

# **St. Mary School**

*A Ministry of the Parish  
of St. Mary Catholic Church*

## **Family Handbook**

### **NON-DISCRIMINATION STATEMENT**

St. Mary School does not discriminate on the basis of race, color, sex, national origin, or ancestry in the admission of students. National or ethnic origin, or religion in its programs, activities or in its hiring and employment practices.

**820 West Madison Street**

**Alexandria, IN 46001**

**Phone: 765.724.4459**

**FAX: 765.724.9711**

**Email: [stmary820@comcast.net](mailto:stmary820@comcast.net)**

**Website: [www.stmaryalex.net](http://www.stmaryalex.net)**

**St. Mary School**

**820 West Madison Street**

**Alexandria, IN 46001**

**Phone: 765-724-4459**

**Fax: 765-724-9711**

**Email: [stmary820@comcast.net](mailto:stmary820@comcast.net)**

**Dear St. Mary Parents and Students,**

**Welcome to St. Mary School! In choosing St. Mary School, you have demonstrated a commitment to the values of a Catholic education. Thank you for making this commitment.**

**The St. Mary Family Handbook reflects the policies of St. Mary School. Please read this document carefully, if you have any comments, concerns or clarifications, please feel free to contact me. Registration and enrollment at St. Mary School indicates that you intend to abide by the policies and procedures of St. Mary School, as outlined in the Family Handbook.**

**The faculty and staff of St. Mary look forward to working with you. We promote academic excellence and model the Gospel teachings of Jesus Christ in context of the teachings of the Catholic Church. Blessings!**

**In Christ,**

**Marca Budzenski, Principal**

## **MISSION STATEMENT OF THE CATHOLIC SCHOOLS IN THE DIOCESE OF LAFAYETTE-IN-INDIANA**

The mission of the Catholic Schools in the Diocese of Lafayette-in-Indiana is to partner with families in providing a Christ-centered learning environment in which all persons can grow in faith and knowledge in order to serve God in this world and be eternally happy in the next.

## **MISSION STATEMENT OF ST. MARY SCHOOL**

St. Mary School promotes faith development, academics, and service based on Gospel values.

## **VISION**

St. Mary School family loves God and prepares students to be Christian citizens.

## **GOALS**

The school's environment encourages students:

- to be kind, loving, and respectful;
- to be life-long learners;
- to develop their God given talents/gifts;
- to be responsible for one's actions and choices;
- to serve others locally and globally;
- to reach their highest academic potential.

## **PHILOSOPHY OF EDUCATION**

St. Mary Elementary School is based on the teachings of Jesus Christ. Through Catholic education the parish/school seeks to prepare students to hear, live and proclaim the good news of the Gospel. Teachers and staff are committed to respecting students and helping them develop their gifts. Parents, as first educators of their children, take responsibility for their own life-long learning of faith and support of the Mission.

## **HISTORY**

In 1897 three School Sisters of Notre Dame, Milwaukee Province, Wisconsin, arrived to teach eighty students. The two-story building housed the church on the second floor and the school and sisters' residence on the first floor. In 1987 the parish constructed the current two-story school to house students in kindergarten through eighth grades. The classes were combined, except for kindergarten class. The School Sisters of Notre Dame served the parish and school until the fall of 2006. At that time, a Clinton, Iowa, Franciscan served as principal and teacher. In 2007 kindergarten class changed from half day to a full day attendance. In 2014 the pre-kindergarten class was added.

## **ACCREDITATION**

St. Mary School is fully accredited by the State of Indiana and AdvancEd. Teachers and administrators are degreed and licensed in accordance with the Indiana Department of Indiana.

## **ACADEMICS**

The Diocese of Lafayette's Curriculum Guidelines and the State of Indiana Standards are followed for the teaching content areas. The curriculum, grade appropriate, includes the following:

Art; English or language art; handwriting; mathematics; music; phonics; physical education/fitness; reading or literature; science; social studies; spelling; technology.

Religion class is for all students. It includes Catholic teachings/tradition, social justice in service projects for others, and preparation for the reception of the Sacraments of Reconciliation and the Eucharist (Catholics only). All students attend the Communion services and Masses. During Lent, students lead the Stations of the Cross. Students are given the opportunity to lead singing, to proclaim Scripture, and to bring forth the offertory gifts.

Choir, which sings at monthly Sunday Masses at the parish church, is opened to all students in grades three through eighth.

## **ADMISSION POLICY**

The school does not discriminate on basis of race, color, sex, national origin, or ancestry in the admission of students. Priority is given to Catholic students. Non-Catholic families are welcome when space is available. Registration for current students is the first week of May. Other students will be considered after that date.

The school reserves the right to grant or deny admission in their sole and absolute pastoral discretion.

Students with disabilities are enrolled when minor adjustments can be made for their education. The school works cooperatively with Alexandria-Monroe Schools to provide the best possible placement and accommodations.

Entrance Requirements for Pre-kindergarten: a child must be four on or before August 1<sup>st</sup>.

Entrance Requirements for Kindergarten: A child must be at least five years of age on or before August 1<sup>st</sup> to enter kindergarten. If a child's birth date is in August, parent may appeal to request an early entrance. An assessment instrument for skills at this level will be given. Decision regarding enrollment is based on a variety of sources of information, not on a single score or sole criterion.

Class size is normally twelve students. Pre-kindergarten and kindergarten classes are by themselves; first and second grades are combined; third and fourth grades are combined; fifth and sixth grades are combined; seventh and eighth grades are combined.

When students are transferring from another school, parents arrange for the academic and health records to be sent before enrollment can be completed. The principal makes this request for student records.

