



2025-2026

Parent/Student Handbook

515 Beall Avenue

Wooster, OH 44691

330-262-8671

www.stmwoo.org

Table of Contents

Preface	
.....	
.....	3
Mission Statement, Core Beliefs, Goals and Philosophy.....	
3	
Daily School	
Schedule.....	
4	
School	
Calendar.....	
.....	5
Absenteeism.....	
.....	6
Academic	
Policies.....	
....	7
Admission	
Policies.....	
...	11
Birthdays.....	
.....	11
Communication.....	
.....	11
Custodial/Family -Relationship with the School	
.....	12
Discipline.....	
.....	13
Extended	
Day.....	
.....	14
Extra-Curricular	
Activities.....	
16	
Grade Level	
Meetings.....	
16	
Harassment/Bullying	
Policy.....	16

Health.....	
.....	18
Instructional Program.....	
19	
Internet Safety.....	
.....	20
Interruptions.....	
.....	20
Line of Authority.....	
.....	21
Lost and Found.....	
.....	21
Lunch Program.....	
.....	21
Orientation Meeting.....	
...	22
Payments to School.....	
22	
Prevention of Sexual Abuse.....	22
Procedures.....	
.....	23
Recess.....	
.....	24
Safety (Plan and Drills).....	
25	
Sharing and Caring Preschool and Daycare.....	25
School Support Organization (SSO).....	25
Transportation (Bus and Car).....	26
Tuition/Fees.....	
.....	27

Visiting the School.....
... **27**

Volunteers.....
..... **27**

Weather and Closings.....
28

Withdrawals.....
..... **28**

Appendix A- Uniform Policy

Appendix B- Student Acceptable Use Policy

Appendix C- Artificial Intelligence (AI) Policy

PREFACE

St. Mary School is part of the Cleveland Parochial School System and as such is under the direction of the Diocesan School Board and the Pastor of St. Mary Parish.

In as much as there are specific policies and regulations established by all of the above, this manual has been prepared to acquaint parents with those policies and regulations which help St. Mary School function. This manual has been approved and is accepted as the official school manual. The list of rules and regulations might not cover every situation. The policies that follow are intended to provide only a framework. Other situations may arise in the course of a school year that require special attention. These situations will be dealt with as the need arises. Parents are asked to abide by the rules and regulations as stated in this handbook. Please keep this handbook for ready reference. **This handbook is a contract between the school and parents.**

Realizing that the Liturgy is an important part of the religious training of the child, we celebrate Mass once a week. The parents are invited and encouraged to share these celebrations with their children. It should be understood by the parents of children who attend St. Mary School that they assume the primary responsibility for the religious training of their children. If a child learns what a Catholic must do in school and does not find an example of such Catholic life in the home, the child will become confused.

Concerning the role that parents should play in the religious education of their children, the Second Vatican Council has issued the following statement: "Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as their children's first and foremost educators. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. It falls on parents to create a family atmosphere so animated with love and reverence for God and Men that well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs."

MISSION STATEMENT

The mission of St. Mary Catholic School is to build a community defined by character, faith, and knowledge.

CORE BELIEFS

We believe that...

God's love never changes.

Faith is our foundation.

Each person is a unique gift from God.

All children can learn.

Success is intentional.

GOALS

1. To communicate the gospel message of Jesus.
2. To provide opportunities to build and experience a faith community.
3. To prepare young people to live in and care for our world now and in the future. We strive to teach social justice concepts and provide opportunities for service that will develop the student's sense of responsibility and critical thinking.
4. To provide students with the opportunity for growth in prayer.
5. To provide instruction in religious truths and values in such a way that they become an integrated part of the school program.
6. To develop a faculty and staff who, by their presence and teaching, express an integrated approach to learning and living their lives.
7. To provide an academic program and environment conducive to the optimal development of each student.

PHILOSOPHY STATEMENT

St. Mary School recognizes the partnership between families, who are the primary educators of their children and teachers who facilitate their learning in the classroom. Our students thrive with a curriculum rooted in the Catholic faith, which focuses on the needs and abilities of every child by imparting character, faith and knowledge as they develop their creative and critical thinking skills as well as building life skills.

DAILY SCHOOL SCHEDULE

7:00 AM	School Doors Open for Extended Day
7:50 AM	7th and 8th released from extended day to go to classrooms
8:00 AM	Tardy Bell for 7th and 8th grade

8:45 AM	K-6 released from extended day to go to classrooms
9:00 AM	Tardy Bell for K-6th grades
12:00 PM–12:20 PM	K-3rd Recess, 4th-8th Lunch
12:20 PM-12:40 PM	K-3rd Lunch, 4-8th Recess
3:30PM	Dismissal
3:31PM-5:30PM	Extended Day
8:00 AM-3:30 PM	Office Hours

School policy prohibits loitering outside of the school building or in the lobby prior to 8:45 am.

St. Mary School Calendar – 2025-2026

August 1 – School office opens for the Fall

August 14 – Orientation – Activity Center – 5pm-7pm- details will be provided

August 20 – First day for Students

August 28 – Mandatory - Grade level meetings 6pm, 6:30pm, 7pm – PARENTS ONLY

September 1 – Labor Day – NO SCHOOL

September 8 – Fair Day – NO SCHOOL

September 16- Mid-term for 1st quarter.

October 10 – End of first quarter

October 14- Fall Picture Day

October 15/16 – Parent/Teacher Conferences – Report Cards

October 17- NO SCHOOL

October 24- NO SCHOOL- Professional Development

October 31 – Halloween Party/Parade – Time TBD

November 14- Mid-term for 2nd quarter

November 17- Picture Retake Day

November 26-28 - Thanksgiving - NO SCHOOL

December TBD- Christmas Program –

December 19- End of 2nd Quarter

December 22 - January 2 - Christmas Break - NO SCHOOL

January 5- School Resumes

January 7 – Report Cards

January 19 – Martin Luther King Day – NO SCHOOL

January 25- Jan31st – Catholic Schools Week

February 6- Mid-term for 3rd quarter

February 12 – Parent/Teacher Conferences

February 16 – NO SCHOOL! Presidents Day!

February 17 - Fat Tuesday- Tacky Tuesday

March 13 – Spring Photos

March 13 – End of third quarter

March 18- Report Cards

March 23-27-Spring Break
March 30 – School Resumes

April 2 - Passion Play
April 3-6- Easter Break
April 7- School Resumes
April 24- Mid-term for 4th quarter

May 25 – NO SCHOOL – Memorial Day
May 27- End of the 4th quarter
May 28- Last Day of school. Field Day. Reports Cards
May 29- NO SCHOOL - Teacher Day

June 11- School Office closes for the summer

ABSENTEEISM

Attendance at classes is a basic requirement for academic success. Absence detracts from this requirement and prevents the student from fulfilling an essential condition for earning credit for scholastic work.

