

St. Mary of the Assumption Catholic School



Student Handbook 2019-2020

611 Jennings Road
Van Wert, Ohio 45891

419-238-5186
www.stmarysroyals.org

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St. Mary of the Assumption Catholic School ▪ 611 Jennings Road ▪ Van Wert, OH 45891
Phone 419-238-5186 ▪ Fax 419-238-5842 ▪ stmarysroyals.org

Welcome to St. Mary of the Assumption Catholic Elementary School

2019-2020

Dear Parent/Guardian,

Determining where your child goes to school is one of the most important decisions you make. Thank you for choosing St. Mary of the Assumption Catholic Elementary School. Unlike public schools, we can provide an academically sound education in a Christ-centered environment.

All schools need to have well define policies and procedures – and then to carry these out. Our policies and procedures are outlined in this handbook along with other important information. Please take a few minutes to familiarize yourself with these. This handbook is also available on www.stmarysroyals.org. If you have any questions please ask.

We look forward to working with your child/children and you during the 2018-2019 School Year. We are honored that you have chosen us to help educate your child.

God bless,

Mr. Daniel Metzger
Principal-Minister

Staff Directory

Rev. Stanley Szybka	Pastor-Superintendent	info@stmarysvanwert.com
Mr. Daniel Metzger	Principal-Minister	dmetzger@stmarysvanwert.com
Mrs. Karissa Rutkowski	Coord. of Religious Ed.	vwstmarycre@gmail.com
Miss Avery Etzler	Kindergarten	aetzler@stmarysvanwert.com
Mrs. Mary Yackey	Grade 1/Auxiliary Services	myackey@stmarysvanwert.com
Miss Alexis Barnt	Grade 2	abarnt@stmarysvanwert.com
Mrs. Amanda Arnold	Grade 3	aarnold@stmarysvanwert.com
Mrs. Julie Bloomfield	Grade 4	jbloomfield@stmarysvanwert.com
Mrs. Megan Fritz	Grade 5	mfritz@stmarysvanwert.com
Mr. Dustin Hesseling	Grade 6	dhesseling@stmarysvanwert.com
Mrs. Erin Stokes	Music/Title 1	estokes@stmarysvanwert.com
	Physical Education	
Mr. Matthew Krol	Art/Library	mkroll@stmarysvanwert.com
Mr. Dale Boley	Technology	dboleyle@stmarysvanwert.com
Mrs. Meta Dreyer	School Tutor	
Mrs. Amy Kopack	School Secretary	akopack@stmarysvanwert.com
Mr. David Hohman	Maintenance	dhohman@stmarysvanwert.com
Mrs. Carol Koenig	Cafeteria Administrator	ckoenig@stmarysvanwert.com
Mrs. Cathy Fetzger	Cafeteria Asst./Aide	

School Phone Number 419-238-5186

Mission Statement

The mission of St. Mary of the Assumption Catholic School is to provide a safe and healthy learning environment where Christian morality, the Catholic faith, and academic excellence go hand in hand. We believe this will enable our students to become living examples of Christ's teaching and help them transform the world.

School Philosophy

It is our philosophy that education should include:

- Instruction in the stories and teachings of the Bible and the teachings of the Catholic Church;
- Discipline administered in a consistent manner focusing on the Christian development of a child;
- Opportunity to develop skills that will enable the child to mature and contribute to society in a positive way;
- Opportunity to develop an appreciation for and an understanding of the world as created by God and shaped by humans;
- Exposure to and mastery of appropriate subject matter.

We believe that all of the above should take place in an environment that involves and includes the child's family. We believe the above is possible as we work under the protection and through the intercession of our patron, the Blessed Mother of our Lord and Savior, Jesus Christ.

Educational Goals

Specific educational goals are established by the staff each year. These goals will include that the child will develop;

- A Christian life-style instilled through prayer, religious instruction, liturgy and participation in the appropriate sacraments of the Catholic Church.
- A Christian sense of dignity, justice, respect, and concern for self and others.
- An intellectual curiosity and an eagerness for learning.
- A cooperative attitude toward living and working with others.
- Necessary skills in reading, writing, speaking and listening.
- Necessary knowledge of mathematics appropriate for the age level.
- An understanding of history and an appreciation for this country and other countries of the world.
- Self-discipline in work and study.
- An awareness of his/her potential.
- A desire to achieve his/her own personal level of excellence.

Nondiscrimination

St. Mary of the Assumption Catholic School will not discriminate on the basis of gender, race, color, or ethnic origin in enrolling any student.

Life Skills

Skills associated with successful living at any age are emphasized throughout the school year.

These include the 5 basic skills necessary for a happy and successful life:

- Trustworthiness - To act in a manner that makes one worthy of trust and confidence.
- Truthfulness - To be honest about things and feelings with oneself and others.
- Active Listening - To listen with the intention of understanding what the speaker intends to communicate.
- No Put-Downs - To never use words, actions and/or body language that degrade, humiliate, or dishonor others.
- Personal Best - To do one's best given the circumstances and available resources.
- **Also included with these life skills are:**

- Caring – To feel and show concern for others.
- Common Sense – To use good judgment.
- Cooperation – To work together toward a common goal or purpose.
- Courage – To act according to one’s beliefs despite fear of adverse consequences.
- Curiosity – A desire to investigate and seek understanding of one’s world.
- Effort – To do your best.
- Flexibility – To be willing to alter plans when necessary.
- Friendship – To make and keep a friend through mutual trust and caring.
- Initiative – To do something, of one’s own free will, because it needs to be done.
- Integrity – To act according to a sense of what’s right and wrong.
- Organization – To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use.
- Patience – To wait calmly for someone or something.
- Perseverance – To keep at it.
- Pride – Satisfaction from doing one’s personal best.
- Problem Solving – To create solutions to difficult situations and everyday problems.
- Resourcefulness – To respond to challenges and opportunities in innovative and creative ways.
- Responsibility – To respond when appropriate; to be accountable for one’s actions.
- Sense of Humor – To laugh and be playful without harming others.

Brain Based Learning

St. Mary’s staff is committed to using learning techniques based on current documented neuro-science – brain development. This is an evolving science, not a static formula. It is not about working harder, it is about working smarter – working with rather than against the brain. Not a panacea for all academic ills, it does reflect a dose of common sense backed by research. This is a comprehensive, multi-disciplinary approach.

Included in these learning techniques are:

- **Absence of Threat** – A physically and emotionally safe place to learn.
- **Enriched Environment** - A content rich classroom where unnecessary visual distractions have been removed.
- **Meaningful Content** – Content presented is meaningful, useful, and is connected to students’ prior knowledge and real life experiences.
- **Collaboration** – Collaborative learning involves encourages students and staff to work together.
- **Immediate Feedback** - Feedback can be provided by teacher, peers, or self checking strategies.
- **Choice** – Learners and teachers have strengths and weaknesses and can choose to show what they know through different practice and assessment strategies.
- **Adequate Time** – Time is flexible allowing for different patterns of input that will lead to understanding.
- **Movement** – Movement is built into the learning day in order to aid in powerful learning, memory and attention, as well as for the physical, emotional and developmental needs of the learner.
- **Assessment** – Authentic assessment is used to allow students to demonstrate what they know and how to transfer what they have learned to other situations.

NOTICE OF IMPLIED AGREEMENT

The registration of a student at St. Mary of the Assumption Catholic School is deemed to be an agreement on his/her part and on the parts of his/her parent or guardian to comply fully with all policies, rules, and regulations of the school, as outlined in this handbook.

Our school accepts, approves, and adopts the local school policies established in this year’s edition of the diocesan Principal’s Handbook, except as specifically modified or extended in this School Handbook, based on our local needs and circumstances. The administration reserves the right at any time to unilaterally revise, modify, delete, or add to any and all policies and procedures stated in this Handbook or in any other document. This is not an exhaustive or rigid document; rather, it sets out uniform and basic principles of application. The interpretation of the rules in this handbook is the responsibility and right of the school administration.

We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus.