Student requesting enrollment depends on the school's ability to provide education consistent with the school's Mission Statement. This is determined by interviews with the parent(s) and student(s). When necessary, academic assessment will be a part of enrollment decision as well as a review of academic and health records.

Students are enrolled conditionally as teacher, principal, and parents usually will meet after nine weeks to determine if this is the best placement for the student.

### **AFTER-SCHOOL CARE**

Students may participate in after-school care from 2:50 P.M. until 6:00 P.M. The routine includes a snack, time for play, and time for homework. An additional fee is charged if students are here longer than 6:00 P.M. After-School Care starts on the first day of school and is not provided the last day of school.

### **ALLERGY POLICY**

To insure proper care as allergies can become life threatening, the parent must provide the school in writing that the student has a potentially life-threatening allergy as well as **the doctor's written procedure the school must follow**. This information must be updated when changes occur.

### **APPOINTMENTS with TEACHERS/PRINCIPAL**

As a matter of courtesy, an appointment with a teacher must be made in advance of the meeting. Teachers are not available from 7:30 A.M. until 3:00 P.M. during the school day. The request for a meeting is made by a telephone call to the school office (724-4459). The teacher will return the call.

Classroom visits during the school hours, from 7:30 A.M. to 3:00 P.M., are not possible as the school's protection of student privacy and safety is top priority.

### **ASTHMA POLICY**

The school recognizes that asthma is an important condition affecting many school children. Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse, and class teacher agree they are mature enough to make good choices. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler with the child's name and direction.

### **ARRIVAL and DISMISSAL**

Teachers are in their classrooms by 7:30 A.M. Students go directly to their classrooms. The doors of the school will not open until 7:30A.M. If your family requires early drop-off (no earlier than 7:00A.M., **you must seek prior approval by the principal**). However, when a student arrives after 7:50 a.m., he/she stops at office so the tardy can be recorded.

After school, children may be picked up ONLY at the front door, which is near the bell tower. Parents may park on the basketball court and walk over to meet their children. After these students are safe, the one line of cars will move forward as teachers place students in the cars. If the car line is long, cars can use the parking lot across from the church. Do NOT line up on Fairview Street.

All bus students leave by the north exit on Monroe Street.

If a parent has business at the school at the end of the day, please park on the basketball court area.

### **ASBESTOS NOTIFICATION**

The Federal Asbestos Hazard Emergency Response Act (AHERA) has been completed. Diocesan letter dated August 1, 2007, states *all readily accessible ACMB have been abated from the school building.*

### **ATHLETICS**

Students in Grades 6 – 8 can participate in the athletic/cheering programs at Alexandria-Monroe Schools.

### **ATTENDANCE**

In the interest of student progress and success, regular attendance, including punctuality, is imperative. Missed school days are missed opportunities for developing interpersonal skills and involvement in class activities. Under Indiana Code 20-33-2, the absence of a student is excused under Indiana law only in cases of verified illness or injury of the student, in cases of medical care of the student, or a death in the family. The only other permissible absences under Indiana law are when student is in service as a page for or honoree of the Indiana General Assembly or is issued a subpoena to appear in court as a witness in a judicial proceeding or is exhibiting at the State Fair.

### **Absences/Tardiness**

If a child is to be absent from school, the parent or guardian must report the absence by 8:30 A.M. by calling the school office EACH absent day. *If the parent/guardian does not call, school staff will contact the parent to verify the child's absence.*

Because of laws related to the Missing Children's Act, calling the school will assist the school in meeting notification requirements if a child is absent and the parent is not aware his/her child did not arrive at school.

Absences accumulate in half-day and full day increments. A student who misses two hours before or after lunch accumulates a half-day absence.

If a student is absent **three or more consecutive days**, a **doctor's excuse** is required upon return. After five days of absences per semester, parents will be required to meet with the principal to review the causes for the absences and to discuss a plan for improvement. If a student is sent home (ill), then he/she will not be permitted to return to school that same day or attend after-school extra-curricular activities. Children who vomit or have diarrhea may not return for 24 hours. Also, Children must

be fever-free for 24 hours before returning to school. If a child has ten or more absences, per administrations', will be reports to the State of Indiana.

Illness, funerals, weddings, court appearances, "shadow" dates (two days permitted for eighth graders before January 31<sup>st</sup>) are considered acceptable reasons to miss school.

A student is considered tardy after 7:50 A.M. Parents must sign in the tardy student at the school office. When a child arrives late to school, they will lose their recess privilege for that day. When a student receives the fourth tardy in a quarter, the student will serve detention for that tardy and for any subsequent tardy that quarter.

Perfect attendance is for students who attend school every day and have only one tardy.

## **BEHAVIOR OUTSIDE OF SCHOOL**

Students may be discipline for off-campus behavior that may endanger the health or safety of students of the school or behavior that adversely affects the educational process or damages the reputation of the school. This may include threats of violence to other students or teachers, internet activity that is threatening or offensive to others or criminal activity.

## **BICYCLES**

The school provides a bike rack outside the bell tower entrance. Bicycles are never to be ridden on school grounds.

## **BIRTHDAYS and SCHOOL PARTIES**

Birthday treats are permitted and are distributed during lunch or after noon recess. Parents are asked to choose items from the SMART Snacks list.

The School Guild provides for school parties: All Saints Day, Valentine Day, and end-of-school Fun Day. Parents plan and host these events. SMART Snacks are served for school parties.

## **BULLYING/Kindness Curriculum**

Bullying means the overt, repeated acts or gestures, including (1) verbal or written communication transmitted; (2) physical acts committed; or (3) any other behaviors committed by a student or group of students against another with the intent to harass, ridicule, humiliate, intimidate, or harm the student. Definition (IC 20-33-8-0.2)

The school promotes its Kindness Curriculum, which includes activities exhibiting good manners and respect for others by modeling the actions of Jesus. The purpose of school rules, along with other elements of the curriculum, is to create a Christian environment where everyone is welcomed and respected.

