



2026-2027

Parent/Student Handbook

515 Beall Avenue

Wooster, OH 44691

330-262-8671

www.stmwoo.org

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Welcome to St. Mary Parish School.

We are glad you have chosen to be a part of the St. Mary Parish School Community.

This Handbook is intended to serve as a quick reference, providing a general understanding of the policies and practices in place at St. Mary Parish School (the “School”). Naturally, this Handbook cannot and does not endeavor to address all aspects of the School or anticipate every situation that may arise in the course of enrollment at the School. The School reserves the right to change, revise, eliminate, or add any policies, procedures, or programs described in this Handbook. This Handbook supersedes and takes the place of any previous Handbooks.

The language in this Handbook should not be construed as establishing a contract of any kind, express or implied.

A copy of this Handbook is provided to all parents of students enrolled at the School. It is your responsibility to read, understand, comply, and ensure your children understand and comply with all provisions in this Handbook. If you have any questions about any provisions in this Handbook, please contact the School office.

I. PURPOSE, MISSION STATEMENT, CORE BELIEFS, GOALS AND PHILOSOPHY

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, regardless of their religion, 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.

Realizing that the Liturgy is an important part of the religious training of the child, we celebrate Mass once a week unless noted otherwise on the calendar found on our website. Parents and families 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.

The Second Vatican Council has issued the following statement concerning the role that parents should play in the religious education of their children: "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: *BUILD A COMMUNITY DEFINED BY CHARACTER, FAITH, AND KNOWLEDGE.*

A. 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.

B. GOALS

- To communicate the gospel message of Jesus.
- To provide opportunities to build and experience a faith community.
- 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.
- To provide students with the opportunity for growth in prayer.
- To provide instruction in religious truths and values in such a way that they become an integrated part of the school program.
- To develop a faculty and staff who, by their presence and teaching, express an integrated approach to learning and living their lives.

- To provide an academic program and environment conducive to the optimal development of each student.

II. PARENTS

St. Mary School recognizes a partnership between parents, who are the primary educators of their children, and teachers who facilitate a child's learning in the classroom.

A. PARENT EXPECTATIONS

Parents are a fundamental part of their child's education and our school community. Therefore, we expect our parents to advance our Mission through their own speech and behavior. While it would be impossible to list all expectations of School parents, below is a non-exhaustive list of ways parents are called to advance our Mission:

- Attending Sunday Mass each week, which is the source of our Catholic Faith, and being involved in the parish community
- Initiating and promoting Catholic development in your child's lives
- Ensuring your child attends school daily and arrives on time
- Supporting an atmosphere that promotes a desire to learn, good study habits, and respect for self and others
- Knowing, understanding, and supporting your child's compliance with all school policies and procedures
- Cooperating with the School's Code of Conduct which includes student disciplinary action for noncompliance with school policies and procedures
- Encouraging the child's development of interests and individual talents while stressing the importance of education over extracurricular activities
- Keeping open communication between parent/teacher/child to enhance the educational process and respecting the chain of command by approaching your child's teacher first with concerns. If further discussion is warranted, communicate with the principal and/or pastor related to any concerns.
- Supporting teachers and school policy throughout the school community including without limitation in your use of social media
- Model gospel values and appropriate behavior while interacting with others (administration, faculty, staff, parents, students, etc.) on school campus and when attending school events whether on or off school campus
- Paying all tuition and fees (including aftercare fees) due on your account on time
- Reimbursing the School for any property destroyed by your child or a family member
- Attending orientation, conferences, sacramental preparation events, disciplinary meetings and/or other meetings as required by School administration
- Following all policies and procedures of the School including without limitation those listed herein

B. ST. MARY SCHOOL PTO

As a parent with a child attending St. Mary School, you are a member of St. Mary Parish PTO. The purpose of this organization is to support the Mission and educational goals of the school. This includes

open communication, promoting school activities, and promoting the School and parish throughout the community. Membership includes all staff, parents, guardians, and interested parishioners. Meetings are held throughout the year and are announced via email and Dojo. We strongly encourage all parents to be active participants in this organization.

C. VOLUNTEERS

Volunteers are an essential part of our school community and necessary for our School to thrive. The School administration, in its sole discretion, will determine the need for volunteers and/or volunteer drivers and assign such individuals for activities as needed. No younger siblings are permitted to attend School activities during such volunteer service.