Procedures and Policies

Procedures are an important part of education; they enable us to interact in a way that is orderly and consistent. They help us determine what acceptable or unacceptable behavior is. Established school procedures follow:

Entrance Security

All outside doors to the school will be locked during the school day – the main entrance on the Jennings Road side and the bell tower door remain unlocked for access to the church and building. Double doors opening into the school hall are equipped with magnetic locks and are engaged throughout the day. Entrance is controlled from the school office. An intercom is available request entry. These locks are also connected to our fire alarm and will automatically release in the event of the fire alarm going off.

Student Arrival

- Parents or guardians who transport children to school should use the main Jennings Road entrance, door #1 or the bell tower entrance, door #8. If you walk your child inside the building, please use the Jennings Road entrance (door #1). **Do not park and leave your vehicle in the circular drive to enter through the bell tower doors.** This drive is intended for pull-through drop-off and pick-up of students only.
- Students should not arrive before 7:30 am and should report to the cafeteria where supervision is provided. Please do not stay in gym after student(s) has been dropped off. This is a safety concern.
- If there is an emergency or exception to these times, please contact the principal.

Student Departure

When meeting your child at the end of the school, please follow these procedures. If you wish to meet your child:

- In the building – enter the building at door #1 and wait in the front entrance hall. Please park in the front parking lot off of Jennings Road.
- In your car at the bell tower curb side, door #8, please enter the circular drive from either the Jennings Road or the Spencer Drive entrances and wait your turn to drive to the loading area. **Please do not park and leave your vehicle in the circular drive.** This drive is intended for pull-through drop-off and pick-up of students only. School staff will monitor this procedure.
- After school Latchkey is available until 5:30 pm daily. Registration forms are found in your first day forms packet and in the school office.

We expect students to be picked up no later than 3:15 pm. If it will be later when you arrive, please phone the school office. Regular or repeated tardiness will be addressed.

Daily Schedule

7:30	Morning Latchkey
8:10	Students Enter Classroom
8:25	Tardy bell
8:30	Prayer/Class begins
10:00	Walking Program
10:05	10 minutes recess
11:45	Lunch and recess
12:25	Classes resume
2:45	Lincolnview Bus*
3:00	Van Wert Bus*
3:05	Dismissal/Afterschool Latchkey
5:30	Afterschool Latchkey Ends

*Bus schedules are set by the city/county schools and are subject to change.

Bussing

Students being transported by public school buses will use school doors off of the rear parking lot – doors #3.

Rules of **Bus Safety** include:

- Observe "safe zones" when entering and exiting the bus
- Stay seated with head, hands and feet inside the bus
- No pop, food or candy, on the bus except on field trips and then only permission of bus driver and teacher-minister
- Do not ask the driver to let you off other than at designated destination, unless you have written permission from your parents or school
- No fighting or rough play on the bus
- No throwing of items on the bus
- No pets on the bus
- Do not distract the driver and become silent when the bus approaches a railroad crossing
- Use a conversational tone when talking to others
- Use of profane or vulgar language is not permitted
- Harassment of others is not permitted
- Remove all personal items and litter from the bus
- Do not deface or destroy any part of the bus.

All conduct codes for St. Mary's students are applicable on the bus. Additional rules as explained by school and/or transportation staff must be followed by all students using this means of transportation.

Bicycle Riders

A bicycle rack is located at the back of the school building – door #3. Students riding bicycles should place them in the rack. Bicycle riders will be dismissed after students being transported by cars.

Absences and make-up work

School attendance is very important – it is not possible to duplicate the classroom interaction that is so much a part of your child's education. However, if your child is sick, contagious, or feverish; please keep him/her home. **You are required to call the school by 8:30 a.m. if your child is going to be absent or tardy.** Please call the school office (419-238-5186) directly and refrain from texts or emails to ensure messages are received. Repeated tardies or absences without calling the school may result in a report being made to the county truancy officer.

- Homework assignments will be available upon request for pick-up in the office for absent students. Another student may convey homework assignment if arrangements are made.
- Make up work should be completed in the same number of days as the child is absent. Each assignment not made up in the appropriate time will result in a zero grade.
- The official record of absences will be kept by the school secretary.
- Teacher-ministers will be informed of the excused or unexcused absences.
- Students should be absent no more than 4 days per quarter without a doctor's excuse or prior approval. Students who miss more than 16 days per school year, may fail all of their subjects and be retained in the same grade.

Vacation Policy

Absences from school due to family vacations are discouraged; however, we realize there are times when these situations support our commitment to family relationships. The classroom teacher and school office should be notified a minimum of one (1) week prior to the student's absence. It is the parents/guardians responsibility to ensure missed school work is made up.

Becoming ill at School

If your child becomes ill at school, he/she will be asked to report to the school office, Body temperature will be determined with an aural (ear) thermometer.

- If the body temperature is less than 99.4°F, the child will be asked to lie down and his/her condition will be re-evaluated in a few minutes.

- If the temperature is above 99.4°F and other symptoms exist – i.e. sore throat, rash, stomach upset, or if the temperature is above 100°F – parents or authorized persons as listed on the child’s *Emergency Medical Form* will be contacted to pick-up the student from school.

Emergency Medical Forms

An *Emergency Medical Form* will be sent home with each student at the beginning of the school year. This form specifies who may be contacted in the event of an emergency, and other relevant medical information. This form **must** be completed, returned, and kept on file in the principal’s office. This form will permit a doctor/dentist to give medical attention to students in the event parents cannot be contacted. Please notify the school office immediately if any information changes.

Medication Policy

Our policy is not meant to make things more difficult for you but to ensure that we are maintaining safe health care procedures throughout our school. We understand that certain situations require medication to be given at school. Procedures for Non-Prescription and Prescription Medications are listed below. We follow the guidelines of the Diocese of Toledo Catholic Youth & School Services and the State of Ohio Revised Code.

Non-prescription medications

- School staff will not routinely administer any non-prescription medications to students. We strongly encourage you to give all medications to your child at home. Most non-prescription medications last up to 6 hours; this means your child can take the medication immediately before and after school. If your child needs non-prescription medication during school hours, a parent or legal guardian must bring in the medication and personally administer it to their child at recess or over the lunch hour. We will not store over-the-counter (non-prescription) medication at school.
- **Exceptions** to the Non-Prescription Medication Policy are students that suffer from on-going or long-term medical issues. An example is a child that has repeated migraine headaches and may need non-prescription medications without delay. If a medical protocol is followed for these students, we will make accommodations. Again, any special circumstances that require a student to receive non-prescription medications during school hours will need an authorization form (available in the school office) signed by a physician. Medication must be in the original container and a parent/legal guardian must bring it to the school office. You will also be contacted each time we need to follow these instructions.
- We keep basic pain relievers (Ibuprofen and Acetaminophen) in the office. We will no longer send home a “blanket” authorization to dispense pain relievers. If your child requests pain medication for a headache, etc., a parent or guardian will be called each time it is requested. If you cannot be reached, no medication will be given to your child. Please remember that the pain relievers we have at school are not intended to take the place of medications your child may need at home. If you know your child needs pain relief for an existing condition, please administer the medication at home.

Prescription Medications

- If your child is prescribed a medication that needs be taken during the school day, a signed physician’s authorization form **MUST** be brought to the school office with each prescription. Forms are available in the school office. Prescription medication must be in the labeled container with the label matching instructions from the physician - the pharmacy can provide an extra bottle. A parent or legal guardian must bring the medication to the school office. State law requires that we receive authorization forms **FOR ALL PRESCRIPTION MEDICATIONS**.
- If you prefer not to have the physician complete a form for each prescription, you may bring the medication to the school and personally administer it to your child during recess or over the lunch hour. School staff will not administer any prescription medication without proper physician authorization form. A prescription bottle will not be accepted in place of the proper form.

- Physician authorizations are also needed for inhalers for asthma, bee sting kits, epi-pens for allergies, and insulin for diabetic students. However, long-term prescription medication such as these may have a “blanket” authorization for the school-year. These full-year authorizations must be re-submitted each year. A parent or legal guardian must bring any prescription medications to the office.