There are generally four reasons for absences: illness, medical appointments, family emergencies, and vacations. Illness, medical appointments, and family emergencies are always handled as excused absences. Excused absences indicate that work may be made up. Teachers are not obligated to gather work to be made up until the student returns to school.

A school may refuse credit to any student who misses 28 days, pro-rated per marking period, whether the absences are excused or unexcused. The principal will notify parents when a student has missed **20** days. Continuous absences will be subject to review by the principal. The school may require a physician's note verifying a student's absence.

An exception to the above is hospitalization, or an extended illness or injury, and ability to make up work through tutoring or some other type of aid is approved by the principal.

By law, parents must notify the school of a child's absence. Please call the school office (330-262-8671), or email or dojo the administrative assistant between 8:00 a.m.-10:00 a.m. if your child will be absent from school. **If you fail to report your child's absence, a written excuse will need to be presented to the school office before your child returns to the classroom.**

If it is known in advance that a student will be absent from school (scheduled appointments, vacation, etc.), it is required that the parent send written notice to the school office **and** the classroom teacher.

Any student arriving 5 minutes after the start of school or returning from an appointment **must be signed in** by a parent in the school office.

TARDINESS: Being tardy is a very disruptive way to begin a day. It tends to promote feelings of lack of control, lack of organization, and generally a very poor way to begin a school day. Socialization among peers is important and tends to start their day positively if they can be in school 5 to 10 minutes early.

Students in grades 7 and 8 who report to school after the 8:00 a.m. bell and students in grades K-6 who report to school after the 9:00 bell will be considered tardy to school. Excused tardiness (i.e. doctor/dentist appointments) will not count toward consequences unless this becomes excessive. NOTE: Failure to comply with being in the classroom by 8:00 a.m. for grades 7 & 8, and 9:00 a.m. for grades K-6 will result in the following disciplinary consequences being issued for tardiness to school each quarter or grading period: 1-5 warning, 6 half-hour detention with a detention given for every tardy after that.

Students in grades 7 & 8 arriving after 8:05 a.m. must be signed in by a parent in the school office. Students in grades K-6 arriving after 9:05 a.m. must be signed in by their parent in the school office.

The State mandates the following regarding absences and tardiness:

Students in Grades K-6 arriving between 9:01 and 10:00 a.m. are to be marked tardy.

Students in Grades 7-8 arriving between 8:01 and 9:00 a.m. are to be marked tardy.

Any student in Grades K-6 arriving after 10:00 a.m. is to be marked absent ½ day.

Any student in Grades 7-8 arriving after 9:00 a.m. is to be marked absent ½ day.

Students leaving school before 2:20 p.m. are to be marked absent ½ day.

Any student who leaves school for more than 1 hour during the school day is to be marked absent ½ day.

LEAVING SCHOOL GROUNDS: In order for students to leave school grounds, previous arrangements must be made via a note. A parent must pick-up the child in the school office and sign the child out.

END OF DAY ROUTINE: Each student must have on-file a form completed by a parent indicating a student's "usual" after school routine. Only ONE choice may be indicated for each school day. ANY DAY your student's routine will be other than what has been indicated, we MUST have a written note advising us of that change. We will need a written note each time your student is to attend a scout meeting, club event, etc. Each teacher has up to 24 students to keep track of and it is not in the best interest of total safety for you to expect the teacher to keep track of all the variables.

ACADEMIC POLICIES

Homework is valuable for additional practice and for the mental discipline it affords. Parents should see that the child has a suitable atmosphere in which to study. Parents can help the child, but are cautioned against giving too much help thus destroying the spirit of independence, which is so necessary in scholastic training.

The time allotment for homework is based upon the ability of the average child. The following are suggested time allotments as given by the Diocesan School Office: Primary grades - 20 minutes, Intermediate grades - 60 minutes.

When your child is absent, you may call the school and request assignments to be picked up at the end of the school day.

Conferences are held twice during the school year. Conferences are mandated by the State of Ohio. You will receive information when it is time to sign up for conferences in October and February.

Confidentiality of Student Records

All student files are to be treated as confidential material, and secured in the appropriate manner. This includes the following procedures:

1. Student files should be locked at all times. The principal or other designated person is responsible for authorizing access.
2. Only those individuals may have access to the files that are directly providing services to the child or are in an administrative position.
3. Interpretation and use of student records should be done in a manner respects the integrity of the data, the purpose of the test(s), and appropriate professional guidelines for the interpretation of the results
4. Release of any school/student records to any party, including a school requires prior written consent of the parent/legal guardian.

Jon Peterson Scholarship and Autism Scholarship – Progress reports and Method of Instruction

Progress reports will be completed for each student receiving the Jon Peterson Scholarship and Autism Scholarship. Progress report due dates will align with the specified Jon Peterson and Autism Scholarship timeline. This will be written on the IEP as every 90 days. Reports will be submitted on to ODE on OH|ID8759 and printed progress reports will be sent to parents with quarterly report cards.

Methods of instruction would follow the IEP. Methods of instruction will be research based, individualized, and meet the student's educational needs based on the most recent educational evaluation (ETR) and the student's learning styles.

REPORT CARDS

Report cards are sent home for Grades 1-8 four times a year and with Kindergarten two times a year. The report card indicates to the parent the child's academic growth and development. A marking code is given for each grade level.

The teacher generally uses the following standards as guides in making out the report card:

1. Class participation
2. Home and daily class assignments
3. Tests and examinations
4. Effort to improve
5. Ability level of the child

Informative interim/progress reports and class papers may be sent home to keep parents in touch with their child's progress. This promotes parent/teacher cooperation and works in the best interest of the pupil.

Promotion to the next grade is not based on marks alone. The child's age, maturity, intelligence, and total achievement are factors that are considered. Parents will be notified by early spring if a child is

failing in his work and consideration of retention is advisable. The principal, after consultation with teachers and parents, will make the final decision as to the promotion or retention of a student.

GRADING SYSTEM

St. Mary's grading system is as follows:

A+ = 98-100%

A = 95-97%

A- = 93-94%

B+ = 90-92%

B = 87-89%

B- = 85-86%

C+ = 82-84%

C = 79-81%

C- = 77-78%

D+ = 75-76%

D = 72-74%

D- = 70-71%

F = 69% or below

NOTE: Grades K-3 use

O, S, and U for

gym, music, and art

Grades 4-8 are assigned

letter grades

O = Outstanding

S = Satisfactory

U = Unsatisfactory

N = Needs Improvement

Standards Based Grading

The Diocese of Cleveland's Office of Catholic Education spent the 2019-2020 school year exploring Standards-Based Grading, specifically for grades kindergarten through second grade. Standards-Based Grading allows teachers to assign grades to specific standards within a subject area. It puts the emphasis for student achievement on mastery of content.