To be considered a School volunteer and/or volunteer driver, each individual will need to be approved through our screening process, which includes, without limitation, the following:

1. Application
2. Background Check
3. Virtus Training
4. Motor Vehicle Report, if applicable
5. Copy of license and insurance, if applicable
6. Compliance with School policies/procedures

D. CUSTODY/LEGAL ORDERS

Parents are required to provide a copy of any full, final, signed Order related to custody or access to any child enrolled at our School. In addition, parents are required to update such orders as soon as possible after such updated order is enacted. The School will comply with the most current full, final, signed court order in their possession.

We understand that transitions with family custody are difficult to navigate. However, the School is not the appropriate venue to handle family disputes. We expect parents to cooperate in the education of their child and to comply with all parent expectations set forth herein.

General school information is sent home with the child. We expect that this information will be shared with both parents, unless restricted by law. This includes conference appointments, report cards, interim reports, discussions with school personnel, school activity schedules, and tuition statements.

The School's general procedure will be to schedule one joint conference appointment for parents to attend. We anticipate parents can 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.

III. BUILDING ACCESS AND SAFETY

A. SCHOOL ACCESS

Our school doors are locked during school hours. Students are not permitted to open outside doors for anyone, including parents and/or staff.

All visitors to the School must comply with the following guidelines:

- All visitors will be buzzed in by the main office.
- All visitors should report directly to the office to confirm identification and purpose of visit.
- The school office will document visitors and provide visitors with a pass/badge.
- All visitors will be directed or escorted to the appropriate location in the building.
- All visitors should report only to their designated area and not travel to other areas of the school building without approval of an authorized School employee.
- All visitors should report to the office to sign out before leaving the building.

B. DAILY SCHEDULE

7:00 AM School Doors Open for Morning Extended Day

8:35 AM K-8 released from extended day to go to classrooms

8:50 AM Tardy Bell for K-8th grades

11:40 AM-12:00 PM K-4th Lunch

12:00 PM-12:20 PM K-4th Recess

12:20-12:40 PM 5th-8th Lunch

12:40-1:00 PM 5th-8th Recess

3:30 PM Dismissal

3:31-5:30 PM Afternoon Extended Day

8:00 AM-3:30 PM Office Hours

School policy prohibits loitering outside of the school building or in the lobby before 8:30 AM

C. SAFETY PLAN and DRILLS

St. Mary School has a cooperative relationship with the Wooster Police Department. Frequently, a police officer visits our building. They check in at the office, walk the halls, and visit various classrooms.

Safety drills including fire, tornado, rapid dismissal, and intruder are practiced on a regular basis throughout the year. Emergency crisis procedures and the school safety plan have been developed in cooperation with area law enforcement professionals and guidance from the Ohio Department of Education.

In the event of bad weather or an emergency during the school day, we will contact parents via Dojo and email/text message alert. **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.

IV. ADMISSIONS

A. NON-DISCRIMINATORY STATEMENT

St. Mary Parish School recruits and admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in

the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, it is school policy to comply with applicable constitutional and statutory provisions regarding non-discrimination based on race, color, religion, sex, gender, national origin, disability, and age. St. Mary Parish School is a Catholic school and has the right to conduct all aspects of its operations, including without limitation curricular and non-curricular activities, in accordance with Catholic teachings and beliefs and to require that its students and staff conduct themselves at all times in a manner that is consistent with Catholic teaching.

B. APPLICATION AND ADMISSION PROCESS

Students are required to apply for admission every year. Families must comply with the application and admission process of the School, including without limitation the guidelines set forth below:

1. All documents required for application and admission must be submitted by the deadlines issued.
2. New students must present evidence of satisfactory conduct and achievement to be placed in the appropriate grade.
3. Prospective students must complete shadowing, testing and/or other requirements as set forth by the School during the application and/or admission process, including an interview with administration.
4. Immunization records must be submitted as required by law.
5. Students entering kindergarten are required to provide proof of a physical examination.
6. Students entering Kindergarten must be 5 years old by the first day of school.

C. PRIORITY

Students will be considered for admission to the School in accordance with the following priority schedule:

1. KINDERGARTEN

- a. Siblings of students already enrolled at the School
- b. Students enrolled in our preschool
- c. Families who are currently registered and active participants in the life of the parish
- d. All other applicants

2. ALL GRADES EXCEPT KINDERGARTEN

- a. Current students of the School
- b. Siblings of students already enrolled at the School
- c. Families who are currently registered and active participants in the life of the parish
- d. All other applicants

D. WITHDRAWAL

Parents must complete appropriate forms to withdrawal from child from admission to the school. Parents will need to complete a release for the School to send student records to a new school. However, student records may be withheld as permitted by law.

V. ATTENDANCE

Regular attendance and punctuality are essential for a student's positive learning experience. In accordance with Ohio law, the School requires students to demonstrate regular and timely attendance. Parents and students are responsible for complying with the School's attendance policies.

A. ATTENDANCE PROCEDURES

1. **Tardiness:** Students must arrive for school by 8:50 AM. Students who arrive after this time will be listed as tardy regardless of the reason.

2. **Absence:** If your child will be absent from school, parents/guardians are required to:

- a. Call the school attendance office by 9:30 AM on the day the child will be absent. If you fail to provide the School notice of your child's absence, we will contact you to verify your child's absence. This may include contacting all available emergency contacts.
- b. Provide a doctor's note for absences exceeding three days. If a child has a chronic condition or illness that causes regular absences, please reach out to school administration for further discussion.

B. EXCUSED ABSENCES

There are legitimate reasons for a student to be absent from school. Any student who is ill should not attend school. In addition to personal illness, students will receive an excused absence from school for the following reasons: family member death, family serious illness, emergency medical/dental need, and any other circumstance that is sufficient in the sole judgment of the school administration. Any absence that does not meet the criteria of an excused absence will be considered an unexcused absence.

C. NONCOMPLIANCE

In the event the School determines a student has excessive absences or tardies, the School may take any of the following actions, or combination thereof, in its sole discretion:

- Discipline the student in accordance with the discipline policy;
- Have a conference with the parents/student;
- Develop an individual attendance plan;
- Require the student to repeat a grading period, attend summer school, or refuse advancement;
- Refuse to readmit a student the following year; or
- Dismiss a student
- Excessive absences can result in the loss of scholarships.

D. AFTER SCHOOL ACTIVITIES

A student is not permitted to attend any after-school activities (i.e, sports, school play, dance, club meeting, etc.) on a day the student was absent from school, unless the student has received prior written permission from school administration.

E. MISSED ASSIGNMENTS DUE TO ABSENCE

Students are responsible for making up all missed assignments due to absence. When your child is absent, you may call the school and request assignments to be picked up at the end of the school day. Missed assignments must be completed and returned to the respective teacher(s) within the time specified by the individual teacher. Failure to complete assignments within the allotted time may result in zero credit for the missed assignment or test. Faculty reserves the right to not give students assignments in advance for planned absences/vacations.

F. APPOINTMENTS DURING SCHOOL HOURS

If a child has to be excused from class for a medical, dental, or other similar appointment, the following procedure is to be followed:

- A note from the parent is needed prior to the child's dismissal
- 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.
- A parent must "sign-out" the student in the School office. Upon return to school, the parent must sign in the student at the School office.

VI. ELECTRONIC DEVICE and AI POLICIES

A. ELECTRONIC DEVICES

Students are not permitted to use cell phones, smartwatches, smart glasses, and other personal electronic devices during the school day.

During school hours, all personal electronic devices (except headphones) must be turned off and stored in a student's book bag. Smart devices cannot be stored in a student's pocket. Upon the teacher's permission, a student may use headphones for learning purposes during school hours. However, this permission may be rescinded if it interferes with the learning environment. If a personal electronic device is found on a student, administration reserves the right to hold the device in the school office until the end of the school day. Misuse of electronics can result in disciplinary action.

B. ARTIFICIAL INTELLIGENCE

Our School embraces technological tools that enhance the student's development and learning experience while remaining faithful to our mission.

1. Definitions: The following definitions apply to this policy and shall be collectively referred to hereinafter as AI Tools.