Cough Drops/Throat Lozenges

- Cough drops will be available in the school office. The school will maintain a supply of Hall’s brand type (or generic) cough drops. With teacher permission, a student may come to the office to get a cough drop as needed. Please do not send cough drops to the school with your child.

Students are not permitted to carry or keep any prescription or non-prescription medications with them. Any exceptions (epi-pens or inhalers) require a physician’s authorization and approval by school administration.

The School staff reserves the right not to administer any type of medication if they do not feel comfortable in doing so. If this is the case, arrangements will need to be made by the parent/guardian to administer the medication at the necessary time.

The School staff is not permitted to administer any type of narcotic to a student – Examples: Oxycontin, Vicodin, Tylenol with codeine, ect.

Injuries at School

You will be notified of any serious situations where emergency treatment is needed for an injury. School personnel will clean, apply antibiotic ointment, and apply a bandage as needed to any minor cuts/scratches. If you do not want antibiotic ointment applied or if your child is allergic to latex, please notify the school office at the beginning of the school year.

Immunizations

State law requires all students to have proper immunizations. A copy of the Ohio Department of Health immunization requirements is available on the ODH website.

The minimum requirements for pupils enrolling in non-public and public school are:

1. Five doses of DPT (or TD vaccine or a combination of these)
2. Four doses of Trivalent Oral Polio Vaccine
3. An MMR immunization must be given after one year of age
4. A second MMR immunization is required before entering Kindergarten
5. A TDAP immunization is required to enter seventh grade.
6. Varicella – 2 shots by Kindergarten

Birth Verification, Social Security Number, and Guardianship

The school needs birth certificates, social security numbers, and guardianship papers on all students entering for the first time. Any changes in guardianship should be reported to the office immediately.

Tardy Policy

The tardy bell rings at 8:25 am. Students who arrive after that bell (unless it is bus related) will be counted tardy.

- An excused tardy is when a student arrives late because of a doctor or dentist appointment. Please bring an excuse slip from the doctor or dentist if arriving late.
- Unexcused situations include avoidable instances – i.e. over-sleeping, etc.

Parents will be notified after 3 unexcused instances; the county truancy officer will be contacted after 6 unexcused instances.

Notes from parents or guardian

Parents or guardian are required to provide a written note to the school for the following reasons:

- Any planned absence.

- Bus and/or transportation changes.
- A request to not participate in physical education (approval by teacher and/or administration).
- Early dismissal.
- Notes for children to stay in at recess due to illness are not accepted. If a child is too ill to go outside, they should not come to school.

Perfect Attendance

Perfect Attendance awards will be given to only those students who are in attendance everyday and all day. A student may not be absent for any reason (including short appointments) to be eligible for a perfect attendance award. This award is presented in the classroom, not at the end-of-the-year award ceremony. Please remember that your child's well-being and the well-being of their classmates are more important than receiving this award. If your child is sick, please do not send them to school.

Personal articles and contagious situations

Please identify all personal articles of clothing with an indelible marker. Remember, many of our uniform clothing items are identical. If lost, they can only be returned if we know to whom they belong. We strongly discourage the sharing of clothing and personal grooming for both sanitary and management reasons. If head lice, ring-worm, or similar contagious situations are identified; we will follow the advice of the Van Wert County Health Department. A copy of current head lice procedures is in the school office.

Emergency School Closings

Delays or cancellations are determined by the Van Wert City Schools' Superintendent. In case of any calendar changes, you will be notified as soon as possible. Emergency School closings, delays and early dismissals coincide with the *Van Wert City Schools*. Delays or closings will be announced as follows:

- WERT Radio 1220 A.M.,
- vwindependent.com,
- area television stations,
- and on the web at www.vanwertcougars.net under school and sports delay info.
- You may register at www.vanwertcougars.net to receive text messages about delays or cancellations.

Please tune to the radio or television if you suspect there is a reason for a delay, cancellation, or early dismissal.

****Note that in an event of a three-hour delay at the start of the school day, we will still dismiss at 3:05 as usual.****

St. Mary of the Assumption Catholic School Text Alerts

In an effort to continue to help keep you better informed of what is going on at St. Mary of the Assumption Catholic School we have established a Text Alert System. You need to go to the following web site: <http://ohioalerts.org/stmarysvanwert>, click on subscribe to alerts and put in your information. You will then be able to receive any alerts from the school. These alerts will only be specific to our school. This will **NOT** replace the Van Wert City Schools weather and school delay alerts. VWCS makes delay decisions. You are able to sign up for their text alerts at www.vwcs.net.

Mass Schedule

- Grades 1 & 2 Alternate Wednesdays
- Grade 3 Wednesday
- Grades 4, 5 & 6 Thursday
- Grades 1-6 Friday
- Kindergarten will attend Mass on Friday **after** the 1st quarter.

Math, Art, Fitness and Technology Classes

- Art classes are held on Monday, Tuesday, Wednesday, and Friday.

- Music classes are held Monday - Friday.
- Fitness classes are held on Monday and Wednesday.
- Technology classes are scheduled Monday - Friday.
- Library classes are scheduled Tuesday and Friday for Grades K – 4.

Auxiliary Services

The services of a Speech Therapist, Occupational Therapist, Physical Therapist, and a Reading Remedial Specialist are available to eligible students through Auxiliary Funds. Tutoring is also available. Students are placed in these programs based upon testing results and professional recommendation. If you feel your child would benefit from these services, please contact the school principal or classroom teacher.

Parent Teacher Conferences

Parent Teacher Conferences are scheduled to take place soon after the end of the 1st grading Period. Dates and times for these conferences can be found on the school calendar. In addition to these regularly scheduled conferences, parents may request to meet with any member of the staff or administration at any time. These can be arranged by calling the school office.

Grades

Grades are used to evaluate a student's academic achievement. Teachers are required to make regular and frequent evaluations of students work for this purpose. Our school uses *Progress Book*, an electronic grade book, to record and compute grades. This information is available to students and parents by going on-line. This can be done by going to the school website and following instructions. Each student will be assigned a login password. Parents can and are encouraged to monitor their child's academic progress.

Promotion/Retention

A student's promotion from one grade to another is the responsibility of the school administration as specified by the Ohio Revised Code. This decision is based upon the recommendation of the teacher-minister. The staff at St. Mary of the Assumption Catholic School realizes the learning is very individual and not all children learn at the same rate. A child who has not sufficiently mastered the subject matter and necessary skills will experience frustration and failure at higher levels. Therefore, the staff at St. Mary's School reserves the right to retain students. These decisions are never taken lightly and are made only with the full cooperation and support of the parents. Parents will be notified prior to the decision to retain a child; however, their permission is not required. If the principal-minister decides on placement due to parental pressure, the parents will be required to provide a written statement assuming the responsibility of future issues relating to this decision.

Lockers

- Lockers, property of the school, will be supervised by teachers and may be inspected at any time.
- Coats, lunchboxes and book bags are to be kept in the locker.
- Students are responsible for keeping lockers neat and door closed.
- The inside of the locker and its doors should remain clear other than for a name card prepared by the classroom teacher. No pictures, stickers or other material may be taped or glued to the locker interior or exterior.
- The locker door should be opened and closed as quietly as possible to avoid unnecessary noise and damage.
- Please consider the size of the locker when purchasing a book bag – it must fit in the locker completely.

School Lunches and Noon Recess

School lunches are prepared daily in our cafeteria.

- Lunch prices are \$2.75 for one day
- Milk purchased separately is \$.50.
- Lunch tickets may purchase for one, five, ten, or twenty days.
- Lunch tickets may be purchased daily. It is preferred that lunch/milk tickets be purchased on Mondays.
- When purchasing lunch tickets, include payment in a marked envelope with child's name, grade, and type of ticket/tickets to be purchased.

Students are permitted to bring lunch from home. Please do not include soft drinks/pop. Meals from fast food places or other restaurants are not permitted.

Free and reduced lunches are available for those who qualify and/or complete the required paperwork.