Parents, who suspect that repeated acts of bullying are taking place, should report the matter to the principal. School personnel will investigate all reports of bullying.

Counseling, corrective discipline, and/or referral to law enforcement will be used. Teachers must have meaningful discussions and instructions about being kind, being respected, and being a friend. The teacher may be the first person for intervention in bullying.

### **CANCELLATIONS and LATE STARTS**

The school will contact parents by telephone when school is late or cancelled via School Messenger service. Correct telephone numbers must be updated.

Television is the best source of official information: Indianapolis's WTHR-13, WISH-8, and WRTV-6. Cancellation of school or a two-hour delay takes place only during extraordinary circumstances, such as extreme weather or equipment failure. The public school administration makes this decision; St. Mary's follows this decision since our students ride the buses. You will NEVER see St. Mary School listed, only Alexandria School Community Corporation.

Local radio stations can be another source of information.

### **CHANGE of ADDRESS/TELEPHONE NUMBERS**

Please notify the school immediately of any change of address or phone number. It is important for the child's safety that this information is kept up-to-date. Likewise, let the school know if there is any change in the information supplied on the child's emergency card.

### **CODE OF CHRISTIAN CONDUCT**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school official work together. Normally, differences between these individuals can be resolved. In some instance, however, the school may find it necessary, in its discretion to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Christian principles of the school. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school. If a revision is needed before the end of the school year, it shall be addressed in the weekly Parent Newsletter.

These Christian principles include, but are not limited to, the following:

- parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school;
- students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive;

- expectations for students and parents/guardians include, but are not limited to all school-sponsored programs and events, field trips, etc.

The school reserves the right to determine, in its discretion, which actions fall short of meeting these Christian principles. Failure to follow these principles will normally result in a verbal or written warning to student or parent/guardian. The school reserves the right to withdraw a student or parent from school or its activities.

### **COMMUNICATIONS/PARENTS ROLE**

Good communication between parent and school is desired, and research indicates this cooperation assists with student learning. The parents, as the first educators of their children in knowledge and faith, are to participate in the mission of the school by being involved in the school's conferences, School Guild activities, and concerns by teachers. When a concern arises, communicate with the teacher and then the principal. If the issue is not resolved, the pastor and principal will meet with the parent. At this point the Superintendent of the Diocese of Lafayette-in-Indiana may be included in the discussion.

Normally, each Wednesday a parent envelope containing items of interest to students and parents is sent home with the oldest student in each family. The materials are to be read, the envelope is to be signed, and it is to be returned to the teacher the next day. Menus and bills for the hot lunch program, fees and tuition payments, and other information will also be included in the Wednesday envelope.

Access to Harmony and blue cards assist parents with status of student's grades and behavior. Telephone calls and parent conferences are encouraged. Parents are encouraged to work first with teachers, and then with the principal in resolving concerns. If the problem or concern cannot be resolved at these two levels, the parent may choose to speak with the pastor.

### **COMPUTERS and TECHNOLOGY**

Students have access to computer lab, computers and IPADS in the classrooms. Only students with current parent and student *Internet Use Agreement* forms will be permitted to use the internet. Transmissions or receipt of any material which is in violation of a state or federal law, immoral or obscene, solely for personal financial gain or commercial purpose, or otherwise disruptive or irrelevant to the educational environment, is unacceptable and may lead to suspension of use of computers during school hours. The final decision rests with the principal.

- Students are not permitted to take IPADS outside of the school building.

Technology equipment is expensive and must be treated with respect when being used by the students. Any deliberate destruction of media equipment may result in detention, suspension and incurred expenses for the student for replacement of equipment.

## **CONDUCT**

### **Overview**

The school community is similar to a family. Upon entering the school, one ought to recognize the love and respect individuals have for one another. A loving family relationship implies mutual trust, affirmation, and kindness. The measure of who we are and who we want to be is determined by our love, acceptance, and respect for all individuals and ideas. Our values are rooted in the Gospel of Jesus Christ.

Four major responsibilities of students:

- 1) I will be kind to everyone.
- 2) I will own my actions and do my personal best.
- 3) I will keep my hands, feet, and other objects to myself.
- 4) I will allow the teachers to teach and others to learn.

When a student is accepted as a student, this is a contract among parents, students, and school that the policies/rules of the school will be observed. In the interest of all the students, teachers will take measures to safeguard the rights of all students to develop as Christians and as American citizens.

Consequently, students who refuse to apply themselves to work, fail repeatedly to comply with teacher's directions, and/or repeatedly show ill will towards students and others at school, they will be suspended from class or expelled for whatever period of time is deemed necessary.

## **CONFLICT RESOLUTION PROCEDURE**

The intent of the Diocese of Lafayette is to provide a means for resolutions of problems and complaints of individuals which may arise from the application or interpretation of staff and/or student personnel policies, practices, or procedures. When this process is needed, the principal will provide the four step procedure. Email is NOT to be used for written correspondence.

## **COPYRIGHT AND ACADMEIC HONESTY**

Teachers and students will be instructed on copyright laws in regard to sue and distribution of classroom materials and internet resources. They will be held accountable for their actions.

## **CRISIS COMMUNICATION POLICY**

In the event of a crisis at the school or a crisis involving school personnel and/or faculty, the pastor or principal will be the official spokesperson with the media (newspapers, radio, and television). In the pastor's absence, the principal will communicate information. In the event that neither of these persons is available,

information will be communicated through the Pastoral Office for Catholic Schools, Diocese of Lafayette-in-Indiana, Lafayette. All information regarding the crisis shall be channeled to the media through the designated speakers. No teacher and/or parent or student can speak to the press on behalf of the school.