- Artificial intelligence (AI): A machine-based system that can, for a given set of human defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.¹

¹ [15 U.S. Code § 9401, Sec. 3](#)

- Generative AI: Any internet-based generative artificial intelligence program that makes use of large language model algorithms to make something new. AI used for auto-complete, minor text predictions, and/or grammar/spelling/punctuation suggestions, commonly found in most word-processing applications, is not considered generative AI.²
- AI tool: AI applications, algorithms, or systems that make use of AI to generate outputs based on human inputs, with an emphasis on generative AI.³

2. Use of Artificial Intelligence:

Students may, in the administration's and faculty's discretion and at their direction, use AI Tools to enhance rather than damage their developing abilities as writers and thinkers. Students shall comply with the following requirements, which constitute our students' use policy for AI Tools:

- Only use AI Tools in connection with any assignments, quizzes, tests, or examinations when explicitly permitted and instructed by faculty and/or administration, and in such case students must follow the specific instructions for 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.
 - Use AI Tools in a manner consistent with our school policies and procedures, including, without limitation, the code of conduct and the Student Acceptable Use Policy.
3. Discipline: Any student who violates this policy is subject to discipline in accordance with our Code of Conduct.

VII. CODE OF CONDUCT

The word “discipline” stems from a Latin *disciplina* meaning “instruction” or “teaching.” Accordingly, discipline exists to teach a student to act in a way that will better his/her life and will lead to self-discipline. We believe that our school rules exist for the common good of our school community and for the good of each student, recognizing that all persons are made in the image and likeness of God and deserve to be treated with respect. Growth in virtue, a responsibility for learning and living Catholic moral values, and a loving respect for the rights of all persons are at the heart of the Code of Conduct. To achieve these ends, parents, faculty and students are expected to work together to create a Catholic school environment. Most fundamentally, in a school, teachers have a right to teach, and students have a right to learn.

In our school, students:

- Will follow school rules and policies
- Will refrain from any deliberate disruption of the learning environment
- Will complete all assignments and participate in class as expected by their teachers
- Will not give or receive unauthorized assistance on tests, quizzes, or assignments
- Will be present for all required activities unless officially excused by the administration
- Will demonstrate good sportsmanship when engaged in co- and extra-curricular activities

² [O.A.C. 3342-3-01.8\(B\)\(15\)](#)

³ Ohio School Boards Association (OSBA), Sample Policy EDEC: Artificial Intelligence

- Will be honest and committed to integrity
- Will be respectful and courteous toward others
- Will speak respectfully to and about others
- Will respect school property and the personal property of others
- Will refrain from harassment of any kind
- Will use appropriate language and refrain from using inappropriate language
- Will refrain from making any false statements or accusations against any student, teacher, or staff member
- Will not engage in any inappropriate physical or verbal contact with another person (including without limitation fighting and inappropriate displays of affection)
- Will not bring to school nor possess at school any items inappropriate to a school setting including but not limited to real or toy knives or guns, sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or similar items
- Will maintain and support others who maintain a safe and alcohol- and drug-free environment at and near school and at all school-sponsored functions/activities
- Will, at all times, whether or not at school or school events, conduct themselves in a virtuous and appropriate manner, including without limitation concerning the use of social media and electronic communications

Disciplinary Actions. 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 administrators
- Behavior Contract
- Suspension (in-school or out of school)
- Dismissal or expulsion

Actions that may subject a student to discipline include violations of the Standards of Conduct, any action contrary to Catholic teaching or values whether or not specifically listed in the Standards of Conduct, and any action that is an offence against the dignity of another person whether or not specifically listed in the Standards of Conduct, all as determined in the sole discretion of school administration. Final disciplinary decisions are determined in the sole discretion of school administration and may include a combination of disciplinary actions.

VIII. STUDENT THREATS

- Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
- Whoever hears the threat should report it immediately to the principal.
- In appropriate cases, the police should be notified immediately.
- If the police are notified, the student should be kept in the principal/s office under supervision.
- The parent/guardian of the student who has made the threat shall be notified as soon as possible.
- 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 as soon as possible.

- The student will 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 necessity to utilize a psychologist (Ph.D.) 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 or writing, 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 readmission of the student to school. If applicable, the mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days if the student is readmitted to school. The mental health care professional (psychiatrist and/or Ph.D. psychologist) 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 may 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.

IX. HARASSMENT

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.

A. DEFINITION

In accordance with Ohio law, "harassment, intimidation, or bullying" means either of the following:

1. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - a. Causes mental or physical harm to the other student;
 - b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, abusive educational environment for the other student.
2. Violence within a dating relationship.