Lunch Procedure

- Line up with your class and follow your teacher into the lunch room.
- Get your milk, silverware, and napkin.
- Pick up your lunch from the counter.
- Thank the Kitchen Staff.
- Add condiments from the condiment table.
- Go to your table – no more than 8 students per table.
- Take your tray to the clean up area, place silverware in the pan, clean your tray of uneaten food, stack tray in window.
- Return to your table until dismissed.
- Line up in front of the stage until dismissed for the playground.

Playground

- When going to the playground for morning recess line up in the hall and wait for the playground supervisor to take you to the playground.
- Have respect for supervisors and other students – include anyone who wants to play.
- Use equipment properly - in the manner for which it was designed.
- Play safely.
- The school provides various balls and equipment for students during recess. If a child brings something from home, the school assumes no responsibility for damage or loss.
- The school reserves the right to prohibit certain items on the playground such as toy guns or facsimiles of weapons.

Playground Rules are as follows:

- No throwing or kicking snow/snowballs.
- No baseballs or softballs are allowed.
- Touch football is allowed but no tackle football.
- No rough play or contact activities.
- No pushing or shoving while on playground equipment.
- Stay off of private property.
- Play only in designated areas.
- No climbing up the slide or jumping from slide or other equipment.
- No climbing or hanging on any of the green support structures of the playground equipment.
- No climbing or hanging on the outside of playground equipment.
- When on the swings:
 - One person per swing.
 - No twisting or swinging side ways.
 - No standing.
 - No joining legs.
 - No climbing or swinging on poles.
 - No jumping out of swings
- No tag games are to be played in or around playground equipment area.
- Do not play around the entrances and exits of the building.
- When indicated, students are to remain on the asphalt during recess.
- Students are not permitted to return to the building unless given permission.

Outdoor/Indoor Recess Policy

It is our policy to take students outdoors for recess whenever possible. Illnesses and colds are reduced with periodic outdoor exercise, even if only for a few minutes. Students also perform better at school when they get exercise during the day. Precipitation, temperature, wind chill, wind speed, and other factors will be considered in the decision to take students outside. Below is our policy for recess due to outdoor temperature:

Outdoor Recess

If the temperature is 20 degrees or above and the wind chill is 15 degrees or above, recess is outdoors.

Brief Outdoor Recess

If the wind chill is between 5 and 15 degrees, regardless of temperature, then a brief outdoor recess is held.

Inside Recess

If the temperature is less than 20 degrees and the wind chill is less than 5 degrees, then recess will be indoors.

Indoor Recess / Morning Latchkey Rules for in the Gymnasium

Due to the number of students, the location of the lunch tables, and other school or church items in the gymnasium the following activities have been approved to take place during indoor recess and morning latchkey. These rules have been established to ensure the safest playing environment possible for our students.

Approved Indoor Recess / Morning Latchkey Activities are as follows:

- “Kick and Catch” – (NO THROWING)
- Skip Kickball – (Just like kickball but instead of running the bases you have to skip)
- Walking Line Tag
- Basketball Knock Out – (One basket will be designated for this game)
- Free Basketball Shooting – (One basket will be designated for this game)
- Jump roping
- Board games/ Reading/ Card games/ Arts and Crafts

Once a game has been started in an area of the gymnasium, students who are not participating in that game should stay out of that area.

Homework

Homework can be an important component of education; homework will be assigned for your child from time to time. The purpose of homework may include the following:

- Practice skills and reinforce information learned in the classroom,
- Encourage the child to make real-life application of skills and information learned in the Classroom,
- Introduce new topics,
- Review and practice skills and information for the purpose of evaluation, and
- Provide opportunity for parents to become part of the classroom instruction.

Homework is not to be used as a means of punishment or for “busy work.”

Parents are encouraged to supervise and show interest in, but not to do the child’s homework. Students are expected to do all homework assigned.

An absent student will be given the number of days absent to make up work missed in school. For example, 3 days absent will allow 3 days to make up missed work. Work not made up in that time the student will result in a no credit for that work.

Students in grades 2-6 will be permitted one late or missing assignment per month; more will result in a detention. If a family situation the night before prevents your child/children from completing an assignment, a written explanation from the parent is required. Students may not call home to request this written explanation.

Detentions

Detentions may be assigned for missing or late homework as described above. They may also be assigned for disciplinary reasons. Detentions may take place either during the noon recess or after school and are at the assigning teacher’s discretion. If the detention is to take place after school, parents will be informed. Detentions should be served on the day of offense.

Fines and Fees

Library fines, lunch charges, tuition, and other charges must be paid or grade cards may be held. **Grade transcripts will not be forwarded to another school until all fees are paid.**

Preparation for the Sacraments of Reconciliation and Eucharist

Catholic students of the appropriate age will have opportunity to participate in the Sacrament of Reconciliation and the Sacrament of the Eucharist. Meetings to help parents prepare their child prepare for these important sacraments will be scheduled. These Sacraments are also covered in the classroom religion curriculum. The Coordinator of Religious Education supervises this preparation.

Change of Address/Telephone

It is important that every student maintains an up-to-date address and telephone number record at the school office. If you have a change of address or telephone number, please notify the office.

Transfers

All records will be forwarded to the new school as soon as the parent/guardian signs the release forms and the balance of any tuition, lunch, milk, and book fees have been paid.

Telephone Services

Telephone services are available to students but are limited to emergency situations only. Forgotten homework assignments, forgotten gym clothes, or arrangements for a friend to stay overnight are not emergency situations. Student use of cell phones is not permitted between the hours of 8:25 – 3:05.

Disaster Drills

Established procedures are in place for possible disasters – fire, tornado, lock down when the security of our students is threatened, and rapid dismissal when the building becomes unsafe. Students will be instructed in these procedures and they will be practiced in disaster drills as required by law. Copies of these procedures are available in the school office.

Field Trips

Field trips are meant to be educational and to enhance the curriculum. They are determined appropriate by the teacher and approved by the principal. Permission slips are required to be signed by a parent or guardian for each trip. Inappropriate classroom/school behavior can be cause for a child to be denied the privilege of a field trip. If there is a cost involved in the trip, parents will be told in advance. Parents who accompany a class are asked to assist in supervision.

Student Dismissal Procedure Following a Field Trip

If the students have returned to school before the end of the regular school day and are staying until the end of the regular school day then they will follow the regular dismissal schedule.

The following procedures are to be followed any time students are returning from a field trip and their dismissal doesn't correspond with the dismissal of the regular school day.

1. All students are to return to the teacher's classroom for an attendance check.
2. All students are to remain in the classroom until the appropriate parent or guardian for that student has come to the room to get the student.
3. All teachers involved on the field trip will stay until all students have been picked up by the appropriate parent or guardian.

Dress and Appearance Code

St. Mary's School Uniform Policy

The purpose of our uniform policy is:

- to create an environment that enhances education,
- to assist the parents in deciding what is appropriate school attire, and
- to minimize the effects of fads and current styles prevalent in our society.