### **CRISIS CONFRONTATION**

There may be an occasion when teacher or administrator may find it necessary to intervene when a student has engaged in threatening way or is violate or may possess objects that are destructive. The Nonviolent Crisis Intervention model will be used.

### **DETENTION**

Any direct physical contact or four unacceptable behaviors a week will result in an all day, in-school suspension. This can be communicated by the teacher or through the use of the *Harmony*, *Blue Card* or *Behavior Modification* report. After the third detention, teacher meets with student and parent(s) to develop a plan of action. After the fourth detention, principal meets with student and parent(s). A written disciplinary record will be kept that is specific, descriptive, and verifiable. If reasonable strategies have been implemented and there is no improvement, the student's needs may require a different placement.

### **Suspension/Expulsion**

Students engaging in any of the actions listed below subject themselves to suspension or expulsion in accord with the discipline policy of the school. Grounds for suspension or expulsion include but are not limited to the following:

- reasonable cause of possible harm to another person such as the use of force, violence, noise, coercion, threat, intimidation, fear, passive resistance or behaviors interfering with school purposes or urging others to engage in such behavior;
- occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- blocking the entrance or exits of any school building, corridor, or room depriving others of lawful access;
- setting fire to or substantially damaging school property or building;
- possessing, handling, or transferring an object that could be considered a weapon or urging others to do so;
- possessing, using, transmitting any controlled or abused substance, such as a narcotic or alcoholic beverage;
- unlawful selling of a controlled or abuse substance;
- substantial instances disrupting classroom or educational function, or unlawful meeting on school property;

- continuously and intentionally making noise or acting in any manner so as to interfere with the ability of a teacher or other school personnel to educate;
- stealing or attempting to steal school property or private property;
- taking something of value from another person;
- intimidating any student with the intent of bodily harm; harassment, bullying of students or staff including hazing, cyber-bullying and sexting;
- any activity interfering with the ability of a teacher or any of the other school personnel to conduct the educational function under one's supervisions;
- repeated violation of any rules; or
- engaging in unlawful activity on or off school grounds if it is considered to be an interference with school purposed or educational function.

### **Student Harassment**

The school is to be free of discrimination, inappropriate and unlawful harassment and bullying as defined in school policy. Actions, words spoken, written or internet based, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, disability, or sexual orientation are inappropriate in a Catholic environment either on the part of the staff or of the students. The school upholds the dignity of all students, staff members, and includes education approaches and disciplinary procedure, which ensure that differences among students/staff are respected.

Retaliation against any student for complaining or harassment or enforcing this policy is a violation of this policy and is strictly prohibited. Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, coercion, intimidation or harassment against an individual for exercising rights under this policy will be subject to prompt and appropriate disciplinary action up to and including expulsion from the school.

### **Student Hazing**

Hazing refers to any activity expected of someone joining a group or to maintain full status in a group that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. Students will be disciplined if they engage in hazing.

### **DRESS CODE**

A dress code is chosen for several reasons. Because clothes can set a mood or attitude for learning and behavior, the dress code suggests modesty and a sense of equality and a focus on learning. Students should come to school with clothes that are clean, fit appropriately, and follow the dress code guidelines

- **Shirts** (approved colors): colors must meet official uniform color scheme
  - All shirts must be uniform type polo shirt, small logos/embroidered emblems are permitted
  - Black, Navy Blue, Light Blue, Hunter Green, Red, White
  - Except for PK-K, uniform shirts need to be tucked into pants or skirts
  - Plain white oxford button down shirts (no frills) may be worn under jumpers or sweatshirts
  - St. Mary sweatshirts may be worn at any time. (During the winter months, a long sleeved white, navy blue or black long sleeved T-shirt may be worn under the polo shirt for warmth.
  
- **Pants/Skirts/Jumpers/Shorts**
  - Uniform Style Pant      Colors: Black, Navy Blue, Khaki (No Plaid)
  - PK-4<sup>th</sup> grade may wear solid color jumpers of appropriate length (Black, Navy Blue, Khaki—no plaid)
  - Skirts and Shorts must be uniform style and can be NO SHORTER than 3 inches above the knee (standard sticky note)
  - PK-K may purchase pants with elastic waistbands
  - Students in grades 3 through 8 are permitted to wear adjustable invisible no show elastic slacks with belt loops (belt must be worn)
  - No jeans of any color allowed except for free dress day
  - No cargo pants or cargo shorts
  - No uniform shorts or pants with side pockets
  - No pants with elastic bands around ***the bottom*** of the legs are allowed.
  - Shorts may NOT be worn during the months of November, December, January and February
  - No leggings or yoga pants can be worn alone. They are permitted to be worn under skirts or jumpers. No wild colors (see socks/tights section)
  
- **Belts (grades 3-8)**
  - Belts (black or brown) can be cloth, are to be worn if pants have belt loops. Belt loops MAY NOT be cut off the pant
  
- **Socks/Tights/Leggings/Knee Highs**
  - Colors are to be black, grey, navy, white and off-white
  - NO NO-SHOW socks (must be able to see socks above the shoe)
  - Socks must be worn at all time.
  
- **Shoes**
  - Soft soled or rubber soled shoes are best to wear. No boots on gym floor, but they are permitted as part of the regular dress code.
  - No light-up shoes for Pre-K (distracting)
  - No sandals or flip flops of any type may be worn. For safety, the foot must be completely covered with a hard shoe or tennis shoe.