In the 2022-2023 School Year, St. Mary's kindergarten through third- grade classes piloted the report card that was created by the Office of Catholic Education's Standards-Based Grading Committee. In the 2025-2026 School year, grades K thru grade four will be using the Standards Based Report Card. Assistant Superintendent Monica Dietz and Curriculum Director Jennifer Miroglotta worked with teachers from six different schools to create this report card and the resources that support it.

This SBG committee worked with Marzano Resources to first prioritize the English Language Arts, Math, Science and Social Studies standards. This process included decision making on the most essential grade level content. While each standard in a grade will be taught, decisions were made about which content will need the most time and resources. Following Marzano's criteria for prioritization, consideration was given to endurance, leverage, readiness, teacher judgement and assessment.

Endurance: knowledge and skills that will last beyond a class period or course

Leverage: knowledge and skills that cross over into many domains of learning

Readiness: knowledge and skills to subsequent content or courses

Teacher judgement: knowledge of content area and ability to identify more and less

Important content

Assessment: student opportunity to learn content that will be assessed

The prioritized standards, which the committee chose collaboratively, will be the ones printed on the report card.

Each priority standard includes a proficiency scale. Proficiency scales are a representation of learning goals with multiple levels of difficulty. Teachers will use these proficiency scales to assess students' understanding of each standard. The learning progressions outlined in each proficiency scale are detailed below, and attached to this letter is a sample proficiency scale. Students who earn a 3.0 have mastered the grade-level's standard. We offer a 4.0 to allow for differentiation and enrichment for our students, but this is not reported on the report card.

Prerequisite Content (2.0): Basic knowledge of skills necessary for mastery of target content

Target Content (3.0): Grade-level learning with no major errors or omissions

Complex Content (4.0): A performance beyond what the standard requires

The Ohio Department of Education created Social and Emotional Standards, and you will find those priority standards under the heading, Social and Emotional Skills. The ODE states, "Social-emotional learning is the process through which children and adults acquire and effectively apply the knowledge, attitudes and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships and make responsible decisions." Based on their research that students who receive support for social and emotional learning in schools do better academically, socially and behaviorally, we believe it is important to partner with our parents in the social-emotional growth of students and will report on these priority standards.

Additionally, since work habits will not be included in students' academic grades, there is a section for work habits.

All sections on the second page of the report card will be reported using a three-tiered grading scale, just like the first page. Since we do not have proficiency scales for items on page two, we will be using Outstanding, Satisfactory, and Needs Improvement.

We believe this grading process will be extremely helpful for both our teachers and our students, especially in light of the current pandemic. Standards-Based Grading focuses specifically on student achievement and encourages a progression of learning and mastery for all students. We look forward to our continued partnership with our students' first teachers, their parents, and will continue to keep you updated on this process.

STANDARDIZED TESTING AND EVALUATION

St. Mary's School participates in MAP testing. Such tests are helpful in the education process. However, in classifying and evaluating a student's ability, his/her total classroom performance is considered.

RECORDS

Each student's records are always available for viewing by their parents. Included in student's folders will be academic records. A separate folder contains a student's health records.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

We require all divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent. Written permission of the custodial parent of record would be required.

If students transfer to another school, their records will be transferred upon the request of the new school.

ADMISSIONS POLICIES

NON-DISCRIMINATORY STATEMENT

In the Catholic school, there can be no discrimination on the basis of race, color, sex, national origin, religion, and medical and/or handicapping condition. Handicapped children will be accepted, if with reasonable accommodation on the part of the school, the handicapped person could be accommodated.

ADMISSION OF STUDENTS

A child entering kindergarten must be five years old by September 30. Birth certificates, baptismal certificates, Social Security number and, when appropriate, information regarding guardianship must be presented at the time of registration.

New students applying for admission to St. Mary School must present evidence of satisfactory conduct and achievement for a particular grade. A test may be required to ascertain the ability level of each new student.

A physical examination and all necessary immunizations are required for entrance into kindergarten. New students in other grades must present necessary immunization records.

Students are accepted on the following priorities: **At kindergarten registration time**, all siblings of students already attending the school will be given first priority; the next priority will be given to those in our preschool followed by all actively registered parish families, followed by all others. **At re-registration time**, current St. Mary School children will be given first priority; the next priority is given to children of St. Mary parishioners (a parishioner is understood to be one who is registered in the parish, attends and financially supports the parish on a regular basis), followed by all others.

BIRTHDAYS

We do not allow birthday party invitations to be delivered in the classroom unless every child is invited to the party or boys invite all boys in the class and girls invite all girls in the class.

Parents can bring in a birthday treat for all members of the class that can be distributed at lunch or whenever the teacher decides.

COMMUNICATION

Cooperation between home and school is essential to the proper development of the child. Cooperation begins with communication. It must be recognized that education is a joint responsibility to teachers and parents. The development of genuine communication between the two is essential, resulting in better understanding and more effective education.

Communication with teacher/principal

If you need personal contact with a teacher or the principal, please call the school office to request a return call by the teacher/principal to discuss a situation or set up a conference. All return contact will be made within 24 hours.

CUSTODIAL/FAMILY - Relationship with the School

St. Mary School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason, we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Mary School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, interim reports, discussions with school personnel, and tuition statements.

In families experiencing separation of parents or pending divorce, or divorce the above information will be sent home with the child to which ever parent currently has care of the child. **It is assumed that this information is shared by the parents and between the parents.** Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. St. Mary School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, including the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature is to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. We will; unless

instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" includes official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily classwork and papers, or routine communications sent through the children to the home of residence. **In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.**

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child, which includes sports activities and class programs. **Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.**

In cases of 'joint custody' (shared parenting agreements) entitling both parents to access school personnel and activities, it is assumed that **one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.**

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment is scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and, misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties' involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by St. Mary School's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

DISCIPLINE

The purpose of discipline in every school is to promote mature self-control, enhance the learning climate, and foster respect and care for each other. The staff at St. Mary's agrees that discipline and respect go hand-in-hand and that these values are a necessity to helping each child achieve happy, productive years. All discipline is consequence based in this school.

The efforts of the school to have students practice good responsible habits of behavior will have no lasting effect without the support of parents. Parents will be involved as often as needed to correct the discipline situations which occur. The growth and welfare of your child will best be served by working together with the school toward the solution of problems. Education is not only a right, but also a privilege and must be guarded by appropriate behavior.

INAPPROPRIATE SCHOOL BEHAVIOR

Inappropriate school behavior includes but is not limited to:

1. Fighting
2. Use of vulgar and/or improper language
3. Use of vulgar and/or obscene gestures
4. Theft
5. Treating faculty or peers with disrespect
6. Destroying school property, others property, or own property
7. Leaving school without permission
8. Possession, distribution or use of tobacco, alcohol, illegal narcotics, or dangerous articles that can be used as weapons

Disciplinary Action

Disciplinary actions may include but are not limited to the following:

- Written or verbal warning
- Student and/or parent conference
- Detention
- Parent conferences with staff and/or administrator
- Behavior Contract
- Suspension (in-school or out of school)
- Dismissal or expulsion

POSSIBLE CONSEQUENCES FOR MAJOR OFFENSE

The teacher and Principal will discuss the incident with the student. At this time all parties are given the right to discuss their actions. The guiding principle in any discussion of discipline and due process should be the desire to act in a Christian manner characterized by fairness and compassion.

The student is removed from the classroom for the remainder of the day.

Parents will be contacted by phone or in writing. A conference including the teacher, principal, parent, and student will be scheduled. A contract regarding future actions must be set up and reviewed.

If the student is suspended, he/she may not return until a separate conference is held with parents, teacher, principal, and student. A contract is set up or revised as necessary.

PROFANE LANGUAGE

Improper language is an increasing problem and is not tolerated at our school. It is against our philosophy and mission statement. Any child that uses inappropriate language while at St. Mary's will visit the principal. That child will write their parent a letter explaining their violation and the principal will sign the letter. You will need to sign and return the letter. The second offense will necessitate a conference between the child, the parents, and the principal along with an in-school suspension. The third offense carries an out-of-school suspension. Parents, please talk to your children about proper language!

SEARCH AND SEIZURE

In the event of theft, the school retains the right to conduct a reasonable search of the desks, bins, lockers, and backpacks. If a personal search is warranted the parent will be contacted to assist in the search.

EXTENDED DAY PROGRAM

In order to accommodate our school families, St. Mary School offers an Extended Day program in both the morning and after school for our students. Doors open at 7:00 a.m. and we have personnel on hand to watch your children and ease them into their day. Any student entering the school before their classroom is open must report to Extended Day. Students in grades 7 and 8 are dismissed from Extended Day to the classroom at 7:50 a.m. Students in grades K-6 are dismissed from Extended Day to the classroom at 8:45 a.m. Our program resumes at 3:30 p.m. and closes at 5:30 p.m. PLEASE NOTE: Extended Day hours are subject to change based on need and attendance.

In the event of a 2 hour delay, morning Extended Day will not open until 10:00 a.m. as I feel I cannot ask the staff to be on the roads before they are safe to travel.

To insure your child's safety, we must insist that our Extended Day staff signs in each child at the correct time and that you sign your child out when leaving Extended Day, no matter how short the stay. Extended Day personnel may NOT sign your child out when leaving Extended Day. Any child not signed out will be charged until 5:30 p.m.

We ask that **every** family complete an Extended Day information form. Even if you do not intend to use Extended Day on a regular basis, the information will be available in the event of an occurrence that might necessitate placing your child in Extended Day. Please be sure that you supply all information requested on the Extended Day information form. Be sure to supply the names and phone numbers of any person who may be picking up your child from Extended Day. If you need to have someone pick-up your child from Extended Day who is not on your information sheet, this request **MUST** be in writing and the person will be required to show photo I.D. This is a **MUST**, as it is required by the State of Ohio.

Our fee for Extended Day services is \$2.50 per hour per child with a minimum charge of one dollar. The billing is posted outside the school office on the bulletin board the afternoon of the first school day of each week or biweekly. It is your responsibility to check the billing - **statements or reminders are not sent**. Payment of the amount due is to be made monthly or when total exceeds \$100. Siblings of junior high students will not be charged for morning Extended Day after 7:50a.m.

Extended Day closes promptly at 5:30 p.m. Any late pickups will be assessed a \$1.00 late fee for each minute. Your cooperation in following these guidelines is crucial for the program to exist!

EXTENDED DAY RULES

1. All 7/8 grade students coming into school before 7:50 a.m. must enter the Extended Day room. All K-6 students entering before the first bell at 8:45 a.m., **must** enter the Extended Day room.
2. All students remaining at school after 3:30 p.m. who are not a direct part of a supervised activity must check into the Extended Day program and must be signed out by a parent.
3. No disrespect for elders, persons in charge, or peers. We must always respect each other and other's property.

4. Absolutely **NO** violent physical contact will be tolerated (no hitting, pushing, shoving, kicking, biting, etc.).
5. Physical play is only allowed when the students are outside or in the gym.
6. Indoor Extended Day time will consist of homework and reading, games (card games, board games, and building blocks), conversation and organized ball play.
7. All Extended Day participants must remain in Extended Day except for bathroom privileges.
8. At the sound of the whistle, all children will cease activity, stop talking, and listen for directions.
9. **All students will line up to be signed-in for afternoon Extended Day.**
10. Before leaving Extended Day, all equipment must be put away and the area cleaned up.
11. Extended Day is held in the Activity Center. **Sitting on the bleachers is allowed with adult permission. Safe use of the bleachers is expected.**
 - b. **No climbing on or sitting on the kitchen windows.**
 - c. **The stage is "off-limits"**. No one is allowed on the stage for any reason.
 - d. Activity must cease at the sound of the whistle.
 - e. Throwing/kicking balls against the walls and/or ceiling is **NOT ALLOWED**.
 - f. Students are **never** allowed to hit another person with a ball, except as a part of a supervised activity.
12. Students are not allowed to use the phone.
13. Students are not permitted back into the school building once they are in Extended Day.
14. All children must be together during Extended Day activities (i.e. all outside, Activity Center)
15. Students must have breakfast before coming into Extended Day.

EXTRA-CURRICULAR ACTIVITIES

CLUBS

Clubs may be offered during lunch and after school. Any student wishing to start a club must submit a proposal to the principal for approval and must find a staff/adult advisor.

LIBRARY

The school **LIBRARY** houses over 5000 books covering a wide variety of fiction and nonfiction offerings. In the past three years 578 new titles have been added to the library's holdings. Students visit the library once a week to sign out books for pleasure reading and classroom assignments. Books, which are lost, must be replaced at the end of the year.

SCOUTS

A program for both boys (grades 1-6) and girls (grades K-6) is offered by the scouting programs after school or in homes. Information is available at Orientation Day.

SPORTS

St. Mary School offers the students an opportunity to participate in sports thru Wooster Parks and Recreation and the Wooster YMCA. Flag football, soccer, baseball, and basketball are offered for both boys and girls.

St. Mary School has adopted an amended version of the policy guidelines recommended by OHSAA regarding students maintaining grades in order to be eligible to play. In order to participate in games students must have passing grades in a minimum of four out of the five core classes (social studies, science, math, English, reading).