Boys:

- Shirts
 - white or light blue

- long or short sleeve
- must have a collar – turtle neck permitted under the shirt
- knit polo or oxford cloth
- no printing, emblems, or logos
- shirts must be tucked in
- undershirt may show only white
- School Fleece
 - Royal Blue or Grey
 - Worn over a collared uniform shirt
 - Purchased through the School Office
- Sweater or Vest
 - navy blue or red
 - worn over a collared uniform shirt
 - no printing, emblems, logos or stripes –only St. Mary’s Monogram is allowed
- Sweat Shirts
 - navy blue with school logo or crest
 - purchased through the school
- Pants
 - navy blue twill
 - denim or sweat/stretch style fabric not permitted
 - no cargo-style pants
 - no decoration on pockets or pant legs
 - belt required
 - black, brown, or navy blue
 - Kindergarten excepted
- Shorts
 - same as with pants
 - may not be worn to Mass
 - may be worn only during the 1st and 4th quarters
- Footwear
 - standard type shoes
 - closed toe and heel
 - shoe laces properly laced and tied
 - no boots other than for outdoor recess
 - no light-up or flashing shoes permitted
 - athletic shoes required for physical education/fitness class
 - must wear socks
 - single color - white, navy blue or black
- Earrings not permitted
- No tattoos or other disfigurements of the body are permitted
- Hair
 - should be well groomed and clean
 - no extreme or inappropriate hair styles will be permitted
 - not touching eyebrows, ears and/or collar
 - can not interfere with vision
 - no coloration of hair

Girls:

- Shirt or Blouse
 - white or yellow
 - long or short sleeve
 - must have a collar – turtle neck permitted under the shirt
 - polo knit or cotton blouse fabric
 - no printing, emblems, logos, lace, or ruffles
 - shirts must be tucked in
- School Fleece

- Royal Blue or Grey
 - Worn over a collared uniform shirt
 - Purchased through the School Office
- Sweater or Vest
 - navy blue or red
 - worn over a collared uniform shirt
 - no printing, emblem, logo or stripes—only St. Mary's Monogram is allowed
- Sweat Shirts
 - navy blue with school emblem or crest
 - purchased through the school
- Jumpers, Skirts, and Scooters (Available at Lion's Clothing, Delphos, OH)
 - St. Mary's plaid
 - jumpers - grades K through 3
 - skirts – Grades 4 through 6 only
 - scooters – navy blue twill, Grades K through 6
 - shorts may be worn under jumper/skirt – required for Kindergarten students
- Pants
 - navy blue twill
 - no denim, no sweat/stretch style pants
 - no cargo style pants,
 - no decoration (sparkles, embroidery, etc.) on pockets or pant legs
 - belt required
 - black, brown or navy blue
 - No belt necessary for Kindergarten
 - capri-length not permitted
- Shorts
 - same as with pants
 - may not be worn to Mass.
 - may be worn only during the 1st and 4th grading periods
- Footwear
 - standard type shoes
 - closed toe and heel
 - heel height-no more than 1"
 - shoe laces properly laced and tied
 - no boots other than for outdoor recess
 - no light-up or flashing shoes permitted
 - athletic shoes required for physical education/fitness class
 - must wear socks
 - single color - white, navy blue, red, or yellow
 - no lace or other ornamentation allowed
 - tights are permitted – single color - white, navy blue, red, or yellow
 - leggings are permitted with socks – single color - white, navy blue, red, or yellow
- Hair
 - should be well groomed and clean
 - no extreme or inappropriate hair styles will be permitted including unnatural hair coloration.
 - can not interfere with vision
- Hair Accessories
 - bows or headbands
 - simple – no sparkles, flowers, feathers, or metallics
 - school plaid or bows/headbands containing only uniform colors of white, navy blue, dark green, red, and/or yellow
- Ear rings
 - one pierced earring per ear
 - no dangling earrings
 - hoops must be ½ inch or less
- No make-up
- No nail polish
- No tattoos or other disfigurements of the body are permitted

St. Mary's School Non-Uniform Days Policy

The following attire and rules should be followed by all on non-uniform days.

- All clothing worn on non-uniform days must be clean, neat, without holes, fringes, and fit properly (neither too tight nor too baggy).
- Denim type pants (Jeans) only may be worn on non-uniform days unless specific exceptions are made in advance by the principal to allow other sorts of pants such as sweat pants or wind pants.
- During the **First and Fourth Quarters** students may wear shorts (denim, khaki, or gym) on non-uniform days. **NO** frayed, tight or short shorts are to be worn. Shorts should be longer than fingertip length when standing tall and arms straight at sides. Capri pants may be worn.
- Shoes are to be worn within the guidelines of the regular dress code policy.
- Students are **NOT** permitted to wear any shirt referring to alcohol, drugs, sex, or decorated with words or pictures offensive to Christian morality.
- Students are **NOT** permitted to wear tank tops, spaghetti straps, sleeveless shirts, shirts which are see through, cut-offs, or shirts that display the shoulders or midriff. No skin around the student's midsection should be able to be seen while the student is standing, sitting, or with arms raised. **Modesty** is to be stressed at all times.
- If a non-uniform day occurs on a day when students are to go to Mass, then **students are to be in uniform until Mass is over**. After Mass, students will then be permitted to change out of their uniforms.
- If a student chooses not to participate in any non-uniform day, then that student is expected to be in full uniform.

The administration requires all students to come to school neat, clean, and observing the rules of personal hygiene.

Hats, caps, coats, and hooded sweatshirts are not be worn in the building unless entering and exiting.

Any teacher or staff member has the right to question the appropriateness of a student's uniform.

The administration reserves the right to make a judgment on a questionable situation relating to proper attire and appearance.

When the student is determined to be in violation of the uniform policy, parents will be notified. Parents will be called to bring in appropriate attire.

Repeated violations of the uniform policy will be considered as refusal to comply with the school's policies and treated as such.

Lion's Clothing, 206 N. Main Street in Delphos (419-692-9981), carries a complete line of school uniforms. Lion's Clothing is the only retailer that carries the plaid school jumpers and skirts. School uniforms sold at department stores or online are also acceptable. Some retailers that carry school uniforms are: Meijer, JCPenney, Kohl's, Target, The Children's Place, Gap/Old Navy, French Toast, Wal-Mart, and Land's End.

The school maintains a supply of used uniform pieces - these are made available at the start of each school year and are available upon request throughout the year. These used uniform pieces are sold at a very reasonable price. Please consider donating your child's used uniforms to this program.

Student Conduct Code Discipline Policy for St. Mary's Elementary School

At St. Mary's School, conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those who attend, can be disciplined/dealt with according to our disciplinary code.

Discipline is a major part of every school. Since the parents are the primary educators of their children, it should be stated that neither the Faculty nor Staff of St. Mary's School can assume responsibility for providing the child with all the discipline which is necessary to foster the spiritual and moral growth of the child. We are here to assist the parents in this important task.

The general Christian principles guiding behavior will serve for the students' relationships with their teachers and fellow students. We expect students, therefore, to speak politely and in a respectful tone; to be honest; to be sincere in their treatment of teachers and fellow students; and to respect others, their property, and that of the school.

In all of our actions dealing with students, faculty members, priests, parents, and anyone else involved, the overriding virtue binding all of us together should be a genuine *LOVE, CONCERN, and REVERENCE* for one another. We are in the truest sense, members of a Christian Community.

Therefore, a student who demonstrates a lack of concern for others will hinder the growth of the community, and consequently, will have to be corrected in the name of the community. Such correction may take the form of a helpful word of advice, a reminder, a classroom penalty, or another similar type of discipline. In more serious matters, it might be necessary to issue a detention, or to place the student under suspension for one or more days. In extreme cases, the school authorities may be forced to expel a student. In instances of a more serious nature, parents will receive a call from the teacher or the principal. A meeting between the teacher and the parents may be necessary at times.

It must be remembered that the teacher is in charge of the classroom at all times. However, parents who feel that a grave injustice has been done to their child should contact the teacher involved for a full and open discussion of the incident. As you begin the school year here at St. Mary's, consider the following points if and/or when your child is involved in some unhappy incident at school.

- The school is FOR CHILDREN, not AGAINST THEM. Even when we are wrong in our judgment, our goodwill toward you and your children should not be questioned. Children, even usually very good children, can and do misbehave occasionally and need correction. Teachers, even very dedicated and patient ones, can and do have bad days, just like parents, when their patience is limited and their emotional control imperfect. No judgment on an incident should be made solely on the basis of the child's report. Endeavor to establish the facts from both sides before deciding whether parental intervention is desirable. Remember that there are times when this intervention might not be the best thing. Don't give your child the opportunity to pit parent against teacher, as this will simply insure the failure of the teacher's legitimate efforts to maintain and enforce discipline when needed. The teacher is your ally, quite as much as the pediatrician who, at times, must prescribe treatment your child does not enjoy. Keep your sense of proportion.

Don't exaggerate the importance of routine minor mishaps. They are quite normal and are usually not

too serious. They can be real learning experiences for all concerned. Try to remember that your child is not the only one that a teacher must be concerned about. It is not fair to ask for the kind of special treatment that would penalize or handicap other children.

Grant all teachers the kind of courtesy and respect that their position deserves. You have entrusted them with your most valued possession. Work with them to make the year a truly successful one. You can certainly realize that normal healthy student behavior is to be expected at all times. Each child is expected to conduct himself/herself in a manner that will be a credit to the Church, to the school, and to you, the parents. Since the ideal is something after which to strive, it is necessary to have certain rules of conduct which would apply to almost any school of our size.

Serious Misconduct Code

A violation of any rule may result in disciplinary action, including detention, suspension, or expulsion.

Rule 1: Disruption of school: A student shall not by use of violence, force, or threat cause material disruption or obstruction of the educational process.

Rule 2: Damage of school property: A student shall not cause or attempt to destroy or deface school materials, supplies or facilities.

Rule 3: Damage of property: a student shall not cause or attempt to destroy or deface the property of another, public or private, on school premises, or at any school activity on or off school grounds.

Rule 4: Assault: A student shall not fight with others with the intent to harm.

Rule 5: Harassment; A student shall not harass someone in a way which might cause mental and/or physical harm.

Rule 6: Dangerous weapons, instruments, and explosive devices: A student shall not possess, handle, transmit or conceal any object that might cause physical injury.

Rule 7: Tobacco, narcotics, alcoholic beverages and drugs: A student shall not possess, use, transmit, conceal or be under the influence of any of the before-mentioned items (use of an inhaler authorized by a medical prescription from a registered physician shall not be a violation of this rule).

Rule 8: Repeated violations: A student shall not repeatedly fail to comply with the directions of teachers, substitute teachers, teacher aides, principal or authorized school personnel during any period of time when the student is under the authority of school personnel.

Rule 9: Stealing or receiving stolen property: A student shall not steal or receive stolen property.

Rule 10: Sexual harassment: A student shall not sexually harass another.

Minor misconduct code

A violation of any rule may result in disciplinary action, including loss of credit, detention, or suspension.

Rule 1: Plagiarism: A student shall not use materials to cheat on tests or exams, or shall the student assume credit for work another individual has completed.

Rule 2: Missed homework assignments: A student shall not miss homework assignments on a regular basis.

Rule 3: Truancy: A student shall not miss school. The following circumstances are permissible: personal illness, illness of a family member, death of a family member, quarantine, and other excuses cleared through office.

Rule 4: Obscene or questionable language: A student shall not use vulgar or obscene language or gestures which could be offensive to any student or staff member.

Rule 5: Inappropriate material: A student shall not possess, transmit, conceal, or read inappropriate materials.

Rule 6: Leaving School: A student shall not leave school premises without the permission of the parents, teacher, or principal.

Rule 7: Student Dress: A student's appearance shall be in conformity with the student dress code.

Rule 8: Gossiping: A student shall not gossip about others with intent to discredit their character.

Rule 9: Writing notes: A student shall not write notes with the intent of spreading rumors or discrediting other students.

Rule 10: Sarcasm and disobedience: A student shall not display sarcasm or be impolite toward any adult or deliberately disobey classroom/school rules.

Rule 11: A student shall not chew gum.

Rule 12: Radios, C.D. players, electronic games/devices (including cell phones, Ipods, tablets, etc.) or headphone sets are not permitted at school. Theft, loss of property or broken equipment can be eliminated if these devices remain at home.

CATHOLIC DIOCESE OF TOLEDO BULLYING PREVENTION POLICY AND PLAN FOR SCHOOLS

The Diocese of Toledo and the Catholic Schools Office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ.

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation, or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment, or intimidation will not be tolerated in any of our Catholic schools in the Diocese of Toledo.

A. Bullying by Definition:

Bullying, harassment, or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

- (1.) Causes physical or emotional harm to the target or damage to the target's property.
- (2.) Places another student in reasonable fear of harm or of damage to property.
- (3.) Creates a hostile environment at school for another student.
- (4.) Infringes on the rights of another student at school.
- (5.) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
- (6.) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
- (7.) Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
 - a) Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
 - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
 - c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

B. Bullying is Prohibited:

- (1.) On school grounds owned/ leased/used by a school or on property immediately adjacent to school grounds.
- (2.) At any school-sponsored or related activity, function or program whether on or off school grounds.
- (3.) At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
- (4.) At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
- (5.) Through the use of technology or electronic device owned, leased or used by a school.
- (6.) Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
 - a. Create a hostile environment at school for the target.
 - b. Infringe on the rights of the target at school.

c. Materially and substantially disrupt the education process or the orderly operation of a school.

C. Prevention and Intervention Plan

Procedures for reporting

- Inform the child's classroom teacher and/or principal of the incident, or
- you can contact Mr. Frank DiLallo, diocesan Victim Assistance Coordinator at (419) 243-2150; or to write to Mr. DiLallo at 1933 Spielbusch Avenue; Toledo, Ohio 43604.

Procedure for Documenting and reporting incidents and steps taken to investigate

1. If the initial report was made to the classroom teacher or principal:
 - They will confer and seek additional information as needed.
 - An investigation will take place to confirm "bullying" did occur.
 - Documentation will take place through the TIPS Report Incident "reporting and recording process."
2. If the initial report was made through "TIPS Report Incident" button on the school homepage; school administration will be informed and appropriate action will be taken. All parties are encouraged to use this method for reporting instances.
3. All written documentation will be kept in a file separate from the student's permanent file.

Strategy for protecting a victim from additional incidents

1. Individual meetings with involved students, parents, and school personnel will take place as needed to clarify the seriousness of this incident and disciplinary steps will be itemized for the offending student.
2. The offending student and his/her parents will sign a statement that they are aware of the incident, agree with the decisions made and pledge to do their part in preventing similar incidents from occurring in the future.

Strategy for providing counseling

- Reaching out to the individuals involved will be provided by the St. Mary's staff which may include classroom teacher, principal and pastor.
- Professional counseling is available through the Van Wert City School counseling services, the Westwood Behavioral staff or private professional counselors.

Disciplinary procedure for student infractions

- Following the 1st offense the offending student will:
 - Be asked to provide both written and verbal apology to the targeted individual and his/her parents. The written apology will include:
 - admission of what happened,
 - why it happened, and
 - what could be done differently in future conflicts.
 - Be subject to any appropriate detentions or suspensions as specified in the St. Mary's Student Handbook
- Following the 2nd offense the offending student will be expelled from school and local law enforcement agencies will be notified.

Range of disciplinary actions for offending students may include:

- Each incident will be handled individually based upon circumstances with considerations being made for disciplinary procedures.
- Written acknowledgement of the wrongfulness of the incident and apologies to the targeted individual.
- Appropriate intervention strategies as recommended by professionals.
- Detentions, suspensions and expulsions as deemed appropriate and necessary.

Procedures and disciplinary action for making false report:

- On the first offense the reporter of this false report will provide a written acknowledgement of the wrongfulness of the false report and apology to the accused student and to his/her parents.
- On the second offense the “supposed” target individual will be required to:
 - undergo professional counseling and to follow all recommended procedures.

Provisions for informing parents/guardians about anti-bullying plans, procedures, etc.:

- A letter from the school administration along with a written copy of this plan will be given to all parents and shared with individual classrooms as appropriate for the age.
- This information will also be posted on the school’s website: www.stmarysroyals.org.

Strategy to ensure parents/guardians confirm plan was read:

- A page will accompany this plan stating having received, read, understand and comply with the contents.
- Signed statements will be kept on file in the school office.

D. Plan Review and Updates:

The plan shall be reviewed and updated preferably every year, but at least every two years. The principal is responsible for the implementation and oversight of the anti- bullying prevention and the implementation plan within the school.

E. Training:

Regular training on the plan shall be provided for staff, students, parents, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.

Such anti-bullying training may include, but not be limited to:

- (1.) Developmentally appropriate strategies to prevent bullying incidents.
- (2.) Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents.
- (3.) Information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying.
- (4.) Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment.
- (5.) Information on cyber-bullying emphasizing Internet safety.

F. Publication and Notice:

The plan shall be posted on the school’s website and included in student and employee handbooks.

G. Reporting:

A member of the staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the school principal or to the staff member designated in the plan as responsible for receiving such reports.

H. Minimum Required Actions:

If the principal or his/her designee determines that bullying or retaliation has occurred, he/she shall:

- (1.) Take appropriate disciplinary action as stated in the plan.
- (2.) Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action and action to be taken to prevent any further acts.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or his/her designee informed of such incident shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

I. Policy Questions and / or Concerns:

If any staff member has questions concerning this policy, he or she is encouraged to contact the Catholic

Anti-Hazing Policy

Hazing is doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

It is the policy of St. Mary's School that hazing activities are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in the policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the principal.

Sexual Harassment Policy

St. Mary's School is committed to eliminating and preventing sexual harassment from school. Sexual harassment is immoral, improper, illegal, and will not be tolerated. Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

- Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
- Explicitly or implicitly offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
- Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical contact; touching, assault, impeding or blocking movement.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage. When unwelcome activities described above or milder nature occurs, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, the recourse for students should be through the classroom teacher or school principal.

Counterfeit Drugs

A counterfeit controlled substance is defined as:

- Any drug that bears, or whose container or label bears a trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
- Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it;

- Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is offered for sale.

No student:

- shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.
- shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.
- shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

Suspensions

The principal has the right to suspend a student. No suspensions are to exceed ten days. The principal will give written notice of the intention to suspend and the reason for suspension to the student's parents or guardian. The student, parent, or guardian have an opportunity to appear at an informal hearing before the principal. The hearing may take place immediately. Within 24 hours of the suspension, the pastor/superintendent of the school will be informed in writing as to the suspension and the reasons. In-school suspensions permit the student to do assigned work and receive credit for the work. Out-of-school suspensions result in zero credit for the days missed. The student is not permitted to participate in or attend school functions.

Expulsions

The principal may expel. The principal must give the student and parents, or guardian written notice of the intended expulsion. The student and parent or guardian have an opportunity to appear at an informal hearing before the principal. The hearing may take place immediately. Within 24 hours of the expulsion, the pastor/superintendent of the school will be informed in writing as to the expulsion and the reasons.

Chain of Command

In the event that a problem arises at school, the following procedure should ordinarily be followed:

- Discuss the problem with the teacher's concerned. Many problems are resolved at this level. Please make an appointment, rather than dropping in unannounced.
- If you have approached the teacher (s) and are not satisfied with the results, you may wish to make an appointment with the principal and discuss the problem.
- In the event that dissatisfaction is still evident, the problem may be presented to the School Council for consideration. The procedure would be to call the President of the School Council and ask that your concern be put on the agenda of the next meeting.
- If you still feel that the problem has not been adequately resolved, you may present the problem to the Pastor for his consideration.

Volunteers

St. Mary's relies heavily on the help of volunteers. Help is needed in the areas of reading, math, computers, before-school, and cafeteria and playground supervision. Contact the school office if you are interested in helping us out.

Parent Service Committees

The parents of St. Mary's students assists in many activities during the school year such as: Fall Fund Raiser, Box Tops for Education, Bread and Bowl, Fall Bash, Parish Benefit Auction, and Staff Appreciation Week. The proceeds from all events go to benefit school activities and to purchase supplies.

St. Mary's School Bingo

Bingo generates a considerable amount of revenue for the St. Mary's School this year. This money is critical in maintaining the quality educational program at St. Mary's School. Workers to staff Bingo on Thursday and Sunday evenings are essential. Your help is expected.

Asbestos Notification Policy

As required by law we are informing you that our school building does contain asbestos. During our school renovation in 1998, most of the asbestos containing materials were removed. Floor tiles in the kitchen and speech room contain asbestos materials. These are monitored on a regular basis as required by AHERA regulations. An Asbestos Management Plan is available for your review.

Student Internet Agreement

Your son/daughter has the opportunity to access a world-wide computer network called the Internet. We have established an agreement with the Northwest Ohio Area Computer Services Cooperative (NOACSC) to enable us to provide this service. Your son or daughter would be able to reach this world-wide network through a computer link to NOACSC. NOACSC is a member of the Ohio Education Computer Network, a statewide computer network supported by the Ohio Department of Education. NOACSC provides a wide variety of data processing services to school districts in the northwest Ohio area, including access to the Internet.

This is to inform you about some the issues that you need to be aware of:

- It is possible for students using the Internet to gain access to materials that you would find objectionable and that are not suitable for school-aged children such as, but not limited to, munitions manuals, pornography, racist materials, and sexist materials.
- Access to these materials cannot be limited with available funds and technology. Consequently, parents, district staff, and students must inform, educate, monitor, and cooperate to restrict access to these unsuitable and offensive materials.

You should also know that as a district, we have agreed to the following terms for Internet access through NOACSC:

- The NOACSC does not routinely monitor access by district staff or students to the Internet and does not warrant the accuracy or appropriateness of any information on any of the interconnected systems that comprise the Internet.
- Some material available through the Internet is inappropriate for school-aged pupils. This includes, but is not limited to, text, pictures, sound, and video concerning subjects such as, but limited to, munitions manufacture, pornography, racist materials, and sexist materials.
- Distribution of inappropriate materials can result in civil and/or criminal penalties.
- Unauthorized access of Internet systems can result in civil and/or criminal penalties.
- Anyone using NOACSC computer systems and the Internet is subject to having all of their activities monitored and recorded by system personnel. All District users expressly consent to such monitoring and are advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement professionals.
- Student usage of the Internet may be monitored by District staff.
- It is the responsibility of the District to ensure that everyone availing themselves of the Internet access provided by the NOACSC is aware of, and consents and agrees to adhere to this Agreement and the terms thereof and the NOACSC Acceptable Use Policy. This responsibility includes informing and obtaining consent of the legal parent/guardian of minors availing themselves of this access.
- District may not provide access to the NOACSC through equipment accessible to the public switched telephone network unless such access is properly secured and approved by the NOACSC.

We believe the Internet can serve as a valuable educational resource and that it has a place in our schools. However, due the unregulated nature of the Internet, we believe that access to the Internet by your son or daughter should only be allowed with your permission.

If you wish your son or daughter (or child in your legal custody) to have access to Internet resources, you and your son/daughter should sign the attached consent section on the Student Information Form. As noted, a teacher has explained to students the appropriate use of the Internet.

INTERNET MISUSE PENALTY MINIMUMS

Each offense of this policy will be dealt with by the individual building principals. However, the following minimal penalties will be enforced.

- 1st offense: 4 weeks (20 school days) without Internet Access
- 2nd offense: 10 weeks (50 school days) without Internet Access
- 3rd offense: 1 calendar year (180 school days) without Internet Access

Parents will receive written notification of **any** violation of the Internet Usage Agreement.

Internet Safety and Acceptable Use Policy

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world" (*Aetatis Novae*, #2, #3; *Rome*, 1992).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Internet Safety and Acceptable Use Policy is to provide the school's approach to Internet safety and security and provides overarching themes for how St. Mary of the Assumption Catholic School will handle these issues. These policies also clearly explain to students, parents, and school staff members the expectations that users of the system are expected to uphold. This document entails the practical considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school.

At St. Mary of the Assumption Catholic School, students are not allowed to have personal electronic devices on their person during the school day. If any such device is brought to school, it must be stored either in the locker or in a specific place as designated by the school. If a student is found to have a personal electronic device on their person during the school day they will have that device confiscated. The parent/guardian of that student will have to come to the school office to have the personal electronic device returned.

The following policy applies to school computers, technological devices, and network and is in effect whenever these are in use, on or off school property. Even if a user is using a school-issued computer after school, this policy still applies.

Successful operation of the building network facilities requires that use of Internet resources be consistent with the stated mission, goals, and objectives of St. Mary of the Assumption Catholic School.