- **Outer Wear**
  - Navy blue solid button up sweaters, fleece or cotton half-zip or full-zip jackets may be worn in the school building. **Hoodies will no longer be permitted for student safety.** (Hoodie definition: sweatshirt with a hood)
  - Students may wear hats for outdoor play.
  - During colder weather teachers take children outside to play, please make sure kids have appropriate outer wear
  
- **Other changes**
  - **Monday:** Blue jeans, St. Mary shirt/sweat shirt, possible spirit shirt to help establish school spirit
  - **Tuesday:** will be the only day during the week for free dress (parent guild/fundraisers/Hot Lunch participation/choir). Free dress must follow the uniform guidelines for short and skirt lengths, leggings, tights and yoga pants. Violation of free dress will result in student loss of privilege for free dress.
  - **Friday:** Students will always be dressed in uniform for mass days (navy blue polo preferred for mass days but not required). Exceptions for Christmas break if mass falls on last day of attendance).

### **Gym Apparel**

- grades 5 – 8 are required to change clothing for gym. The gym uniform consists of a St. Mary t-shirt and a pair of uniform code black shorts.
- separate gym shoes for all students

12

### **Hair**

- hair must be clean and well-groomed
- no bizarre cuts, spiked hair or partially dyed hair
- boy's hair must not touch shirt collar or eyes
- girl's hair must be away from the face

### **Jewelry**

- boys are not allowed to wear earrings
- girl's earrings should be close to the earlobe, not dangling earrings

### **Perfume/Cologne**

- due to allergies and asthma, perfume, cologne, or strong lotions are not allowed

### **Body Piercings**

- no body tattoos or body piercings are allowed except for earrings for the ears

### **Consequences for Uniform Violation**

***Teachers will check for uniform violation each morning during announcements.***

1. ***First Uniform Infraction:*** Student will be sent to the office with a uniform violation notice. A note will be sent home with the student, student will be required to change into an appropriate uniform.

2. **Second Uniform Infraction:** Student will be sent to the office with a uniform violation notice. Parent will be called to bring in an appropriate uniform from home. Student will not be allowed to return to class until they are dressed in an appropriate uniform.
3. **Third Uniform Infraction:** Student will be sent to the office with a uniform violation notice. Parent will be called to bring in an appropriate uniform from home. Student will not be allowed to return to class until they are dressed in an appropriate uniform. Student will lose their privilege of the following free dress day.
4. **Fourth Uniform Infraction:** Student will be sent to the office with a uniform violation notice. Parent will be notified to bring in appropriate uniform from home. Student will not be allowed to return to class until they are dressed in an appropriate uniform. Student will lose their free dress privilege for the remainder of the semester. Parents will be required to conference with the Principal.

### **Gently Used Clothing**

- school has used clothing, which is available to everyone
- school accepts gently used clothing

### **EMERGENCY DRILLS**

Fire drill is conducted once each month; one tornado, one earthquake, one emergency lockdown drill each semester or as required by the State. Detailed escape plans are posted inside each classroom. Students are to follow the directive of school personnel in a quiet, calm, and efficient manner as a protection for all students and staff.

### **EMERGENCY PROCEDURES**

When parents need to come to school to pick up students, they will be notified through *School Messenger*. Actual conditions of each event may warrant a change for pick up; please listen to the message sent by the school. Do NOT call the school.

|            |  |
|------------|--|
| Fire       | Go to Alexandria Elementary School     |
| Earthquake | Zimmer Hall, entrance on Monroe Street |
| Tornado    | Zimmer Hall, entrance on Monroe Street |
| Lockdown 3 | Zimmer Hall, entrance on Monroe Street |

There are three types of lockdown:

- Stage 1: There is police action in the county or in the city, not close to the school. Everyone stays indoors.
- Stage 2: An internal matter, such as an injured person, weapon search,  
Or the police are in pursuit of a person close to the school, etc.  
Students stay in the classroom.
- Stage 3: An intruder or shots have been fired. Students stay in the secured part of the classroom until a police officer or principal gets them to go to the basement.

## **FIELD TRIPS**

Field trips are scheduled throughout the school year. These trips are designed to supplement the curriculum. Parents will receive notices of field trips well in advance of the scheduled date and will be asked to sign field trip permission forms. Only school permission forms will be acknowledged; phone calls or hand written notes will not be accepted. Sometimes a small amount of money may be requested from each student to help defray costs.

Any student who has an emergency health plan in which emergency medications are prescribed must have those medications available while on a field trip. Medications with documented instructions for administration must be given to the school prior to the trip. These medications will be returned to the school at the conclusion of the field trip.

Parents who attend field trip outings must complete the Diocesan *Safe & Sacred Environment* training program.

## **FINANCES**

Each year the tuition fee is determined the parish's Finance Committee. This is for all families. The tuition is paid in full or paid in monthly installments for ten months (August- May; quarterly; or each semester with tuition paid by December 1<sup>st</sup>; second semester paid by May 1<sup>st</sup>).

Supply fee and technology fee are included in the tuition. Textbook fee are determined in the fall. These fees may be paid in full or quarterly or monthly.

Scholarships available are the following:

- SGO – Kindergarten and those who enter school after September 1
- Voucher – State of Indiana for those who qualify
- Parish Financial Assistance/Tax Credit – Applies to all other families

The application forms are obtained from the principal; income documentation must be provided.

## **FIREARMS/WEAPONS**

Possessing, firing, displaying, or threatening the use of firearms, bombs, explosive devices or other weapons on school grounds for any unlawful purpose is an occasion of serious harm to persons. Therefore, students who engage in these activities will subject themselves to expulsion and be reported to legal authorities.

## **FOOD and DRINK**

Food and drink are not allowed in the classroom or the gym. They are restricted to the cafeteria. An exception to this policy can be made by the principal.