Examples of harassment include but are not limited to verbal or written taunting; cyberbullying; 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.

St. Mary School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary actions for harassment 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 administrators
- Behavior Contract
- Suspension (in-school or out of school)
- Dismissal or expulsion

Final disciplinary decisions are determined in the sole discretion of school administration and may include a combination of disciplinary actions.

B. 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.
2. The Principal shall 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. No reprisals will be tolerated against complainants, witnesses, or individuals involved in the investigation.
5. 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.

C. INVESTIGATION PROCEDURE

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

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 all claims of harassment promptly and to take action as deemed appropriate.

Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

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 harassment, if applicable.

X. ACADEMIC POLICIES

A. GENERAL CURRICULUM

St. Mary School follows the curriculum recommended by the Cleveland Diocese. 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 contact the principal if you would like to review a copy.

B. 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-4 use O, S, and U for gym, music, foreign language, and art.

Grades 4-8 are assigned letter grades.

O = Outstanding

S = Satisfactory

U = Unsatisfactory

N = Needs improvement

C. REPORT CARDS

Report cards are sent home for Grades 1-8 four times a year and for Kindergarten four times a year. K-4 uses the Standards-Based Grading System. 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 and/or may be accessed on Digital Academy. 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 will make the final decision as to the promotion or retention of a student.

D. HOMEWORK

Students are required to complete homework as assigned on time. Homework is a valuable tool 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 and additional practice, which is so necessary in scholastic training. Homework that is not submitted on the assigned due date will not be given full credit. The time allotment for homework is based upon the ability of the average child.

Primary grades - 20 minutes

Intermediate grades - 60 minutes

E. 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.

F. 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 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.

G. FIELD TRIPS

Field trips are taken to enrich the learning experience of the students. These are considered part of the curriculum. Permission slips will be given to the children several days before 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.

XI. HEALTH

- **Records:** The school office keeps health records on file separate from student records.
- **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, emergency contacts will be notified.
- **Emergency Forms:** We require an emergency medical form for all children. In the event of serious injury, the emergency squad will be called.

- **Allergies:**

Students with allergies **MUST** have the necessary paperwork on file in the school office and appropriate medication available the first day of school. 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. We will provide an action plan that must be signed by the child’s physician and updated annually. Medication will be provided in the original container and kept in the nurse’s office. If a student is to carry an inhaler, additional paperwork must be filled out and turned in to the nurse. It is also the responsibility of the family and student to know what they are allergic to, to not trade or share food with others, and alert the teachers and staff if they have been exposed to any allergen. 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 EpiPens and/or inhalers.

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

a. Prescription Medication: The medication must be in its original container. The school must have a signed physician's 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.

XII. UNIFORM POLICY

REQUIRED UNIFORM	GRADES K-4	GRADES 5-8
Pants/Slacks	Navy Blue, "dress" pants/slacks	Khaki, "dress" pants/slacks
Leggings	Solid navy, gray or black	
Shirts: Short or Long Sleeved	Light Blue, Navy or Burgundy Polo White blouse or white button-down shirt for boys to be worn with a tie. Shirts must be tucked in at all times.	Light Blue, navy blue or Burgundy Polo, White blouse or white button-down shirt for boys to be worn with a tie. Shirts must be tucked in at all times.
Jumper /Dress	Solid Navy Blue or Uniform Plaid	Solid uniform style khaki skirt.
Shorts/Skorts/Skirts	Navy Blue or uniform plaid	Khaki not shorter than 2" above the knee.
Shorts worn under skirt/Jumper/Dresses	Solid navy, gray, black	Solid khaki, navy, black
Socks	White, black, or navy blue crew socks, knee socks, or tights	
Sweaters: Pull-on, Cardigan	Solid white, navy blue, or gray cardigan, pullover, or crewneck sweatshirt No hoods or logos	
Shoes	Athletic Shoes: black, white, or black&white, gray, blue. Leather or leather-like dress shoes: black, brown, tan, navy blue, or traditional saddle shoes. Accents on shoes should be kept to a minimum. Boots/Fashion Boots are NOT part of the Uniform Policy and may not be worn in the classroom. Shoes may not be lighted, have roller skates, glitter, or glittery stones. No sandals or Crocs - NO heels over 3/4".	
Spirit Wear	Spirit Wear may be worn on Friday and on gym days	
Hair Accessories/ Jewelry	The ONLY acceptable jewelry for girls is small pierced earrings (not dangling). Religious symbols are permitted	Acceptable jewelry for girls: moderate use of necklaces and bracelets; earrings (not dangling) Religious symbols are permitted