It is the policy of St. Mary of the Assumption Catholic School to:

1. Prevent user access to and transmission of inappropriate material via the Internet, email, or other forms of direct electronic communications over its computer network;
2. Prevent unauthorized access and other unlawful online activity;

3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. Comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

To gain access to school technology and the Internet, all students of St. Mary of the Assumption Catholic School must obtain parental permission. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The following rules are provided so that everyone is aware of personal responsibilities. St. Mary of the Assumption Catholic School reserves the right to terminate the account of any user in violation of these provisions, may result in a loss of computer access and further disciplinary action up to and possibly including suspension or expulsion, as well as legal action in accordance with the rules and regulations. The school administration, faculty, and/or staff may request the Technology Coordinator to deny, revoke, or suspend specific user accounts. Key terms found in the policy are as defined in the CIPA, and several of these terms are included in the following "Definitions" section for the sake of clarity.

III. Definitions

1. A *user* is defined as any student, faculty, or staff member using the technology resources at St. Mary of the Assumption Catholic School.
2. (CIPA) A term *minor* is defined as any individual who has not attained the age of 17.
3. (CIPA) The term *harmful to minors* means a picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

IV. Internet Terms and Acceptable Uses

An acceptable use is one that is for educational purposes. The Supervising Teacher or Technology Coordinator, after consultation with the Pastor and/or Principal will deem if a particular use was acceptable, and their decision is final. However, it should generally be assumed that acceptable uses are academic in content and do not serve a purpose other than to enhance the education of a user.

A. Safe Communication

1. *Promotion of Internet Safety:* To the extent practical, steps shall be taken to promote the safety and security of users of the St. Mary of the Assumption Catholic School's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
2. *Personal Information:* When using the computer network and Internet, minors should not reveal personal information about themselves or any other individuals, such as home address, phone number, full name, or any other identifying information.
3. *Meetings:* Minors should never arrange a face-to-face meeting with someone they first "met" online without seeking permission from the teacher and parent.

B. Netiquette

1. *Behavior:* Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior and the use of vulgar, obscene, or bigoted language or materials will be handled as disciplinary issues.

C. Liability:

1. St. Mary of the Assumption Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Mary of the Assumption Catholic School assumes neither the responsibility nor liability for any phone charges, line costs or usage fees, or for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. St. Mary of the Assumption Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

D. Copyrights

1. *Honesty*: Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

E. Technology Protection Measures

1. *Filters*: To the extent practical, St. Mary of the Assumption Catholic School shall use technology protection measures (or "Internet filters") to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the CIPA, blocking must prevent against access by adults and minors to visual depictions of material deemed as obscene, child pornography, or harmful to minors. The school will enforce the operation of technology protection measures while the school computers with Internet access are being used.
2. *Research*: Subject to staff supervision, St. Mary of the Assumption Catholic School will allow technology protection measures to be disabled for adults or, for minors, minimized only for bona fide research, educational projects, or other lawful purpose.

F. Privacy

1. *Monitoring*: The Technology Coordinator and administration will make every attempt to honor privacy. There is an acknowledged trade off between privacy and the need to gather information insuring system integrity and responsible use of the system.
2. *Supervision by Staff*: It shall be the responsibility of all members of the St. Mary of the Assumption Catholic School's staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

G. Education

1. *Age Appropriate Training*: The Computer Teacher will provide age-appropriate training for students who use the Internet facilities of St. Mary of the Assumption Catholic School. The training provided will be designed to promote the school's commitment to:
 - a. The standards and acceptable use of Internet services as set forth in this policy
 - b. Student safety with regard to:
 - i. Safety on the Internet
 - ii. Appropriate behavior while online, on social networking sites, using email, or in chat rooms.
 - iii. Cyberbullying awareness and response
 - c. Compliance with the E-rate requirement of the CIPA

V. Unacceptable Uses

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of St. Mary of the Assumption Catholic School and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following guidelines is unacceptable since no list is completely exhaustive, so it is imperative that students act responsibly and are accountable for their actions. If a student is not sure if a particular use is permitted by the spirit of this policy, he or she should consult their teacher or Computer Teacher. Unacceptable uses will result in

appropriate levels of discipline, possibly including a loss of computer access, as well as other disciplinary or legal action.

A. Recording devices

1. *Messaging:* Students are not permitted to use any app that allows for transmission of videos or pictures that can be viewed only for a short amount of time (such as Snapchat).
2. *Prohibited Areas:* Students may not take recording devices into certain areas such as bathrooms and locker rooms
3. *Sexting:* Students are not permitted to “sext” or transmit other sexually oriented images.
4. *Permission:* Students may not use devices to record audio or video or to take pictures at any time without first obtaining permission from a teacher in advance. Permission will only be granted for the purposes of a bona fide school assignment.

B. Downloads

1. *Games:* Students are not permitted to download or play games on school technology unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
2. *Viruses:* Students are not permitted to download (or upload) a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.

C. Unauthorized Access

1. *Bypasses:* Any unauthorized technology used for the purpose of bypassing security systems, avoiding internet filtering, or gaining unauthorized access is not permitted. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
2. *Other Accounts:* Students are not permitted to access another individual’s account. Additionally, they are not allowed to delete, copy, modify, or forge other users’ emails, files, or data, including online school resources such as Powerschool, Edmodo, or Moodle.
3. *Mobile Hotspots:* Students are not permitted to use any device to create a mobile WiFi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.
4. *Proper Action to Take:* If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.
5. *Internet Access:* Students are not permitted to connect to the internet through a source other than the school’s specified provider. Accessing the internet via a 3G connection or otherwise is strictly prohibited.

D. Other Actions

1. *Employees:* Students should not email or post to webpages or blogs images, photos, or video of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
2. *Online Activities:* Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.

3. *Defamation*: Students are not permitted to create a fake account for the purpose of defaming another individual or person.
4. *Social Networking*: Students are not permitted to access social networking sites (such as Facebook, Twitter, Xanga, and Myspace) unless for academic purposes as specified by the supervising teacher.
5. *Tampering*: Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privilege
6. *Inappropriate Material*: Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
7. *Cyberbullying*: Cyberbullying is strictly prohibited.
8. *Jailbreaking*: Students are not permitted to “jailbreak” school-provided devices (or do any similar process that wipes clean the hard drive of a device).

VI. Internet Misuse Penalty Minimums and Fines

Each offense of this policy will be dealt with by the Administration. Depending on the severity of the offense by a student or staff member, the Administration of St. Mary of the Assumption Catholic School reserves the right to suspend, expel, terminate a contract, and/or pursue legal actions against the offender. However, the following minimal penalties will be enforced.

A. Student/Staff Member Internet Offenses

1st Offense: 4 Weeks (20 school days) without Internet Access

2nd Offense: 10 Weeks (50 school days) without Internet Access

3rd Offense: 1 Calendar Year (180 school days) without Internet Access

Parent(s)/Guardian(s) will receive written notification of any violation of the Internet Safety and Acceptable Use Policy.

VII. Content of Policy

A. Review and Revisions

1. *Current Policy*: Signed Internet Safety and Acceptable Use Policies will be kept on file at St. Mary of the Assumption Catholic School.
2. *Updating the Policy*: Due to continuous advancements technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Internet Safety and Acceptable Use Policy, parents and students will be notified of the amendments.

Policy Statement on Gender-Related Matters

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created¹, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
 - i. What is the specific request of the adult, student and/or parent(s)/guardian?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

The Bells of St. Mary's

**The Bells of St. Mary's
I hear they are calling
The young ones, the old ones
Who come from this school**

**And so my dear classmates
When red leaves are falling
Our Alma Mater's bells ring out
For you and me**

**Our hearts look to Mary
Our patron and mother
She leads us and guides us
To Jesus her son**

**We follow her footsteps
As Jesus has taught us
To live and pray and
learn and love
'til day is done.**

Our School Prayer

***Dear Heavenly Father from above,
Look down
On Saint Mary's School
with love.
Please guide us
and teach us.
Fill us with your power
So that in everything we do,
We will be a delight to You!
Amen***