## **FREE/REDUCED LUNCHES**

Students whose families meet the requirements for free or reduced meals must file an application each year in the school principal's office for approval. The application form for free/reduced meals is sent home the first day of school. Parents are to notify the principal when there is a change in income.

## **GRADING SYSTEM**

Pre-kindergarten student's assessment is based on skills, ratings of 1 to 4, with 4 as proficient and 1 as introducing the concept.

For grades k – 8, percentages and letter grades are as follows:

|   |              |
|---|--------------|
| A | 94 – 100     |
| B | 85 – 93      |
| C | 75 – 84      |
| D | 70 – 74      |
| F | 69 and below |

## **GUM**

Gum is not allowed on parish property, that is, the school building, gym, church buildings, playground area, etc.

## **HEALTH**

Immediately upon the start of school, each student must have health forms in the office. This form indicates allergies, medicines, and other individual health issues. The doctor and hospital are indicated as well as persons to notify when there is an illness or injury.

### **Communicable Illness**

Students diagnosed with a communicable disease can be denied attendance unless they have a physician's statement indicating that the student does not pose a health threat to the school community.

If a student has HIV/AIDS, hepatitis B, or another serious life-threatening condition, the principal will consult with the Director of the Pastoral Office for Education who will provide counselor notification or other persons as needed. These persons may include the school health nurse, physical education teacher, and possibly the classroom teacher.

### **Concussions**

Principal and teacher of the student who has a concussion will work with parents and physician if accommodations are needed.

### **Illness or Injury**

In case of illness or injury, the school nurse or a member of the school staff will care for the student temporarily and render first aid treatment. In case of a serious accident during school hours, the school will attempt to notify parents before any medical care is given. The student will be transported by ambulance to the hospital listed on the emergency form provided by the parents.

All school-related accidents are to be reported to the principal as soon as possible. A parent/guardian will be informed immediately of school injury or illness. According to the Indiana Department of Education, a student will be temporarily excluded from school for the following reasons:

- temperature of 100 degrees or higher – any fever should be gone at least 24 hours before student returns to school;
- nausea, vomiting and diarrhea, if persistent;
- most inflammatory eye conditions, such as pink eye;
- rashes or eczema that is known to be contagious or infectious;
- head cold of any consequence, especially with a persistent cough and excessive drainage;
- sore or inflamed throat – if strep throat is diagnosed, the student needs to be off medication for at least 24 hours before returning to school;
- discharge from the ears;
- body lice or head lice.

### **Immunization Requirements**

Health tests records, or reports required in Indiana include immunizations according to age level. They include the following:

- diphtheria;
- pertussis (whooping cough);
- tetanus;
- measles;
- mumps;
- rubella;
- poliomyelitis;
- varicella (Chicken Pox vaccine);
- hepatitis B;
- meningococcal conjugate vaccine.

Student must be immunized and that immunization is required for the child's continued enrollment and attendance at school. Parents will be provided with information regarding the HPV vaccine, but the decision to immunize rest with the parent.

## **Exemptions from Immunization**

Exemptions from Immunizations: Indiana Code 20-34-3-2 requires that parents/guardians requesting an exception for their child must submit (1) a written document; (2) signed by the parent/guardian; and (3) delivered to the school's office. A parent/guardian who chooses not to have a child immunized either because of religious belief or for medical reasons, must submit a notarized letter to this office. The Catholic Church does not recognize any religious exemptions to student vaccinations.

Indiana Code 20-34-3-3 requires a physician to certify that a particular immunization is or may be detrimental to the child's health. The requirements for that particular immunization are inapplicable until it is found no longer detrimental to the child health. A written statement is to verified by the school each year until it is found that the particular immunization is no longer detrimental to the child's health. Immunization requirements set by the State do change.

## **Screenings**

The following services are provided to the students by Indiana mandates:

- *Vision Screening:* Grades Pre-K, K, 1, 3, 8 (far acuity)
  - *Hearing Screening:* Grades Pre-k, 1, 4, 7
  - A teacher may request a student to be screened.

Parents will be notified if the screening results in a referral. It is recommended that the student has his/her annual medical physical and dental check-up, as well as regular eye exams by a professional. All required immunizations must be up to date.

## **HOMEWORK**

Homework is an essential part of the learning process. A certain amount of homework is necessary to reinforce what is taught at school and to develop memorization skills. The student who successfully learns the process of completing homework is mastering self-discipline, independence, initiative and responsibility. Homework time does not include long-range projects or assignments. Pre-kindergarten homework

If a student takes an extraordinary time with homework or frequently has no homework, parents need to contact the teacher. On an average day, homework would normally not exceed:

|              |                  |
|--------------|------------------|
| Grades K – 3 | 20 – 30 minutes  |
| Grades 4 – 6 | 45 – 60 minutes  |
| Grades 7 – 8 | 75 – 120 minutes |

Homework missed due to vacations and planned absences will NOT be given in anticipation of the vacation or absence.

Homework missed due to illness will be available from the teachers and may be obtained from the front desk. Students are responsible for completing classwork and homework due to absences. Students who are absent have the same amount of time missed to make up missed work, counting the day of return as the first day.

## **HOURS for SCHOOL**

|               |                                      |
|---------------|--------------------------------------|
| Office hours: | 7:30 A.M. – 4:30 P.M.                |
| School hours: | Pre-K -6      7:50 A.M. – 2:50 P.M.  |
|               | 7-8            7:30 A.M. – 2:50 P.M. |

## **LEGAL GUARDIANS**

Occasionally divorced parents or other relatives request permission to take a child from school or obtain academic information. The legal guardian must provide St. Mary School written permission as to their agreement in the matter. A copy of the legal custody arrangements must be on file at St. Mary School. If the school has not been given the legal forms, the school will assume each parent has equal custody rights.

