers **including Homeroom Moms/Dads, Parent readers, "Party" parents MUST BE** fingerprinted and receive Virtus training. If you are interested in volunteering your time or talents, please contact the school office.

## **PARENT TEACHER UNION (PTU)**

All parents are encouraged to join and participate in the PTU program. This is a vital partnership between home and the school. It provides many activities and opportunities for our students as members prioritize the continued excellence of St. Mary of the Assumption School. Bimonthly meetings are held, and the PTU communicates through their Facebook page and flyers disseminated through the school office.

## **PARENT INVOLVEMENT**

There is a great deal of time and effort that goes into planning fund raising activities at St. Mary's. We all benefit from the revenue generated from these events through reduced tuition rates; therefore, we are requesting each family volunteers time towards school and parish events.

Parents are expected to be actively engaged in the life of the school and/or parish by doing activities such as attending Sunday Mass, **participating in or volunteering at parish and school activities**, attending school events, etc.

In order to assure that these efforts have the support they require to continue, we are requesting each family volunteers time. Volunteer hours may come from a variety of activities. Not all volunteer opportunities are during the school day. There are events during the summer, nights and weekends, and some volunteer tasks can even be completed at home. Examples of ways to volunteer include coaching, working the Men's Club Fish Fry, being a lunchroom/recess/library helper, being a Scout leader, or helping with Walkathon.

### **Volunteer Qualifications**

In order to qualify as a volunteer, one must be in at least ninth grade and a family member. Adult volunteers must be VIRTUS trained in order to volunteer in the school or PSR or to be a coach or Scout leader.