Make-up (girls only)	Nail polish in clear, natural, white, or light pink is acceptable	Moderate use of makeup is acceptable; Nail polish in clear, natural, white, or light pink is acceptable
Belts		Brown, tan, black, or navy blue. To be worn with all pants, slacks, and shorts

If something is not listed within the uniform policy, it is NOT part of the uniform policy.

Parents, please note: If any part of your child's apparel does not meet uniform policy, you will receive a notice that must be signed and returned to school. With a second infraction, you will receive a call and be required to bring your child the proper apparel. Students who have uniform policy infractions will not be allowed to participate in the upcoming dress down day. If an issue is questionable, the final decision rests with the school administration.

St. Mary School Dress Down Uniform Policy

- All clothes **MUST** fit and be sized appropriately; neither too tight or revealing nor too loose or sagging.
- Appropriate items include jeans (no rips), cargo pants, capri pants, shorts no more than four (4) inches above the knee, sweatshirts or t-shirts with appropriate printing, sandals with a strap behind the heel.
- Leggings/jeggings allowed only IF the shirt worn with outfit is not more than four (4) inches above the knee.
- NOT appropriate: flip flops (shoes made of foam), inappropriate slogans, sayings, pictures or topics on clothing, excessively long pants (reaching over the shoes), tank tops, yoga pants, strapless dresses, spaghetti straps, or are more than four (4) inches above the knee.
- Dress down passes may NOT be used on days we are attending Mass

XIII. MISCELLANEOUS SCHOOL 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 procedures 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. We expect our students and parents to comply with procedures, including without limitation those listed herein.

A. ACCEPTABLE USE POLICY

All students are required to sign and comply with the Acceptable Use Policy as presented on an annual basis.

B. 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.

C. FORGOTTEN ITEMS

Students will not be permitted to call home during school hours for items they forgot to bring to school.

E. 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.

F. 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. School lunches may be purchased through the Digital Academy system; students will still order their lunch at school daily. The lunch menu will be on the school webpage (www.stmwoo.org). It will also be sent via email and Dojo.

G. PAYMENTS TO THE SCHOOL

Payments to the school can be sent through the Digital Academy system. Checks and cash are accepted as payment in the school office. The School will assess a \$15.00 additional fee for any payments returned for insufficient funds. The school office may request cash payments in the event of insufficient funds.

H. 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.

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

I. TUITION

Parents are required to sign and comply with the terms of their Tuition Agreement as presented on an annual basis.

J. 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 be canceled 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.

XIV. TRANSPORTATION

a. Bus Rider

Bus students assemble in the lobby at dismissal. 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. Students not residing within the Wooster City School District may not use the Wooster City School District's bus system.

b. Car Rider

i. DROPPING-OFF

a) Pull in front of the school doors. Students should exit the vehicle on the driver side ONLY, when possible.

ii. PICKING UP

a) Parents will be given placards from the school to place in their vehicle windows.

b) Parents may begin to park their vehicles at 3:00 PM, with the gate closing at 3:28 PM. If you arrive after 3:28 PM, 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.

c) 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.

d) Students will be dismissed from the building at 3:30 PM 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.

e) 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.

f) For student safety - Do NOT pull out of your spot until a staff member waves you to pull out.

g) If you do not have your placard in your vehicle, you will be asked to show your driver's license.

h) You are not permitted to back out of your parking spot.

i) Your child will only be able to ride with an individual as listed on your list of those with permission to pick up the child.

c. Parking Rules

i. The playground area of the parking lot is roped off between 9:00 a.m. – 3:00 PM. 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.**

- ii. **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.

XV. EXTENDED DAY

Extended Day hours are from 7:00-8:35 AM, and 3:30-5:30 PM.

To participate in the extended day program, parents and students are required to comply with all school policies and procedures as well as any rules set forth for the extended day program. The School may rescind a student's access to the Extended Day Program at any time for a student's or parent's failure to comply with our school policies or procedures, including without limitation, failure to pay extended day fees promptly.