## **LIBRARY**

The library is open on a regular scheduled basis and each class has library time. The library is supervised by the librarian. Students are responsible for checked out books. There is a fine for overdue books, and students must pay for lost or damaged books.

The library sponsors a fall book fair. The profit from these sales supports the purchasing of new books, etc.

## **LOST and FOUND**

All clothing, lunch boxes, etc. found at school and playground areas are placed in the lost and found box located in the main office. Articles not claimed within two months will be donated to Goodwill.

## **LUNCHES**

The school participates in the federal hot lunch program. The forms for free/reduced lunch are sent home the first week of school. **Pre-K and Kindergarten students are required to participate in the lunch program for the first year.** The principal encourages students to participate in the hot lunch program as part of the wellness program.

The parent envelope will contain the monthly menu. The menu may change without prior notice.

Lunch money is due the first Monday of the month. Milk is included in the meal price, and additional milk can be purchased.

For the health and welfare of the students, trading of individuals' lunches is not allowed. Students (grades 1 – 8) who do not wish to have hot lunch may bring a lunch from home. Milk may be purchased separately.

On certain days, parents and relatives are welcome to eat with their children during lunch. The school must be notified by 9:00 a.m. of the day of the lunch, and the guest cost per lunch is \$4.00.

## **MEDICATIONS**

Forms must be updated each year from Parent to give the School permission to give the following:

- “occasional” over-the-counter” medicines;
- prescription drugs;
- list of allergies;
- other medical needs.

Refrigeration is available. All medications are properly labeled and secured in a locked place. An exception to this may be made when the student's health condition requires immediate dispensation of medication in an emergency (e.g. inhalers for asthma, etc.) The school nurse, secretary, or principal will administer medications. Students are not permitted to medicate themselves at any time.

Medications must be sent home with the parent at the end-of- the year.

### **Prescription Medication**

- must be clearly identified as to the name and type of medication;
- must be in the original container;
- must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date;
- prescription must be current;
- medication form, signed and dated by the parent, must accompany

the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions.

## **NURSE**

The school nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, and assistance in health teaching and vision screening. When the school nurse is not available, the secretary or principal will attend to health needs of the students.

## **PERSONAL CHILD SAFETY**

Because children are one of our greatest treasures, the Diocese of Lafayette-in-Indiana established policies and procedures to assure the protection of minors entrusted to the school's care and to fulfill the mission and ministry of the Church. The school curriculum includes personal child safety and child sexual abuse, especially by knowing the "lures" often used by abusers, are part of the program.

## **PICTURES**

Individual student pictures and class photographs will be taken during the fall of the school year. However, there is no obligation to purchase the pictures.

## **PROMOTION and RETENTION**

Students who have successfully completed grade requirements will be promoted to the next grade. However, a teacher/principal may decide it is the student's best interest due to academic or emotional immaturity to retain that student in his/her current grade level. These are students who do not have the level of maturity or the ability to handle the academic program in the next grade level. Parents will be involved with this discussion and decision as early as the third quarter.

## **REGISTRATION**

The application form for enrollment must be completed. Parents must provide a birth certificate, health certificate, immunization record, and baptismal certificate (Catholics only). When students are transferring from another school, parents must arrange for the academic and health records to be sent before enrollment can be completed. All these items must be on file to complete the registration process.

## **RELEASE OF RECORDS**

When a student is withdrawn or dismissed from the school, parents should complete a withdrawal form and sign a release of records form so that records can be sent to the next school.

## **REPORT CARDS/CONFERENCES**

Report cards are issued during the completion of each nine-week grading period; four reports a school year. Progress reports for grades kindergarten through eighth are issued during the middle of each nine-week grading period.

Parent/student/teacher conferences are scheduled following the completion of the first nine weeks. The school will try to honor the parents request for time and day. Parents and teachers may find it necessary to request a special conference at other times throughout the year. If there is a concern with your child or with what is happening in the classroom, arrange to speak with the teacher immediately.

## **SCHOLARSHIPS**

Parents who need financial assistance may request a Scholarship from the school. Parents need to contact the principal when requesting financial assistance.

## **SCHOOL GUILD**

The School Guild is a parent organization which works to support and enhance the educational ministry of the school. Fund-raising, parent education, and community building are goals of the School Guild.

Knowledge of school activities begins with regular participation. Every parent is member of the Guild and is expected to be an active participant in its activities. A babysitting service is available during Guild meetings.

This is not a policy making group, but one which gives advice to and works closely with the principal. Selecting fund raising events, developing the school dress code, recruiting parent-volunteers for school activities, presenting programs on child safety and spirituality, etc. are some of the activities of the Guild.

Meetings are held monthly during the school year, except for December, January and May. Officers are elected at the April meeting and assume office at the beginning of the school year in August.

## **SECLUSION AND RESTRAINT**

According to Indiana Code 20-20-40, any behavioral intervention must be consisted with a student's right to be treated with dignity and respect, and to be free from abuse.

## **SMOKING/ALCOHOL POLICY**

Neither smoking nor alcohol is ever permitted in the school or on school grounds.

## **SPECIAL SERVICES**

Students in need of special services receive them from the Alexandria-Monroe Community Corporation. A request is made through the principal's office. Speech services are given at St. Mary School; other services may be given at the appropriate public school.

## **STUDENT NAME CHANGE**

In the event that a child is in a living situation where the parents have a different surname, the school records must be placed under the child's surname. To change a name on a student's record, it is required that there be a birth certificate or legal notification of change by court papers.

## **STUDENT RECORDS**

The following is a brief summary of the Family Educational Rights and Privacy Act of 1974, Section #513 of Public Law 98-380, an Act of Congress.