GRADE LEVEL MEETINGS

Grade level meetings are held within the weeks of school to apprise parents of expectations, classroom policies, and general information pertinent to each grade.

HARASSMENT/BULLYING POLICY

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

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

PROCEDURE TO FILE A HARASSMENT COMPLAINT

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

1. A complaint of harassment is to be made to the Principal, or pastor if the principal is the alleged harasser, and shall be as specific as possible regarding details. If the complaint is made by an employee, it shall be in writing.
2. The Principal shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge of harassment.
4. Stress the need for confidentiality with due regard for the need to conduct a thorough investigation.
5. No reprisals will be tolerated against complainants, witnesses, or of individuals involved in the investigation.
6. The Principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

HARRASSMENT INVESTIGATION PROCEDURE

Upon receiving a complaint from either a student or a 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, against whom, names of witnesses). It is the responsibility of the principal to investigate promptly all claims of harassment and to take action as deemed appropriate.

Information regarding an investigation of harassment shall be confidential to the extent of 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 harassment complaint, assisted or participated in a harassment investigation, proceeding or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy.

All complaints are to be taken seriously and shall be investigated.

If the investigator is the alleged harasser or a witness to the incident, an alternate investigator shall be designated.

When a crime has been committed, the designated administrator immediately notifies 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 privacy of student records. Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment.

HEALTH

Records: The school office keeps health records on file. All students must be properly immunized in accordance with the law.

Infectious diseases: Children with infectious diseases such as chicken pox, measles, mumps, Acquired Immune Deficiency Syndrome, and hepatitis, shall be permitted to attend school provided:

1. The health of a child, as documented by his/her physician, allows
2. The child behaves in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores.
4. Periodic evaluations of the child's physical condition, if needed, by the physician allowing for continuing participation in regular academic activities.

The Pastor and Principal will confer with appropriate persons before the Pastor makes a final decision on each case in the school. Parents and guardians have the obligation to report to the administration when a child has been diagnosed with any infectious disease.

Illness: Children should be "fever free", **without use of fever reducing medication**, for 24 hours before returning to school after an illness. It therefore follows that children sent home from school with a temp should remain home the next day.

First Aid: The school aims to enforce rules that will protect your child from accidents. If an accident occurs, first aid will be administered, and if further medical treatment is necessary, you will be notified.

Emergency Forms: We require an emergency medical form for all children. In event of serious injury, the emergency squad will be called.

Allergies:

Food allergies are a serious, potentially life threatening issue that some students face. We ask that **all parents** work together to avoid accidental exposure by helping to provide a safe

educational environment. We ask that **any snack or treat that is sent in to be shared is nut free.**

If your child does have a food allergy, it is your responsibility to notify the teacher and school nurse. You will be given an action plan that is to be signed by a doctor and updated yearly. Medication will be provided in original container and kept in the nurse's office. If a student is to carry their inhaler, additional paperwork will be filled out and turned in. It is also the responsibility of the family and student to know what they are allergic to, do not trade or share food with others, and alert the teachers and staff if they have been exposed to any allergen.

It is the school's responsibility to provide the action plan and yearly update paper work for the parents. All staff including cafeteria cook, and after school care provider will be aware of students with allergy concerns, instructed on how to recognize symptoms of allergic reactions, and demonstrate how to administer epi pens and or inhalers.

Students with allergies **MUST** have the necessary paper work on file in the school office and appropriate medication available the first day of school.

Medication: St. Mary School has established a policy concerning the administration of medication to children during school.

A. Prescription Medication: The medication must be in its original container. The school must have a signed physicians statement outlining the times and methods for dispensing the medication. Parents must also complete a permission form. Blank forms can be found on our website and/or can be requested from the school office.

B. Non-prescription Medication: This includes pills, creams, cough drops, and ointments. Parents must complete the parent permission form, and the medication must be kept in the office. We ask that you have your child bring any type of medication to the office and not to keep medication on his/her person or in his/her desk. We will not be able to administer any type of medication without your written permission. Telephone permission will not suffice. The teacher or school staff in the office will administer medication unless parents advise the school otherwise.

IMPORTANT: Because of the large number of students we must supervise, **it is the student's responsibility** to report to the school office at the appropriate time for the administration of his/her medication.

Medical/Dental/Misc. Appointments: If a child has to be excused from class the following procedure is to be followed:

- a. A note from the parent is needed prior to the child's dismissal
- b. The parent must pick up the child in the school office. Emergency dismissals may be made at any time by the principal when a serious condition warrants it.
- c. A parent must "sign-out" the student in the school office. Upon return to school, the parent must sign-in the student.

INSTRUCTIONAL PROGRAM

GENERAL CURRICULUM

St. Mary School follows the curriculum of the Cleveland Diocese in compliance with state requirements. It includes a sequential learning program for religion, language arts, mathematics, social studies, science, Spanish, computer, music, art, and physical education. A copy of all curricula is kept in the principal's office. Please get in touch with the principal. If you would like a copy of the Diocesan Curricula.

AUXILIARY SERVICES

Funding provides us with the services of a speech therapist and tutor. The speech teacher and tutor are available for those students with a specific need as determined by state qualifications.

The children in the speech and language program are taught by the speech therapist in small groups. Hearing tests are provided for these children and for pupils referred to the therapist for special testing.

RELIGION

St. Mary School is a Catholic school whose very reason for being is to further the message of Christ. All students who attend St. Mary School are required to pray with the class, to attend Mass, take religion courses (meeting academic standards of the course), and to promote the general moral and spiritual climate of the school. Masses are held weekly unless noted otherwise on the calendar found on our WEB site.

RELIGION FOR NON-CATHOLICS

St. Mary School is a Catholic School whose very reason for being is to further the message of Christ. Non-Catholic students who attend St. Mary are required to pray with the class, to attend Mass, to take religion courses (meeting academic standards of the course) and to promote the general moral and spiritual climate of the school. However, we never engage in any proselytizing, but hope only to encourage others in their faith.

FIELD TRIPS

Field trips are taken to enrich the learning experience of the pupils. These are considered part of the curriculum. Permission slips will be given to the children several days prior to the trip. They are to be signed by the parents and returned several days before the trip. Telephone calls will not be accepted in lieu of proper forms. There is usually a fee to cover basic expenses.

If a parent denies a student permission to attend the field trip, the student is required to be in attendance at school. An absence will be marked as unexcused.

Parents accompanying students on a field trip must have completed Virtus training and all Virtus requirements (see Requirements for Volunteers). For field trips we need and enjoy parent volunteers but must insist that no younger siblings are permitted. We strongly feel this is not in the best interest of

the various classes and the student's learning needs. Chaperones are present during field trips to assist the teacher with the student's needs.

INTERNET SAFETY

All students and parents are required to read and abide by the internet safety policy if the student is to use the computers at school. The school may address issues involving computer use outside of school in the following situations:

- other students are put at risk or bullied
- students, school personnel, or school related resources are slandered
- photos from school activities are used inappropriately.

Access to the District's computer/network/Internet is a privilege, not a right, and may be revoked at any time.

INTERRUPTIONS

Once the school year has begun, parents are not to go to a classroom. Parents are to check in at the office to correct a problem or to bring the forgotten item. Calls to teachers will be put through to their voicemails to avoid interrupting the classroom.

Students **MUST** come from home with notes to notify the teacher if there is a change in the student's after school routine, or if the student must leave school for an appointment. We will not accept phone calls regarding change in a student's dismissal or after school routine except in cases of extreme emergency.

LINE OF AUTHORITY

As parents have delegated a share of their authority to teachers, it is imperative that there be a genuine unity of purpose and practice between parents and teachers. **LISTEN** to what the student has to say, but remember that you are hearing only one side of the story. **DISCUSS** the situation honestly with the teacher whenever necessary. When there is a concern, please follow the chain of command by approaching the classroom teacher first. Then, if the concern is not resolved, contact the principal.

LOST AND FOUND

Our "Lost and Found" box is located in the school lobby. Please encourage your children to check this area, as many items are never claimed. Throughout the year we send unclaimed items to "People to People." Parents are strongly encouraged to mark all items.

LUNCH PROGRAM

St. Mary School provides a hot lunch program. The price for a school lunch is determined yearly. Milk and juice are available for those who wish to pack their lunches.

St. Mary School uses LunchTime for student lunch cost. Each student will have an account within that system. Parents will need to put monies onto their student's account to be used for lunch fees. Please go to www.schoolpaymentportal.com to set up your child's account. You can also send in cash or check to the school office to have the administrative assistant add money to your account. Please send money in an envelope marked with student name, amount of money, and indicate that it is for lunch.

The lunch menu will be on the school WEB page (www.stmwoo.org) Printed copies will be sent home to families who have notified us they do not have Internet access. It will also be sent out via email and dojo.

Wellness, Food and Beverage Policy

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.

ORIENTATION MEETING

The orientation meeting is held during the week prior to the opening of each school year. At least one parent is required to attend this meeting as it confirms your child's registration. All pertinent information that pertains to the total education of your child is available at orientation.

PAYMENTS TO THE SCHOOL

Payments to the school should be sent in an envelope labeled with your student's name and what the payment is to be applied to. All checks returned to the school for insufficient funds will be assessed a \$15.00 additional fee. The school office reserves the right to request cash payments.

PREVENTION OF SEXUAL ABUSE

To enhance the ongoing efforts of the Diocese to provide training for adults and children in matters of protection from abuse and the creation of safe environments, we are pleased to announce that Bishop Lennon has approved the implementation of an additional program to protect all children in the Diocese of Cleveland. *Called To Protect*[™] is a multi-media training program created by Praesidium, a national leader in abuse risk management with more than two decades of experience providing research-based educational programs to organizations.. Our health curriculum is aligned with the "Called to Protect" program and contains the components for the prevention and safety of children in matters of sexual abuse.

PROCEDURES

Procedures are defined as the process, conduct and manner in which different activities are executed. We have several procedures that are designated in our school day. Each grade level has certain procedures for turning in papers, ordering lunches, early morning assignments, restroom privileges, and attention getting procedure by the teacher (i.e. "1-2-3 Look at Me!"). The school as a whole group has several procedures. These procedures are meant to help students and staff progress effectively through a school year. We practice procedures until they become "automatic" and thus enhance our educational environment.

SCHOOL PRODEDURES

The classrooms for Grades 7-8 open at 7:50 a.m. The K-6 classrooms **do not open until 8:45 a.m. and all classrooms close at 3:30 p.m.** No one – student or parent – is allowed up into the school before the start of class or after the last bell at 3:30 p.m.

Tardy – Any student who is tardy must sign in in the office before proceeding to their classroom. (A student must be in the classroom before the second bell.)

Hall procedures - Students will walk on the right side of the hall, single file and pay attention to the "Quiet Zones."

No students are permitted to open outside doors for anyone including parent and staff.

Lunchtime in cafeteria - bell rings, FREEZE, whistle blows, dispose of tray, clean up table, and line up.

Lunch recess - bell rings, FREEZE, whistle blows, walk to the exit.

Greeting visitors and adults - all students are encouraged to greet all adults they see in the building - ACTS OF KINDNESS AND RESPECT.

Bus Dismissal - All bus students will be released to their bus from the school lobby.

Car Riders - Please read the transportation (car) section for

Extended Day- Extended day emergency forms must be filled out for each student. All students that come on school grounds prior to the first bell (8:45 a.m.) MUST enter the Extended Day room. The children must enter Extended Day to facilitate a smooth beginning to the day. THIS IS NOT AN OPTION!

Students are not permitted to call home for “forgotten” items.

GUM chewing is NOT allowed in school.

NO ELECTRONIC DEVICES (i.e. personal communication devices: cell phones, handheld games, watches, and glasses or the equivalent, etc.) are permitted in school.

Electronic devices that play music or videos will not be permitted at school. It is not possible for the school to control what is being downloaded onto these before they come into the building. Therefore, we do not know what type of language and subject matter the students are sharing with each other. Due to privacy rules, no student is permitted to video staff and students without written permission from a staff member or student’s parent.

RECESS

The students play outside at recess daily unless weather is inclement. Children are not allowed to participate in outdoor recess if the temperature is below 20 degrees. Frostbite is a legitimate concern.

Children need fresh air as they are inside for such long periods of time. You are requested not to send notes asking for a child to stay in at recess unless it is for a serious reason.

PLAYGROUND RULES

Personnel are on duty during recess. A list of rules for students' safety is to be followed. Their homeroom teacher informs students of these rules. Students disobeying playground rules will lose their privileges. Parents will be contacted on repeated offenses. Because no one can anticipate the many things that might occur on the playground, the playground supervisor is only required to use common sense to deal with any activity that might seem out of order. If anything serious happens, they will notify the principal or teacher.

SPECIFIC EQUIPMENT RULES

SWINGS:

1. Do not walk in front or behind swinging equipment.
2. Only one person on swing, and you must sit down in the center of the seat. Never stand or kneel.

FENCES:

1. No climbing on the fences.

CLIMBING EQUIPMENT:

1. Stay well behind the person in front of you, and avoid swinging your feet.
2. Watch carefully when climbing down. Avoid other children climbing down.
3. Teachers will not allow too many people on the equipment at the same time.
4. All children shall start at the same end and move in the same direction on the horizontal ladders and bars.
5. Students should drop from the bars with knees slightly bent and landing on both feet.
6. Never use equipment when it is wet.
7. Do not climb on tops of bars.
8. Do not hang upside down on bars.

EQUIPMENT FROM HOME

Use of all sports equipment from home must be authorized by the principal before bringing it to school for playground use. Rollerblades and Skateboards are not permitted on the playground.

SUMMARY

Children sometimes use playground equipment in ways which the equipment is not intended, even after design and mechanical hazards have been addressed and information and education programs undertaken. Public playground equipment may still be associated with some accidents and injuries.

SAFETY

St. Mary School is part of a program offered by the Wooster Police Department. Frequently a police officer visits our building. They check in at the office, walk the halls, and visit various classrooms. It is a safety issue and a familiarity issue for the students in viewing and associating with the police.

The school has a Safety Plan which is written and in effect. The faculty is instructing the children on fire drills, tornado drills, lock-down procedure, evacuation procedures and various safety issues.

The school has been outfitted for the safety of the students. We have a monitor in the office that constantly watches activity on the playground, scans the entry to the lobby, the lobby, foyer of the school office, and the main hall. The pictures are recorded. All exterior doors, except to the lobby, are locked and equipped with an alarm that will sound if anyone tries to enter or exit. In order to be assured of your child's safety we must also make demands on all parents. When entering the school building, **all** individuals must be "buzzed in" and must stop in the office, sign in, and receive appropriate identification. You will need to sign out and return the tag upon exiting the school.

Safety Drills

Fire drills are held monthly and tornado drills in the fall and again in the spring. *Rapid Dismissals and Intruder Drills* (A.L.I.C.E.) are practiced throughout the year. Emergency crisis procedures and the school

safety plan have been developed in cooperation with area law professionals, The Ohio Department of Education, and Homeland Security. The school is equipped with several security cameras. The camera recording is deleted after nine days.

In the event of bad weather or an emergency during the school day, we will contact parents via Class DOJO and Email. **Please do not call the school during these times.** It ties up the lines and hinders us from efficiently dealing with the safety of the children.

SHARING AND CARING PRESCHOOL AND DAYCARE

A preschool and daycare for three to five year-olds is part of St. Mary School. For information concerning the preschool or daycare, please call 330-262-2752; or check their link on our school WEB site. Mrs. Michelle Hostetler is the director of the program.

ST. MARY SCHOOL SUPPORT ORGANIZATION

As a parent with a child attending St. Mary School, you are automatically a member of St. Mary School Support Organization. The purpose of this organization is to support the educational goals of the school. This includes open communication, financially supporting activities, publicity, and promoting public relations. The membership shall include all staff, parents, guardians, and interested parishioners. Meetings are held throughout the year and are announced via email and dojo.

TRANSPORTATION (Bus)

"It is the responsibility of the state to provide safe transportation to and from school for all elementary school pupils who live more than two miles away from the school of attendance, if such school is subject to the minimum standards required by the state board of education unless, in the judgment of the local board, confirmed by the state board, such transportation is unreasonable and unnecessary." (Ohio School Law 35.11)

St. Mary School provides Wooster City School District transportation department with a list of our students who reside within their district. If you have specific questions regarding bus transportation, please call the proper transportation department. Bus students assemble in the lobby at dismissal. The Wooster City Schools Bus System does not authorize friends riding home with friends "except in cases of emergency or regular attendance (five days a week) at a baby-sitter's residence within the school district boundaries." Parents must call the bus garage to get the "okay" and the personnel from the bus garage will call the school and have the school issue a pass to be presented to the bus driver.

Because of state policy regarding liability and funding, students not residing within the Wooster City School district may not use the Wooster City School's bus system.

TRANSPORTATION (Car)

If you are going to be bringing your child to school in the morning, please adhere to the following procedure. All cars dropping-off should pull in front of the school doors. Students should exit the vehicle on the driver side ONLY if possible.

If you are picking your student up in the afternoon, please follow the following procedure. Parents will be given placards from the school to place in their vehicle windows.

Parents may begin to park their vehicles at 3:15 p.m., with the gate closing at 3:28 p.m. If you arrive after 3:28 p.m., the rope will be up to create a barrier, and you will need to wait until all cars have been dismissed before you can pull up to the sidewalk to pick up your child, or you may pull into a parking spot and then walk up to the school entrance to pick up your child.

All vehicles will arrive through the open rope at the school and proceed to the farthest parking spots closest to the gate. We will park all the spots in the first rows, two at a time until the row is filled. Then we will have the next set of cars park in the next section of rows, again two at a time, until all the vehicles are parked.

Students will be dismissed from the building at 3:30 p.m. and walk to their caretaker's vehicle. Vehicles will not be dismissed until all students are in the vehicles safely. The first two rows of cars leave one column of cars at a time with a teacher waving them out of the parking spots to ensure student safety. A teacher will then move to the second two rows, dismissing one column at a time until the entire row of cars is gone.

If your child did not come to your vehicle, a teacher will get your student's name and ask you to pull over to the sidewalk. We will walk your child to the vehicle.

Student Safety - Do NOT pull out of your spot until a staff member waves you to pull out. If you do not have your placard in your vehicle, you will be asked to show your driver's license. You cannot back out of your parking spot.

The playground area of the parking lot is roped-off between 9:00 a.m. – 3:15 p.m. To ensure the children's safety as they enter the school and play on the playground, **do not enter** the roped off area during the stated hours.

NEVER park your car along the rope or in the fire lane between 6:30 a.m. and 5:30 p.m. If you must leave your vehicle, we must insist that you park in a parking space.

If you wish your child to occasionally ride home with a friend or neighbor, we must have a written permission slip stating your intentions and giving permission. Without this permission we will not allow your child to leave with another person.

TUITION/FEES

Tuition payments may be made: Monthly (10 payments) – August 15 – May 15; quarterly - the fifteenth of August, then the first of November, February, and April; twice a year – August 15 & February 1; or in one payment due August 15. Payments should be made in the school office. **All tuition accounts are to be paid in full before the office closes in June.. Money paid for tuition (education) is not tax deductible.**

Tuition is assessed at a "per pupil" rate. All families are eligible to apply for scholarships and financial aid. Please contact the school office for more information.

REGISTRATION FEE: This is a non-refundable per-pupil fee due when registering a new student with St. Mary's School.

VISITING THE SCHOOL

Observing your child in the school environment can be a rewarding and often enlightening experience. Parents are welcome at any time during the school day, but a prior appointment must be made with the principal. All visitors should report to the office first.

VOLUNTEERS (Requirements)

Per policy of the Diocese of Cleveland, all volunteers working directly with children **MUST** have completed a VIRTUS training session and all other VIRTUS requirements. All St. Mary parent volunteers need to meet the requirements of this policy.

Anyone who works with children is required to take a VIRTUS training session. Those required to attend are all employees and volunteers in programs within a Catholic school setting (i.e. room parents, classroom helpers, volunteers in the library, art room or science lab, and drivers for field trips).

Please log onto www.virtus.org and click on the register/registration button and follow the prompts. If you have any questions or problems, please call the St. Mary Faith Formation Office at 330-264-5838 or school office.

Once you have completed the training, please present a copy of your certificate of completion to the school office. No parent will be able to volunteer without proof of completing the VIRTUS training program and verification from the Faith Formation Office that all requirements have been completed.

We need and enjoy parent volunteers but must insist that no younger siblings are permitted on field trips or in the various areas with the parent volunteer. We strongly feel this is not in the best interest of the various classes and the student's learning needs.

WEATHER AND CLOSINGS

If it is necessary to close school because of inclement weather or another emergency, this information will be given to: Broadcast channels NBC(3), ABC(5), and Fox(8) for early morning broadcast. We will also send a school email, post on Social Media, and Class Dojo. **St. Mary School will ALWAYS CLOSE FOR Weather Related SITUATIONS WHEN THE WOOSTER CITY SCHOOLS CLOSE.**

In the event of a 2 hour delay, morning Extended Day will not open until 10:00 a.m. as we feel we cannot ask the staff to be on the roads before they are safe to travel

DO NOT call the school regarding closings or early dismissals due to weather. We always follow the Wooster City Schools regarding closings or delays due to inclement weather. Please check your email and dojo or local TV cable station if you question the possibility of our closing.

WITHDRAWALS

If you should move during or after the school year please inform the administrative assistant of the planned day of withdrawal. You will need to sign a records release form at your child's new school to allow our records to be sent to the new school. Records will be sent when all fees are paid.

Student
Acceptable Use Policy
St. Mary of the Immaculate Conception School
Diocese of Cleveland

St. Mary of the Immaculate Conception School (the “School”) makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students, and its employees. The Acceptable Use Policy (“Policy”) is intended to minimize the likelihood of such harm by educating the School’s students and setting standards that will serve to protect the school. We firmly believe that digital resources, information, and interaction available on the computer, network, or Internet far outweigh any disadvantages.

Definition of school technology system: The school systems and networks (collectively, “System”) are any configuration of hardware and/or software used on or off school property. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software including without limitation video conferencing software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school-provided access;
- school filtered public Wi-Fi;
- school provided Chromebooks;
- school provided personal digital assistants (“PDAs”), tablets, IPADs, and similar devices;
- school-issued access to third-party websites (i.e., Google apps, Zoom, Flipgrid, Dojo, etc.); and
- new technologies as they become available.

Acceptable Use: Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

Access to communication system: Access to the school's electronic communications system, including the Internet, shall be made available to students for educational and instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that blocks access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Access to the School's computer/network/Internet is a privilege, not a right, and may be revoked at any time.

Scope of Use: The System is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in excess or to the exclusion of the student's studies or school responsibilities.

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of the System or any components that are connected to it.

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Vandalism or Mischief: Tampering with or theft of components from the System may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer: Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

Student Access: System access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. When student is in a classroom setting on school property, student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
 - d. Decline to record any individual, educational instruction or any portion of communications without prior written consent of teacher or school administration.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted.

- b. Report security risks or violations to a school administrator, teacher or network administrator.
 - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and Internet users as appropriate.
 - e. Get appropriate pre-approval before accessing the network with personal devices.
 - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
- a. Refrain from copyright infringement (making illegal copies of educational lessons, music, games, or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
- a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.
5. Abide by the Student Code of Conduct in the use of the System at all times.

School Email and Communication tools: Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to this Policy.

The Use of Video Conferencing: Staff and students may from time to time use video conferencing software for educational purposes, including without limitation Zoom and Google Hangouts.. Video conferencing is a way that students can communicate with teachers, other students, speakers, and others from their school, local community, and/or other parts of the country and the world, in real time. All students agree to the following related to the use of video conferencing software whether or not on school property during use:

- a) Videoconference sessions may be videotaped by school personnel or by a participating school involved in the exchange in order to share the experience.
- b) Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session.
- c) Students are only permitted to transmit audio/video images using the System when all of the following conditions are met (i) it is under the teacher's direction, (ii) it is for educational purposes, (iii) it is sent only to other classmates or school staff members, and (iv) it is sent during classroom hours.
- d) Students shall not record any portion of a video conferencing session without prior written approval from the teacher or school administration.
- e) Students shall not save, share, post, or distribute in any way any part of a videoconferencing session or any photos or audio recording from a videoconferencing session without prior written approval from the teacher or school administration.
- f) All sessions must be set up solely by school personnel and communicated to students and/or parents privately and not through any public domain.
- g) Classroom and school rules apply to all remote learning experiences.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school or with the System whether on or off school property:

- a. All personally-owned telecommunication devices must be registered with [Kim Dannemiller, Principal] prior to use.
- b. Internet access is filtered by the School on personal telecommunication devices in the same manner as School-owned equipment. If network access is needed, a connection to the filtered, wireless network provided by the school is required. Use of any service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- c. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- d. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- e. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- f. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- g. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- h. An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Subject to Monitoring: All School System usage on or off school property shall not be considered confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. The School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

Students have no expectation of privacy with respect to the use of the System whether on or off school property and whether the devices are school or personally owned. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and may refer information to law enforcement if a crime is believed to have been committed.

All computers, Chromebooks, devices, laptops, Chromebooks, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.

Consequences for Violation: Students have the responsibility to use the System in an appropriate manner that complies with all school policies. Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at the School before Internet and other technology access is permitted. Signing the

form indicates that the user will abide by the rules governing Internet and other technology access as stated in this Policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student. Upon its discretion, the school reserves the right to request student/parent complete additional forms prior to the distribution of any electronic devices.

Artificial Intelligence (AI) Policy Diocese of Cleveland

Intent

Students may, at the administration's and faculty's discretion, learn how to use artificial intelligence ("AI") text generators and other AI-based assistive resources (collectively, AI tools) to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute our school's AI use policy, in addition to all of the requirements in our Code of Conduct:

Students shall:

- Not use AI tools in connection with any assignments, quizzes, tests, or examinations unless explicitly permitted and instructed and in such case, students must follow the instructions for AI use.
- Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Use AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.

Instructors will:

- Seek to understand how AI tools work, including their strengths and weaknesses, to optimize their value for student learning.
- Employ AI detection tools where appropriate to evaluate the degree to which AI tools have likely been employed.
- Impose an appropriate disciplinary consequence for inappropriate use of AI tools.