- The parent has the right to examine any student record until the student is 18 years of age; thereafter, only the student himself has the right to examine the record. Request to examine should be in writing.
- The parent has the right to examine the student records at a reasonable time arranged with the principal.
- The parent has the right to have the records corrected if it is "inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students".
- A record must be kept with each student record showing who examined it, the date it was examined, and the purpose for the examination.
- Certain persons may examine student records without a parent's consent. These include school officials and teachers who have "legitimate educational interests", officials of other school systems where transfers are made, and certain representatives of the Federal Government with various limitations.
- Any person may receive the records if the parents specify the records to be released, the reasons for such release, and the person to whom they are to be released. The parents may also request and receive a copy of the record forwarded to another system with the transfer.
- A copy may also be furnished pursuant to a court order or subpoena, but only if the parent is given advance notice.

## **SUBSTANCE ABUSE**

School environments are to be made safe for all students. Soliciting, possessing, selling, or using a controlled or abused substance is an unlawful and serious infraction. This may include "look-alike" substances. Students engaged in these activities will be reported to civil authorities, if necessary. They will subject themselves to suspension or expulsion.

## **SUPERVISION**

The playground is not supervised before and after school. Teacher supervision begins at 7:30 a.m. If students arrive before 7:30 a.m., they go to the 7<sup>th</sup>/8<sup>th</sup> grade classroom for staff supervision. Students are supervised by staff/teachers at recess, lunch, and class activities.

## **SUPPLY LIST**

A supply list is sent to parents before school starts in the fall. The school provides many supplies that students will be using. Students are never to bring additional supplies unless there is a written request by the teacher.

## **TELECOMMUNICATIONS USE**

Students will be instructed in proper use of Internet access and must follow school's procedures and requirements. Students will not use bulletin boards nor chat line for personal use. The use of the computer and other devices is a privilege, not a right, and inappropriate use or vandalism of school property will result in the cancellation of these privileges and possible replacement expenses.

## **TELEPHONE USE**

The office telephone is available for students for emergency situations. If there is an emergency, students will obtain permission from teachers before using the telephone and calls are made during recess times. Homework, lunch, and gym clothes are not considered emergencies. Students may use the telephone when a practice or an event has been cancelled. The school will contact parents for medical needs.

Students must not use cell phones during the school day. Students may keep them in their pack back for use after leaving the school grounds. If a student uses them during school hours, the student's parent will need to contact the principal to secure its return.

## **TESTING**

Annual standardized testing is in accordance with the requirements of the Indiana Department of Education. Spring ISTEP+ testing is for Grades 3 – 8. All students are tested for language arts (reading) and mathematics. Grades four and six are tested for science skills; grades five and seven are tested for social studies skills.

In March third grade students take the state's required IREAD test.

Northwest Evaluation Association (NWEA) is formative assessment given to all grades (K -8) in the fall, winter, and spring and covers language arts, mathematics, and reading. Pre-kindergarten takes NWEA in the spring only.

ECA (End-of-the-Course Assessment) in Algebra I is given by the state for eighth grader students who have completed the Algebra I course.

## **UNAUTHORIZED ITEMS**

The school provides pencils, paper, folder, etc. for classroom use. A list of required supplies for each grade is provided at the beginning of the school year.

In general, students should not bring toys or other items to school unless they are intended for a specific purpose in the classroom, and then, only with the teacher's consent. If an article becomes a distraction or is deemed dangerous, it will be collected and sent home.

### **VALUABLES**

The school cannot be responsible for valuables that students bring to school. If a student brings items for a school project, the classroom teacher will keep them in a safe place.

### **VANDALISM**

The school requires that vandal damage be paid before a student is allowed to return to class. If a student accidentally causes damage, he/she should report it to the teacher immediately.

### **VISITORS**

All visitors are required to report to the school office upon entering the building. Each visitor signs in and receives appropriate identification for their destination.

### **VOLUNTEERS**

All volunteers are to be screened prior to beginning service with children. Specific attention is to be given regarding an individual's relationship with children including the potential for abuse. All volunteers including school field trip drivers are to participate in the online Safe Environment Training: <https://safeandsacred-dol-in-org/> The link is on the school's website: stmaryalex.net. For purposes of accountability and safety, volunteers are to sign in and out each day service is given at the school.

### **VOUCHERS**

Since the fall of 2011, the State of Indiana adopted the School Choice Program. Families qualify if their income is within State requirements. To be eligible, a student must have been in a public school the previous two semesters or who received a choice scholarship during the kindergarten year. Applications are available from the principal.

### **WELLNESS POLICY**

The school recognizes that the development of good health and nutrition habits begins in the home, and the school assists parents in teaching wellness attitudes and actions. A student's ability to learn is influenced by food choices and by the level of physical activity.

The Wellness program includes, not limited, to the following activities:

- health classes, focusing on the benefits of a balanced diet and good food choices;
- hot lunch program, modeling the federal government's food pyramid and proper food portions;
- physical education classes, including the Presidential Physical Fitness program;

- snacks and party treats, following state and federal recommendations to limit calories, fat and sugar while encouraging nutritious eating.

### **WITHDRAWAL and TRANSFER**

The school must be notified by the parent(s) of a student who is transferring to other school. Records will be sent to the new school. Eighth grade parents need to notify the principal where records are to be sent.

Early withdrawal from school: A parent picking up a student early should send a note that morning. The student will be called from the classroom when the parent reports to the office.

In case of an individual emergency, the parent should come to the office as the student may be in the nurse's room. A student will not be dismissed from school during the school day with an adult other than a custodial parent or guardian without prior written permission from the parent.

### **HANDBOOK UPDATES/CHANGES**

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification.