

Diocese of Youngstown



ST. MARY SCHOOL

2022-2023 Family Handbook

640 1st Street, N.E.
Massillon, Ohio 44646
330-832-9355

TABLE OF CONTENTS

| | |
|-------------------------------------------------------|-----------|
| I. PHILOSOPHY OF EDUCATION / MISSION STATEMENT | 6 |
| GUIDELINES AND IMPLEMENTATIONS | 6 |
| MISSION STATEMENT | 6 |
| PARENTAL ROLE | 6 |
| NON-DISCRIMINATION CLAUSE | 7 |
| NON-CATHOLIC STUDENTS | 7 |
| II. SPIRITUAL DEVELOPMENT | 8 |
| RELIGIOUS EDUCATION | 8 |
| Sacramental Program | 8 |
| III. ACADEMICS | 8 |
| CURRICULUM | 8 |
| ALGEBRA CREDIT / HEALTH | 9 |
| ST. MARY PRESCHOOL | 9 |
| CLASS LISTS | 9 |
| PROGRESS/INTERIM REPORTS | 9 |
| STUDENTS WITH SPECIAL NEEDS | 9 |
| STUDENT ACHIEVEMENT | 10 |
| Assistance Tutoring | 10 |
| Scholastic Honor Recognition | 10 |
| Special Awards And Opportunities | 10 |
| TESTING | 11 |
| Testing Programs | 11 |
| HOMEWORK | 11 |
| GRADING/REPORT CARDS | 12 |
| Progress/Interim Reports | 12 |
| Promotion / Failure Policy | 13 |
| IV. EDUCATIONAL RESOURCES | 13 |
| TEXTBOOKS/SUPPLEMENTAL MATERIALS | 13 |
| AUXILIARY SERVICE PROGRAM | 14 |
| TECHNOLOGY | 14 |
| FIELD TRIPS | 15 |
| Overnight Trips | 16 |
| V. COMMUNICATION | 16 |
| PARENT/TEACHER CONFERENCES | 16 |
| SMB EMAILS | 16 |
| TAKE-HOME COMMUNICATION | 16 |
| TEACHER PHONE MESSAGES | 17 |
| TELEPHONE USE / MESSAGES FOR STUDENTS | 17 |

| | |
|--------------------------------------------------------|-----------|
| INCLEMENT WEATHER / SCHOOL CLOSINGS | 17 |
| VI. ADMINISTRATIVE PROCEDURES | 17 |
| ADMISSIONS | 17 |
| Diocesan Policy For Admission | 17 |
| Age for Admission To Kindergarten | 18 |
| Admission is contingent upon receipt of the following: | 18 |
| Additional Requirements for Admission To Grades 1-8 | 18 |
| General Conditions of Admission | 18 |
| Foreign Students | 19 |
| CLASS PLACEMENT | 19 |
| ATTENDANCE | 19 |
| Diocesan Policy For Attendance Requirements | 19 |
| School Hours | 20 |
| Tardiness | 20 |
| Absences/Leaving School | 20 |
| Reporting Absence | 20 |
| Absence For Other Reasons | 21 |
| Anticipated Absence/Family Vacations | 21 |
| MAKE-UP WORK DUE TO ABSENCE | 21 |
| RELEASE OF STUDENTS | 21 |
| AFTERSCHOOL POLICY | 22 |
| VII. FINANCES | 22 |
| TUITION PAYMENTS | 22 |
| Late Registrations | 23 |
| Late Payments | 23 |
| Tuition Assistance | 23 |
| Ohio EdChoice/EdChoice Expansion Scholarship | 23 |
| Edchoice Policy | 23 |
| Edchoice Procedures/Guidelines | 23 |
| Delinquent Tuition | 24 |
| Delinquent Tuition from Previous Year(s) | 24 |
| Tuition Refund | 24 |
| Transferring to Another School | 24 |
| VIII. GENERAL SCHOOL POLICIES | 25 |
| CALENDAR | 25 |
| FEDERAL HOT LUNCH PROGRAM | 25 |
| SCHOOL VISITORS | 25 |
| RELEASE OF DIRECTORY INFORMATION | 25 |
| STUDENT CUSTODY AND GUARDIANSHIP | 26 |
| ACCESS TO RECORDS | 26 |

| | |
|---------------------------------------------------|-----------|
| TRANSFER OF RECORDS | 26 |
| IX. TRANSPORTATION/PARKING | 26 |
| BUSING | 26 |
| Bus Conduct | 27 |
| CAR TRANSPORTATION | 27 |
| WALKERS | 28 |
| X. PARENT INVOLVEMENT | 28 |
| ST. MARY PARENT-TEACHER ORGANIZATION | 28 |
| FUNDRAISING | 29 |
| SCRIP | 29 |
| VOLUNTEER OPPORTUNITIES | 29 |
| Volunteer Programs | 30 |
| XI. EXTRACURRICULAR ACTIVITIES | 30 |
| PARTICIPATION | 30 |
| Band Lessons | 30 |
| Altar Servers | 30 |
| Power Of The Pen | 30 |
| Choir | 30 |
| Student Council | 31 |
| Scouting Program | 31 |
| Athletic Program | 31 |
| Sports Programs Include: | 31 |
| Extracurricular Eligibility Policy | 32 |
| Additional Clubs/Activities include: | 32 |
| XII. Student Responsibilities and Behavior | 32 |
| CODE OF CONDUCT | 32 |
| STUDENTS' RIGHTS AND RESPONSIBILITIES | 33 |
| PARENT RIGHTS AND RESPONSIBILITIES | 33 |
| TEACHER RIGHTS AND RESPONSIBILITIES | 33 |
| WEAPONS | 33 |
| SUBSTANCE ABUSE | 34 |
| GANGS | 34 |
| INAPPROPRIATE MATERIALS | 35 |
| SMOKING | 35 |
| SEXUAL HARASSMENT—STUDENTS | 35 |
| SEXUAL VIOLENCE | 36 |
| DISCIPLINE | 36 |
| Use Of Disciplinary Action | 36 |
| Disciplinary Measures | 36 |

| | |
|--------------------------------------------------------------------|-----------|
| SPECIFIC DISCIPLINARY POLICIES | 37 |
| Outside Recess Rules | 37 |
| Inside Recess Rules | 37 |
| Lunchroom Regulations | 38 |
| CODE VIOLATIONS AND CONSEQUENCES GRADES K-3 | 38 |
| Minor Infractions: | 38 |
| Major Infractions: | 38 |
| SEARCHES | 40 |
| Student Property | 40 |
| School Cubbies, Lockers, and Desks | 41 |
| Care of School Property | 41 |
| Lost And Found | 41 |
| Sexual Violence | 41 |
| XIII. HEALTH AND SAFETY | 41 |
| STUDENT HEALTH AND SAFETY | 41 |
| Accidents And First Aid | 42 |
| Illness | 42 |
| INFECTIOUS/COMMUNICABLE DISEASES | 42 |
| Disease | 42 |
| Lice | 43 |
| Head Lice Procedures: | 43 |
| Health Services | 43 |
| Administering Prescribed Medication To Students | 43 |
| Authorization To Administer Medication | 43 |
| Transportation of Medication To and From School | 44 |
| Labels On Medication | 44 |
| Over-The-Counter/Discretionary Medications | 45 |
| Chronic Medical Conditions of Students | 45 |
| XIV. STATEMENT ON FAMILY/CUSTODIAL SITUATIONS | 45 |
| XV. Student Non-Discrimination Policy | 46 |
| XVI. Student Technology and Internet Responsible Use Policy | 47 |
| XVII. 2022-23 Sick Policy | 53 |

I. PHILOSOPHY OF EDUCATION / MISSION STATEMENT

GUIDELINES AND IMPLEMENTATIONS

In light of the unique situations that may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown, or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

The school may modify this handbook after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form during online enrollment stating they have read the rules and regulations outlined in this handbook and agree to abide by those rules. This signature form will be distributed electronically during the registration/re-registration process. The handbook is available for review during that process. Failure to have a signed form on file will not prevent the school from enforcing its policies. Still, it may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and to society in general. The foundations of Catholic belief and practice are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum that meet children's religious, academic, personal, and social needs.

The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the Diocese.

MISSION STATEMENT

With the support of parents, parish, and community, we are dedicated to the academic, spiritual, and moral education of our students as we prepare them for a God-filled future in an ever-changing world.

The school utilizes a historically successful framework of faith, love, and knowledge to develop each student's fullest potential. St. Mary School is operated by the parish of St. Mary Church, the Diocese of Youngstown.

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children.

In this handbook, the term “parent” refers not only to a student's natural or adopted parent but also to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school's policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in the school's programs that are developed to support the education of their children;
- Remain informed about and involved in the religious instruction of their children.

NON-DISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Youngstown, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic, and other school-administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines that are inconsistent with the religious tenets of the Catholic faith.

NON-CATHOLIC STUDENTS

Students from other faiths provide a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school.

Non-Catholic students are expected to participate in the school's religious formation and education programs.

Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.

Non-Catholic students may be exempt from formal co-curricular or extracurricular sacramental preparation programs but not from the catechesis held during the school day.

For testing and discussion purposes, students are expected to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices.

While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that the Catholic position will be taught.

II. SPIRITUAL DEVELOPMENT

RELIGIOUS EDUCATION

Religious education is our reason for existence and is integral to all classroom instruction. The purpose of the formal religion lesson is to help students get to know Christ personally and establish a loving relationship with Him. Religion classes are taught daily for at least 30 minutes in all grades.

Our mission as a Catholic school is to develop men and women who are convinced of God's love and goodness, who courageously live and proclaim the Gospel of Jesus, and witness to peace and justice in the world. The school acts as a support to parents in the religious formation of their child, not as a substitute.

The religion curriculum is enhanced by school-wide celebrations of liturgical seasons and feasts. All classes participate in liturgy every Wednesday or Friday at 8:15 AM, on Holy Days and other special occasions. When attending all services in church, appropriate behavior and dress are required (See Dress Code). Parents are encouraged to attend to show support and set an example.

Non-Catholic students must participate in the daily religion class and be present for liturgical services.

Service to others is an integral part of our faith community. Students participate in service projects through individual classroom projects and whole school projects. Parents are urged to exercise their responsibility by participating with their children at Sunday Mass and in the Sacraments.

Sacramental Program

During the year, the students are given the opportunity to encounter Christ in the sacrament of Reconciliation. Parents are encouraged to receive the sacraments with their children frequently. Special attention is given to sacramental preparation to develop, nourish, and sustain a Catholic way of life. In grade 2, students are prepared for their first reception of other sacraments of Reconciliation and Eucharist. In grade 8, students are prepared for Confirmation. Mandatory meetings for parents help deepen their understanding of the sacraments to guide their children to a better mature faith.

III. ACADEMICS

CURRICULUM

The curriculum encompasses the sequentially ordered learning experiences the school provides its students. The total curriculum includes the development of Catholic values and attitudes and the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social, and physical development.

The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education, Spanish (when available), and Ohio and American History. The school follows the diocesan course of study and the Ohio State Content Standards for all curricular areas. State time allotments are followed for each area of the curricula. Some flexibility is allowed in the weekly schedule in view of the total semester coverage.

The principal and teachers select textbooks from approved lists prepared by the Diocesan Education Office. Texts are aligned with the Common Core Standards. In addition to textbooks, students benefit from a variety of additional resources included with the texts, such as workbooks, review worksheets, software, websites, manipulatives, assessments, and other resources developed to address a variety of student learning styles.

ALGEBRA CREDIT / HEALTH

St. Mary School offers three high school-level courses for students who qualify. Ninth-grade Algebra and Health are both offered during students' eighth-grade year. Students who qualify may receive one (1) year of high school credit upon graduation for Algebra and one-half high school credit for Health.

ST. MARY PRESCHOOL

St. Mary Preschool is designed to provide developmentally appropriate, educational programming to supplement what is taught at home for 3- and 4-year-old children.

Children learn at their own pace, which is encouraged through meaningful play activities. For more information, go to: www.stmarymassillon.org/preschool.

CLASS LISTS

The principal determines class lists. Homerooms are heterogeneously grouped and do not reflect ability grouping. Academic and social aspects of the child's development are considered in planning homerooms. Requests for particular homerooms are not honored.

Families with financial delinquencies will result in students not being placed on class lists for the following school year.

PROGRESS/INTERIM REPORTS

Interim reports will be sent home at the discretion of each teacher. Each parent's responsibility is to monitor their child's grades/progress throughout the year using our FACTS Student Information System ([FACTS SIS](#)).

STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. To foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/ to the school. Parents are considered an integral part of the process.

Parents are obligated to share educational/psychological testing results and any resulting plan with the school upon application for registration to accommodate a student who has been evaluated for special learning needs. A student may be admitted on a probationary basis with dates and criteria of evaluation established in writing.

Failure to disclose known special educational needs will void the application for registration.

Special educational needs identified after a student has been accepted will be addressed in compliance with the rules of IDEA as they apply to chartered nonpublic schools in the State of Ohio.

Students with disabilities are expected to follow the school's policies and honor code.

STUDENT ACHIEVEMENT

Recognition of Student Achievement is given through our awards to those students who distinguish themselves by their achievement, effort, and service. Academic recognition is intended to be motivational. It is not included in the permanent academic record. Parents are reminded to keep these honors in perspective, recognizing their child's best efforts.

Assistance Tutoring

A modified departmental program begins in Kindergarten and continues through grade 8. The Auxiliary Service Program offers all students support assistance in reading, math, and language.

Scholastic Honor Recognition

Students in grades five through eight who achieve at least a GPA of 3.5 will be placed on the Honor Roll.

Students in grades five through eight who achieve at least a GPA of 3.0 will be placed on the Merit Roll.

Special Awards And Opportunities

Other academic awards are given at the end of the year.

- Presidential Award for Academic Fitness: This award is given to students in grades six and eight according to criteria established by the U.S. Department of Education. To receive the award, students must have maintained above-average achievement for six or eight years respectively and scored in the 85th percentile or above on the ITBS or another standardized test.
- Christin Living Award: This award is given to one boy and one girl from each grade, which demonstrates that no act of kindness is ever too small.
- Archie Griffin Sportsmanship Award: THE OHSAA recognizes students who display exemplary sportsmanship. Named after two-time Heisman Trophy winner Archie Griffin, the award is presented each year to one boy and one girl who has been outstanding in their efforts to promote sportsmanship, ethics, and integrity.
- Scholar-Athlete Award: The St. Mary Booster Club presents the Scholar-Athlete Award to the eighth-grade girl and boy who have exemplified outstanding academic effort and made a significant contribution to the spirit and success of St. Mary's team sports.
- Subject Awards: The teachers give these awards to students from each grade (4-8) with the highest average in the subject for the entire year. These awards are in reading, math, English, spelling, social studies, science, and health.
- Academic Achievement Scholarship: The Academic Achievement Scholarship is awarded annually to one or two seventh-grade students to be used during the eighth-grade year. The number and value of scholarships are dependent upon available funds and are determined annually.
- Servant of the Lord Scholarships: Students in grades six and seven are eligible to apply for this scholarship. It is awarded to students who distinguish themselves in the following areas: commitment to Christian life, academic development, concern for the quality of life for the St. Mary community, religious and social leadership, and motivation for service. The number of scholarships available is dependent on available funds and is determined annually.

- Joan Krantz Mount Scholarship: This scholarship was established to reward and assist two students going into eighth grade who use their lives to serve the Lord, Jesus.
- Servant of the Lord Award: This scholarship is given to two sixth-grade students and two seventh-grade students who exemplify the characteristics of being the Lord's servant through their demeanor, service, leadership, and academics.
- Central Catholic Educational Foundation Scholarship: Ten \$500 & \$250 scholarships are granted to eighth-grade students from public and private schools based on high academic ability and achievement. Grants are renewable upon maintaining a 3.5-grade point average and acceptable conduct. Recipients are not judged based on financial needs.

TESTING

The school's testing program is intended to assist teachers and administrators in systematically evaluating the academic and religious programs, diagnosing students' strengths and weaknesses, and aiding in the revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. Results of standardized tests will be shared with parents.

Testing Programs

- Kindergarten Readiness Assessment (KRA) is a state-mandated assessment. This assessment measures kindergarten readiness for students entering kindergarten at the beginning of the school year. It is a baseline assessment meant to guide instruction at the beginning of the year to meet children where they are developmentally and academically. This assessment is not used to prevent any child from entering kindergarten. Students who are five by September 30 are eligible to take the assessment. Students repeating kindergarten are not required to take the assessment in the second year.
- MAP: All students will take the MAP GROWTH Assessments as a screener and progress monitor.
- ACRE: Students in grades five and eight will take the Assessment of Catechesis/Religious Education (ACRE).

HOMWORK

To reinforce daily work and develop good study habits, the school promotes specific homework policies.

Homework will be used to increase students' opportunities to learn. It is completed outside the classroom and is intended to provide an added opportunity to practice skills, engage in information, and explore topics using varied learning styles and interests. Homework assignments will include not only written assignments but also opportunities to participate in cultural and creative activities and real-world learning applications.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.

Reading with children and encouraging them to spend more time with a good book are emphasized.

Students in grades three through eight are encouraged to use an assignment book to record homework. Please check with your child's teacher for specifics.

GRADING/REPORT CARDS

Evaluation of the student is based on teacher judgment and observation, daily work, teacher-prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment), class participation, and effort.

Student achievement is monitored based on objectives stated in the Diocesan Graded Course of Study and Common Core Standards and incorporated into the teachers' plans for daily instruction. Procedures for evaluating student achievement include the following: teacher observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments, and written classwork, as well as other appropriate means of assessment.

Report cards provide parents with tangible evidence of their child's growth and development and promote mutual understanding and helpfulness between home and school.

At St. Mary School, student progress is available online through FACTS SIS. Parents are responsible for creating a username and password using the email on file with St. Mary School. FACTS SIS enables parents to view assignments, dates due, and grades for their children. This information is provided to facilitate communication between home and school and to give parents an up-to-date report of their child's progress.

Grade reports are issued four times per year. Students are given the grade report to take home in envelopes for the first, second, and third quarters. The fourth/final grade report is mailed home.

The grading scale for the Diocese of Youngstown includes the following areas: religious, social, and academic development.

A = 93-100%

B = 85-92%

C = 75-84%

D = 67-74%

F = 0-66%

Kindergarten uses a standards-based grading scale.

3 = Proficient 2 = Developing 1 = Emerging

Grades One, Two, and Three use a standards-based grading scale.

3 = Proficient 2 = Developing 1 = Emerging

Progress/Interim Reports

Interim reports will be sent home at the discretion of each teacher. It is the responsibility of each parent to monitor their child's grades/progress throughout the year using Facts SIS.

Promotion / Failure Policy

A major goal of the school is to assist students in completing each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.

Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.

If a student does not meet the criteria for promotion, a conference will be held with the parents and appropriate school personnel in attendance. If it is determined that additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.

Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be placed in the next grade level; however, the school must prepare and implement a Minor Adjustment Plan (MAP) for the student as a condition of placement.

Retention may be considered for the following reasons:

- Failure in three or more major subjects, i.e., religion, reading, math, English, social studies, and science (failure in an individual subject is defined as receiving a final average of F at the end of the year). Promotion to the next grade level may be granted provided the student takes summer school in reading and/or math if one or both of those subjects was/were failed.
- Failure to master reading readiness in kindergarten.
- Failure to master fundamental skills of reading and math in the first grade and second grade.
- Failure to earn a passing score on the Third Grade Reading Guarantee and/or failure to master fundamental skills of reading and math in the third grade.

IV. EDUCATIONAL RESOURCES

TEXTBOOKS/SUPPLEMENTAL MATERIALS

The principal and teachers select textbooks from approved lists prepared by the Diocesan Education Office. Texts are aligned with Ohio's Learning Standards. In addition to textbooks, students benefit from a variety of additional resources included with the texts, such as workbooks, review worksheets, software, manipulatives, assessments, and other resources developed to address a variety of student learning styles.

All textbooks except religion are supplied through our Auxiliary Services program. Students are responsible for the care of the books they use. All books hardback books must be covered and carried to and from school in a book bag.

Supply lists are available on the school website. Supplies are to be purchased in accord with that list.

AUXILIARY SERVICE PROGRAM

The State of Ohio provides diagnostic, remedial, and therapeutic services. Health services are provided in the school building. Materials for student use may also be purchased.

The Auxiliary Service Program provides the following personnel: multi-subject tutors, speech/hearing therapists, guidance counselors, health aides, and a government clerk.

TECHNOLOGY

Classroom instruction is supplemented with a variety of educational and audio-visual materials. These include software, online Internet access, Intranet e-mail, teacher web page activities, iPads/Tablets, digitally streamed content, Collaboration Boards, Chrome Books and laptops, resource kits, models, and magazines.

Proper use of technology, especially the Internet, is an important consideration. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools. *See attached Diocesan Student Technology and Internet Acceptable Use Policy.* Using school facilities for the Internet and e-mail is a privilege, not a right. Inappropriate use, which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration, can result in a cancellation of those privileges and also subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or networks connected to the Internet. The creation and/or uploading of "computer viruses" are expressly prohibited.

Additional responsibilities for the use of school facilities for the Internet and e-mail are:

- No student may use the Internet unless the school has on file a Student Technology & Internet Acceptable Use Policy Agreement that is signed by both the student and the student's parent/guardian. This agreement must be completed annually.
- When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- Users should not reveal their personal addresses or phone number(s) and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computers, networks, or systems may be denied access to the school's computers, networks, and/or systems.
- Users shall abide by generally accepted rules of network etiquette, which include, but are not limited to:
- Messages to others shall be polite and shall not be abusive.

- Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.
- Use of the network shall not disrupt the use of the network by others.
- There shall be no links from the school home page to a student's personal home page.

While the monitoring of a student's home use of the Internet is the responsibility of the parents, there are times when the result of home usage materially disrupts classwork or involves substantial disorder. The school will use normal disciplinary procedures to deal with such situations. If the school becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.

FIELD TRIPS

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations. Students may be denied participation if they fail to meet academic or behavior requirements. Field trips are considered an extension of the school day, and the code of conduct will apply.

A student must give a permission form signed by a student's parent(s) to the sponsoring teacher prior to a student participating in each activity.

On limited occasions, a private passenger vehicle must be used; the principal must approve of this. The following conditions apply for volunteer drivers:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. The vehicle must be insured for a minimum limit of \$100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary. The diocesan insurance is secondary. The driver must provide a copy of proof of insurance which should be kept on file. (The insurance follows the car.)
5. No driver should take more children than the number of seat belts in a car.

Each driver should be given directions to the site and rules and procedures for student behavior in cars.

Each driver must follow the schedule and not deviate from it (i.e., taking a side trip to an ice cream stand or fast-food restaurant).

Drivers must comply with the Diocesan policy of completing the Virtus Class and BCI fingerprinting.

Parents/guardians are to be furnished with detailed written information about the field trip and must be given the opportunity to "opt-out" their child(ren) from the field trip. It should also be understood, and in light of world conditions, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

Children not enrolled in the school may not attend field trips. This prohibition includes children of parents who chaperone the field trips.

Overnight Trips

Only certain grade levels may participate in overnight trips. These must be educational in nature, be properly chaperoned, and must not be required. They also are considered to be a privilege and not a right of the student to attend. Parents attending such trips are required to be fingerprinted and attend a child protection workshop.

V. COMMUNICATION

St. Mary School utilizes multiple resources to communicate with parents (FACTS Parent Alert, school website, email, phone messages, Remind, etc.) Parents are required to keep informed by reading all communications sent to them. Many times, referring to these resources first will eliminate unnecessary calls to the school office.

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention from the school administration.

PARENT/TEACHER CONFERENCES

Two scheduled parent conference days during the school year promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home/school communications. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time. Mandatory parent conferences are held in October. Conferences in February are left to parent/teacher discretion. The teacher will send home scheduling information prior to conferences. Attendance at these conferences is a parental responsibility that should not be taken lightly.

Teachers may never be kept from class to confer with a parent except in an emergency situation that has been reported to the office.

SMB EMAILS

A newsletter communicating relevant information and upcoming events will be sent periodically throughout the month. This may also be acquired anytime by visiting our website www.stmarymassillon.org under *E-Newsletter/Archived Newsletters* .

Each teacher has an e-mail address and can be contacted in this manner. E-mail addresses for the faculty use the first initial and last name followed by @youngstowndiocese.org (ex. jsmith@youngstowndiocese.org) and can also be found on the school website. Teachers will answer emails at their earliest opportunity.

TAKE-HOME COMMUNICATION

Communications may be sent home via hard copy with students on Thursdays. It is the parent's responsibility to remain informed by reading all communications that are sent home with your student either by hard copy, email, or text.

TEACHER PHONE MESSAGES

Phone messages for teachers will be given to them throughout the day. Teachers will return your call as soon as possible. Parents may leave a message for members of the staff at any time following the directions on the messaging system. St. Mary School phone: 330-492-2657.

TELEPHONE USE / MESSAGES FOR STUDENTS

Students may never be called to the phone unless there is an emergency. Messages will be delivered to students in the classroom regarding transportation changes, appointments, etc.

INCLEMENT WEATHER / SCHOOL CLOSINGS

The school must have a minimum of 1,001 instructional hours. If the number of calamity hours exceeds the minimum hours of instruction, the school must make up any missed hours. The school has built into its calendar make-up days to be used if the preceding situation occurs.

On any day in which classes are canceled due to severe weather conditions, all other school-related activities (school-sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall be canceled on that day and evening. The only exception is for junior high sports, where the game is scheduled as "away," and the host team is in session.

School cancellation or delay announcements will be communicated through an automated phone message, text message, email, and social media.

EVACUATION / RAPID DISMISSAL / TORNADO / EMERGENCY DRILLS

Evacuation drills are held once a month, with one during the first two weeks of school. Evacuation drill procedures are reviewed at the beginning of each year. Escape routes are posted in every room.

Tornado drills are held in the spring, with the first one to coincide with the city, county, or statewide drills whenever possible. Locations are posted in each classroom, and students are instructed in proper procedures.

EMERGENCY STUDENT SAFETY UPDATE

In the event of a lockdown or rapid dismissal, parents will be notified via an automated phone message or SMB email.

VI. ADMINISTRATIVE PROCEDURES

ADMISSIONS

Diocesan Policy For Admission

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission are determined by the school according to the following general criteria:

Registrants for school will be accepted in the following order:

1. Students of registered participating parishioners whose parish(es) provide the elementary school;
2. Students of parishioners whose parish does not provide a Catholic elementary school will be accepted in the nearest Catholic school; and
3. Non-Catholic students will be accepted on a space-available basis after a conference regarding the reason for registration in a Catholic school is held with the parents and principal.

Catholic elementary students should attend either their own parish school or if their parish has no school, the Catholic school which is nearest their home or the Catholic school that could best provide for individual needs.

Age for Admission To Kindergarten

Children who reach the age of five years by September 30 and who have been screened may be admitted to a kindergarten program.

Admission is contingent upon receipt of the following:

- Completion of the application form
- Presentation of an original birth certificate
- Baptismal certificate for Catholic students
- Proof of adequate immunization as required by the Ohio Revised Code
- Completion of Emergency Medical Authorization form
- Proof of custody for students not living with either or both natural parents
- Social Security number (if U.S. citizen)

Additional Requirements for Admission To Grades 1-8

- Educational and health records from the previous school.
- If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school prior to being enrolled at the new school.

General Conditions of Admission

In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school, may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities, provided that information does not discriminate (automatically prohibit a student from applying).

Registration for new students begins during Catholic Schools Week, usually at the end of January or the beginning of February. At the time of registration, copies of the child's birth and Baptismal certificates are needed. Custody papers are also required where applicable. Health records, including the immunization record, are due in the office by the first day of school. Education and Recess fees are due at registration and are non-refundable after August 1.

Students applying for acceptance as transfer students are required to present report cards of the present and previous school year. After evaluating a student's records, the school will notify the parents as to whether or not the student will be accepted.

Foreign Students

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons.

Effective January 30, 2003, all schools in the United States wishing to enroll Non-immigrant F-1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor Information System (SEVIS). Information on whether or not a school has been chosen to register with SEVIS and is qualified to enroll an F-1 student is available through the particular school office.

Also required of the incoming student are:

- I-20 Form (if applicable)
- Diocesan Emergency Care Form
- State Immunization Form
- Local Admissions Forms
- VISA

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class that is consistent with the results of the student's prior academic records and any admission testing. Please refrain from requesting student placement with certain teachers and/or students as our faculty use great consideration in creating the classes.

ATTENDANCE

Diocesan Policy For Attendance Requirements

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory. Regular attendance is a serious parental obligation. Irregular attendance may cause a student to miss important lessons and may result in poor grades and a lack of enthusiasm for school.

The school (K-8) is normally in session not less than 178 student attendance days per academic year or the length of time as required by the Ohio Department of Education and the Office of Catholic Schools. School calendars for each year are available from the school or office or can be accessed on the school website.

Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, or any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

School Hours

Students may report to their classroom as early as 7:40 AM. The first bell rings at 7:50 AM. The tardy bell rings at 8:00 am. Late buses are the exception. All times and practices are subject to change.

School dismissal begins at 2:30 PM for bus riders and 2:35 PM for walkers and car riders. Children are expected to be out of the building unless under adult supervision (i.e., teacher, coach, Aftercare Program staff).

For those students requiring before-care services, the school building opens at 6:30 am. (arrangements must be made beforehand; otherwise, children are allowed into the building at 7:40 am. Any student arriving prior to 7:40 am MUST attend the Morning Care Program and will be charged accordingly.

Tardiness

The tardy student will be subject to disciplinary action by the school administration or by the teacher. Since tardiness interferes with the child's progress in school and disrupts classroom teaching, parents are expected to see that their children cultivate the habit of punctuality.

A student is tardy if not present IN the classroom at 8:00 AM. Students who are tardy must report to the school office for a tardy slip before going to their classrooms. Tardy slips are to be presented to the homeroom teacher. After six tardies in a nine-week period, lunch or after-school detention will be given to the student. If a student arrives after 10:00 AM or leaves before 12:00 PM, the student is absent for half a day. Please note that students who arrive after 10:00 AM are also considered half-day absent and will also be marked tardy.

Absences/Leaving School

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

1. The parent(s) must phone the school, giving the reason and the approximate length of absence.
2. A written excuse explaining the reason for absence, signed and dated by the parent, must be presented upon a student's return to school.

Persistent absences may cause serious academic problems (including but not limited to course failure). The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.

Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent or (b) leave the school grounds with the prior authorization from the principal/administration.

Reporting Absence

Please call the school office at 330-832-9355 by 9:00 AM if your child is absent. When students return to school, they are required to present their teacher with a note stating the reason for the absence and signed by the parent. Please notify the school office immediately if the illness is of a contagious nature.

Absence For Other Reasons

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parent(s) should discuss the student's progress with the teacher. A Vacation Request Form must be completed one week prior to the absence. When the student returns, makeup work will be given. The responsibility for such make-up work belongs to the student.

If a student arrives after 10:00 AM or leaves before 12:00 PM, he/she is absent for half a day. Please note that students who arrive after 10:00 AM are also considered half-day absent and will also be marked tardy. The only exception is for educational activities authorized by the school. When returning to school, the student is to present a written excuse to the homeroom teacher stating:

- Date(s) of absence
- Reason for absence
- Signature of parent

After an absence, it is the student's responsibility to request all missed work from the teacher. Student work may be requested after two or more days of absence.

Students who have been absent for more than five days should return with a doctor's excuse.

Anticipated Absence/Family Vacations

Family vacations should coincide with school vacation dates. In situations where absence cannot be avoided, the principal and all teachers should receive the Vacation Request Form well in advance. Teachers will give a list of missed assignments to the student **once they return from vacation. Please do not request work in advance of any vacation time as this causes added work for the teachers.** Students are responsible, under the supervision of their parents, for the completion of work missed during an absence.

Teachers will assign a reasonable length of time in which assignments are to be completed.

Work that is not made up will be marked as incomplete and graded accordingly.

MAKE-UP WORK DUE TO ABSENCE

As a faculty, we feel it is best that the student use the sick time at home to rest and recuperate; thus, no homework will be sent home on the first day of illness. If your child is absent only one day, missed work will be automatically sent home upon his/her return. Parents may request any work missed after the first day by contacting the school office by 9:00 A.M. These requests will be forwarded to the teacher, who will send the work to the office by 2:30 P.M. for pick-up in the office or sent home with a sibling. Work missed due to an absence should be completed within the same number of days absent plus one day.

RELEASE OF STUDENTS

If a student leaves early or leaves and returns from a doctor's appointment, etc., the parent must enter the building to sign the student out in the school office. A driver's license is required to sign a student out. Prior to signing a student out, a note must be sent that morning informing the teacher if a student must leave during the day. Students must bring a slip from their doctor upon returning from their appointment and sign back in.

AFTERSCHOOL POLICY

St. Mary's Aftercare School Program operates each school day from 2:35 P.M. - 5:45 P.M. Attendance may be on a regular or drop-in basis. Good behavior is expected of students; otherwise, they will be asked to refrain from using the program. Students must be pre-registered to attend. Registration and fee information is sent in the first school newsletter of the year and is also available in the school office.

Students with after-school activities must have a permission slip to stay for the activity. This must be signed by a parent/guardian and be on file with the adult moderator.

VII. FINANCES

We believe our tuition payments are an investment in your child's education and religious formation. Therefore, the following policy has been established in order to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

TUITION PAYMENTS

- Families who are registered and regular attending members of our church or a parish within Stark County, with children enrolled in the full-time program at the school, shall receive the benefit of a reduced rate of tuition to be determined annually.
- Families who are not Catholic, with children enrolled in the full-time program at the school, shall make tuition payments equal to the total cost for educating each child in attendance (total per-student cost x total number of children enrolled). The rate of tuition is determined annually.
- All families shall be expected to make tuition payments according to one of the payment plans below.
 - Options for payment include:
 - Full Payment: Under this plan, the entire amount of tuition is paid either in full in one installment and is due no later than August 1.
 - Monthly Payment: Under this plan, payments are spread over a ten (10) month period beginning in August and ending in May.
 - Semi-Annually Payment: Under this plan, two (2) equal payments are due in August and January through the FACTS Tuition Management Plan.
 - You may choose automatic (ACH) payments made through your checking or statement savings account **or** credit card.
- All plans require completion of an online FACTS agreement form to authorize the automatic (ACH) monthly payments **or** to set up credit card use. A non-refundable annual fee will be assessed by FACTS for payments through the FACTS Tuition Management Plan.
- Each family's **Enrollment Agreement** form must be submitted each year at the time of student registration.
- ALL FAMILIES MUST ENROLL in the Facts Tuition Program.

Late Registrations

Families registering after August 1st shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated monthly.

Late Payments

It shall be the responsibility of each school family to keep the school's financial office informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late. Late payments will be assessed a \$30 late fee from Facts.

Tuition Assistance

A limited amount of tuition assistance is available from the parish for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the Principal of their need whenever it may arise during the year. For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

Ohio EdChoice/EdChoice Expansion Scholarship

Scholarships are available to students attending public schools designated by the Ohio Department of Education. The list of eligible public schools is available at <http://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program>.

Families at qualifying income levels are eligible for Expansion Scholarships when not eligible for traditional EdChoice. Visit the website listed above for income guidelines and eligibility.

Students are eligible to maintain their scholarships through high school as long as they meet the requirements for renewal.

Edchoice Policy

Schools that accept students eligible for an EdChoice Scholarship are responsible for following all the rules set forth by the State of Ohio regarding the Scholarship.

Edchoice Procedures/Guidelines

- Admission Policy must be identical for both EdChoice and non-EdChoice students.
- Tuition policy should be the same for both EdChoice and non-EdChoice students. In the case of multi-child tuition discounts, the policy should be written to state that the oldest child receives the discount.
- A chartered nonpublic school that participates in the EdChoice Scholarship Program may charge a student whose family's household income is 250 percent over poverty up to the difference between the amount of the scholarship and regular tuition. Each chartered non-public school that charges a scholarship student shall annually report to the Ohio Department of Education the number of students charged and the average of the amounts charged to such students.
- EdChoice students are required to take all applicable Ohio Assessments.

Delinquent Tuition

Families failing to pay tuition according to the agreement they have made with the school or who have been unwilling to make suitable alternative arrangements with the school or parish will jeopardize their enrollment status. All families must be current in their payment of tuition. Additionally, students will not receive report cards, and permanent records, except as stated by law, will not be released.

Delinquent Tuition from Previous Year(s)

All previously unpaid tuition must be paid by August 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made through Facts. If payment is not possible, suitable arrangements must be made with the Principal.

Tuition Refund

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year.

Families who withdraw from St. Mary School after the start of the school year will be refunded under the following guidelines:

- Tuition will be prorated on a monthly basis.
- Fees are non-refundable.
- Athletic fees are non-refundable after the start of the sports season.

All textbooks, library books, athletic equipment, and school property must be returned before refunds are issued.

Transfer of records to the new school of attendance will be made after all tuition and fees have been paid and school property has been returned.

Transferring to Another School

The school must be notified in writing by the parent(s) or guardian(s) regarding a decision to transfer a student to another school. The school must also be advised of the last day of attendance. Students transferring or withdrawing are required to complete an Exit Form prior to withdrawal. Records will be released to the new school when the Release of Student Records form is received from the new school. However, all accounts must be paid in full before academic records will be released or transferred. Accounts include tuition, education and recess fees, athletic fees, extra-curricular fees such as band or clubs, field trips fees, lunch fees, and all other outstanding amounts due at the time of withdrawal.

All school-owned materials such as textbooks, technology devices, library books, and athletic uniforms must be returned to the school before records will be released or transferred.

VIII. GENERAL SCHOOL POLICIES

CALENDAR

School calendars for each year are available from the school office or can be accessed on the St. Mary School website at www.stmarymassillon.org.

FEDERAL HOT LUNCH PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap, or national origin. Any person who believes he or she has been discriminated against in any USDA-related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

If students bring their lunches to school, they should have a bag or lunch box clearly marked with their name and grades. Drinks in boxed containers are permitted, but not those in cans, bottles, or squeeze containers. No soda or pop is permitted. A thermos may also be brought to school. Students are required to bring a reusable water bottle to school every day for use throughout the day. The water bottles can be filled at one of our many water filtration systems available throughout the school. We do not utilize traditional water fountains.

Hot lunch is available daily in the cafeteria. We utilize an online ordering system. Orders are placed through the Facts SIS. Orders must be placed and paid for in advance. Late orders cannot be accepted. If your child forgets to bring lunch or if hot lunch has not been ordered, a peanut butter and jelly sandwich will be given to the student and charged accordingly.

Parents may drop lunch off for their child if forgotten, but lunch must be clearly marked with the student's name. **Bringing in fast food is not permitted.** Parents will be contacted if this rule is violated.

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds and sign in. Visitors must sign in at the School Safe ID kiosk located outside of the school office. A driver's license is required for visitor passes and for signing out any student for early dismissals.

Parking for visitors is available in the church parking lot. Street parking is prohibited during school hours

RELEASE OF DIRECTORY INFORMATION

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student's name; student's parent(s)/ guardian(s), addresses, phone numbers; dates of attendance; organizations and teams to which a student belongs; and pictures taken of the student participating in school activities. This directory information may be released without the prior consent of the holder of FERPA rights. Nonetheless, the school will withhold such information upon written request of the parents, except where other state or federal laws may require disclosure to legitimate authorities.

Parents may sign the Waiver/Right to Object form when students are participating in videotaping, audio recording, school pictures, other photography, or the Internet. Any student or parental publications are subject to review and approval of the school administration prior to publication.

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a certified copy of the document for which there is a legal custody agreement for any student not residing with his/her parent.

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

The school administration may elect to provide at-cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

TRANSFER OF RECORDS

Records are released to another school only when the parents provide a written request for such records or when those individuals to whom the custodial parent has given written permission have requested the child's records to be released. Only copies of student records may be released.

Parents may not hand carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand-carried."

As a rule, St. Mary School has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools or issue a Certificate of Diploma to the student if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations). However, health records and testing results that have been obtained through state or federally funded programs will be forwarded.

IX. TRANSPORTATION/PARKING

BUSING

The following school systems transport children to St. Mary School: Massillon City, Jackson Local, Perry Local, and Tuslaw Local.

Bussing information is provided directly to parents by school systems prior to the beginning of the school year. It is the parent's responsibility to contact the bus garage with any changes or questions. Below is a listing of busses that provide transportation to and from St. Mary School and their facilities' phone numbers:

| | | | | |
|----------------|--------------|-------------|--------|--------------|
| Massillon City | 330-830-3910 | Perry Local | Tuslaw | 330-477-1300 |
| Jackson | 330-830-8042 | Local | | 330-837-7813 |

For the first week of school, parents of students in Kindergarten and grades 1 and 2 should attach a small card to the student's shirt listing the following:

Child's Name Phone Number

School District Address

Bus Number or Route Number for A.M. and P.M. bus

If there is an older student responsible for your child, please list the name of that student.

Please send a signed note if it is **necessary** that your child ride a different bus home from school. A bus pass signed by a St. Mary's staff member will be issued to the student. Without this pass, the bus driver is not permitted to transport your child. **This policy is a *privilege*, and we request parents to keep in mind that the use of this privilege should be kept to a minimum.**

Students are not permitted to ride any bus outside their own school district, even if the parent writes a note. Each school district is very strict in this regard. The principal does not have the authority to change or interfere with this regulation. Parents must contact the public school district for their policy.

Ultimately it is the parent(s)' responsibility to assure end-of-day transportation arrangements are made. Ordinarily, students are not permitted to call home to make transportation arrangements.

Bus Conduct

Students are expected to behave responsibly and respectfully at all times while boarding or on the bus, following that district's policy. Written notification of any violation and disciplinary action will be sent to the parents and school principal.

- First offense = verbal/written warning
- Second offense Two-day suspension from bus transportation
- Third offense = Five days suspension from bus transportation
- Fourth offense = Removal from bus transportation for the remainder of the semester

CAR TRANSPORTATION

Parents who drop off students in the morning are to follow the following drop-off rules: Parents are to use the lane around the cemetery to get to the lane between the church and school. Students may exit the vehicle in front of the gym doors when a teacher is present. Parents are not allowed to park on the opposite side of the street to drop students off. U-turns in front of the school are not permitted by law. Cars should not stop within the marked crosswalk.

Parents who pick up students after school are to follow the following pick-up rules:

- Parents are to use the lane around the cemetery to get to the lane between the church and school.
- Each student will be called to dismiss.
- Please do not leave your car unattended.
- Please follow the directions of the teachers on duty.

When a child is going home by car with parents or with others, a note must be given to the teacher that morning on behalf of each party. Students may not leave the school premises without a written note from a parent. Parents must call the office by 1:45 PM if no note was sent to the school; after this time, we cannot guarantee the change.

Ultimately it is the parent(s)' responsibility to ensure that end-of-day transportation arrangements are made prior to the school day. **Ordinarily, students are not permitted to call home to make transportation arrangements.**

Students who are not picked up by 2:45 PM will be sent to after-care and charged accordingly.

WALKERS

All students must go directly home after school unless parents provide the school with written information indicating other arrangements. Written parental permission should be on file in the school office for all students who may walk daily or occasionally. Permission forms are available in the school office.

X. PARENT INVOLVEMENT

ST. MARY PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization (PTO) provides an environment for parents, teachers, and administration to work together to enhance and maintain the school's high quality of education and its integral role in the St. Mary School Community. It acknowledges its full support of the school faculty and hopes to share its talents to serve the needs of the school.

Goals of the PTO:

1. To be a link of communication between home and school.
2. To provide opportunities for parent education and volunteering at the school.
3. To provide volunteers for various school needs.
4. To advise and support present and future school programs.

Encouraging family participation is an important part of the St. Mary School philosophy. Your children love to see their loved ones involved in school activities, and the ParentTeacher Organization always needs volunteers. However, we know that the time commitment is sometimes difficult to manage. We offer many ways for you to help.

Below is list of programs offered within the PTO. An updated listing of the Chairperson for each subcommittee can be found on the PTO link on the St. Mary School website. If specific program interests you, please feel free to contact the school office to find out more information.

- Scholastic Book Fair
- Staff Appreciation
- Room Parent
- Welcome Committee
- Box Tops
- Scrip
- Fundraiser Dining
- Night at the Races
- Trek for Tech
- Fish Fry
- Spirit Store
- Picture Day

FUNDRAISING

Any program of fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

SCRIP

SCRIP is a tuition savings program of which every family can take advantage. SCRIP is offered through the school or online. Initial registration is required, and a small percentage of your earnings is withheld to cover the cost of postage and handling. Families may take advantage of the SCRIP program to significantly lower their tuition. Earnings can be applied toward tuition at St. Mary or Central Catholic High School. Anyone may purchase on your behalf (i.e., grandparents, aunts/uncles, neighbors) with the required registration. Please call the school office for more information or visit our website at <http://stmarymassillon.org/scrip> for more resources.

VOLUNTEER OPPORTUNITIES

Opportunities to volunteer at St. Mary School present themselves throughout the school year. Please keep in contact with your student's teacher and school communications to learn of any help needed throughout the school year. ALL SCHOOL/PARENT VOLUNTEERS (including but not limited to field trip chaperons, recess volunteers, lunchroom volunteers, classroom room parents or holiday party helpers, etc.) must comply with Diocesan policy of background check and child protection workshop certification. For further information on documentation needed to be compliant as a school volunteer or to confirm the status of your paperwork on file, please contact the school office.

Volunteer Programs

| | |
|------------------------|----------------------|
| Athletic Committee | Book Fairs Faculty |
| Chaperones | Luncheons |
| Coaching | Library Aides |
| GR 7 & 8 Dances | Hot Lunch |
| Technology | Lego Club |
| Fundraisers | Spirit Store |
| Box Tops for Education | Classroom Helpers |
| Hospitality | Teacher Appreciation |
| Pre-Loved Uniforms | Spiritwear |

XI. EXTRACURRICULAR ACTIVITIES

PARTICIPATION

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extracurricular activities. Examples include the following as well as Reading Club, Art Club, and Lego Club.

Band Lessons

Students in grades 4 - 8 are eligible to participate in an instrumental music program. Information is sent home in August regarding the cost and details of the program.

Altar Servers

Students in grade 4 are eligible to become altar servers. Their director will establish the criteria and the time for the training. Parents who allow a child to become an altar server assume the responsibility of having the child at the assigned liturgy on time.

Power Of The Pen

This competitive program in creative writing is for students in grades 7 and 8. It is a program that provides an enjoyable, creative, enriching experience for both students and coaches alike.

Choir

St. Mary's Choir is open to students in grades 5 - 8. Choir members sing for school liturgies and other special programs. Rehearsal is after school.

Student Council

Student Council leadership is open to students in grades 4-8 as classroom representatives and grades 7-8 as officers. It provides them with opportunities to develop leadership skills. Student Council members work to:

- Develop a sense of responsibility.
- Develop a school spirit.
- Add a new dimension to the learning atmosphere.
- Provide a service to the school, church, and community.

Scouting Program

Cub Scouts and Boy Scouts are active programs emphasizing service, citizenship, international friendship, and character development activities. Information related to this program is sent home early in the school year. All scouting programs are dependent for their existence on the availability of good adult volunteers.

Athletic Program

The purpose of the athletic program is to encourage participation and foster physical growth and good sportsmanship. In accordance with the Ohio High School Athletic Association requirements, the school sponsors sports for students of grades 1-8. Please refer to our school website under Athletics for specific opportunities for each grade level.

Sports Programs Include:

| | |
|---------------|--------------|
| Boys: | Girls: |
| Flag Football | Cheerleading |
| Football | Football |
| Basketball | Basketball |
| Track | Volleyball |
| Golf | Track |
| Lacrosse | Golf |
| Tennis | Lacrosse |
| | Tennis |

Students in any of these activities must fulfill all of the eligibility requirements prior to their first official practice. Registration and payment are made through FACTS. Participants on St. Mary teams must provide:

1. Signed parental permission form/registration on file.
2. The yearly physical and medical questionnaire was completed by a physician. • Fee for each sport paid prior to participation; and
3. A signed code of conduct agreement.

Extracurricular Eligibility Policy

St. Mary School encourages each student to participate in activities that contribute to the development of the whole person. Participation in extracurricular activities is both a privilege and a responsibility. It is a privilege to represent St. Mary School and a responsibility to meet academic and conduct standards.

Two eligibility standards will determine a student's participation in all extracurricular activities:

- Academic Standards - Any student receiving cumulative grades, which include one F or two D's, will be suspended from extracurricular activities for up to two weeks, beginning the Monday following the review day. Sports suspensions include practice and games.
- Conduct Standards - The suspension code above also applies to students who receive three or more points during that athletic season.

Academic and conduct reviews will be done at the time of progress reports and report cards. Suspensions will be communicated on the Monday following report card day to:

- the student by the homeroom teacher;
- the parent and coach by the athletic director.

Because it is impossible to foresee all problems that may arise, the principal, teachers, and coaches may suspend a student from any team or activity at any time during the season for any action that violates the spirit and philosophy of the school, even though not specified here.

Additional Clubs/Activities include:

Student Council Yearbook Choir Book Club Art Club Power of the Pen
Band (GR 4-8) Scouts Lego Club All Sports

XII. Student Responsibilities and Behavior

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, responsibility for Catholic moral values, and loving respect for the rights of all persons are encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty, and students work together to create a Catholic school environment. These basic components include:

Teachers have the right to teach. No student will stop the teacher from teaching.

Students have the right to learn. No student will stop another student from learning.

The school observes this Code of Conduct because it is built on fundamental Catholic school teachings. The role of the principal/administration, staff, and faculty are to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

STUDENTS' RIGHTS AND RESPONSIBILITIES

As a member of God's family, each student at St. Mary School has the following rights and responsibilities:

- The RIGHT to make choices and the RESPONSIBILITY to accept the consequences associated with their choice.
- The RIGHT to be treated with kindness and the RESPONSIBILITY to treat others kindly.
- The RIGHT to be treated fairly and the RESPONSIBILITY to treat all fairly.
- The RIGHT to be safe and the RESPONSIBILITY to follow safety rules.
- The RIGHT to express himself or herself and the RESPONSIBILITY to listen to others with Christ-like care and concern.
- The RIGHT to take pride in the school and the RESPONSIBILITY to support school activities and to care for all school property.

PARENT RIGHTS AND RESPONSIBILITIES

- The RIGHT to expect a Code of Conduct grounded in the Gospel message and the RESPONSIBILITY to support the St. Mary School Code of Conduct.
- The RIGHT to receive a copy of the Code of Conduct and the RESPONSIBILITY to sign it and to review it with their children.
- The RIGHT to be notified by the teacher/administrator when a discipline problem occurs and the RESPONSIBILITY to support the disciplinary measure(s) taken.
- The RIGHT to discuss classroom/school discipline policies with the teacher/administrator and the RESPONSIBILITY to cooperate and support school policies.

TEACHER RIGHTS AND RESPONSIBILITIES

- The RIGHT to participate in the Code of Conduct committee and the
- RESPONSIBILITY to contribute suggestions for a fair and reasonable Code of Conduct.
- The RIGHT to be in-serviced on the Code of Conduct and the RESPONSIBILITY to implement classroom management policies.
- The RIGHT to teach and work in a safe and healthy environment and the RESPONSIBILITY to participate in safety drills and enforce safety regulations.
- The RIGHT to teach with minimal behavior disruptions and respect and the

WEAPONS

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto these premises. ORC SEC. 2923.1212. A valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

A "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearms, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to, clubs, nunchucks, brass knuckles, knives, pocketknives, stun guns, and billy clubs.

Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other areas of the school property, or having a weapon on one's person.

SUBSTANCE ABUSE

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

1. For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances and/or the use of illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess or distribute alcohol, and/or possess or threaten to use any weapon (e.g., knife) or firearm (to include firecrackers and/or any explosive device that would bring potential harm to people and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but not limited to expulsion). The school may require a professional assessment to determine the appropriate program.
2. The use or sale of drugs on or within one thousand feet of school property is unlawful under Ohio State law and is in violation of school policies. If a student is suspected of having violated this policy or is discovered with the unlawful use, sale, or possession of drugs or alcohol on or near school property or at school-sponsored events, the student will be subject to disciplinary action, up to and including expulsion. In the event the school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

GANGS

Gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions: scooters, skateboards, radios, CD players, tape recorders, pagers, cell phones, or other electronic devices.

Cell phones/electronic devices are to be silenced and kept in the student's book bag until the student leaves school premises unless given permission by school personnel. If a student uses the device without permission, it will be confiscated and must be picked up in the office by the parent. See Diocese of Youngstown attachment "Personally Owned Device Policy."

SMOKING

Possession of cigarettes or smoking on school premises is prohibited and will be considered a reason for parental notification and suspension.

SEXUAL HARASSMENT—STUDENTS

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Youngstown endeavor to provide for its students an atmosphere free from sexual harassment.

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures, or other literature, or having such material in one's possession in the school,

on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred.

Possible disciplinary actions may include but are not limited to any or all of the following:

- Verbal warning/reprimand and apology to the victim;
- A parent/student/principal conference;
- Written warning/reprimand and parent notification entered in the student's file;
- Detention or removal from selected school activities and/or extracurricular activities;
- Behavior/probation contracts, possibly requiring professional intervention;
- Suspension; and/or
- Expulsion

SEXUAL VIOLENCE

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required, under state law, to report the incident (ORC 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (ORC 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic Schools will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

DISCIPLINE

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy, and code of conduct of the school, even though not specified.

Injustice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

Use Of Disciplinary Action

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation. Corporal punishment is prohibited.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

Disciplinary Measures

The following are some approved disciplinary measures:

- Conference with student and/or parent
- Appropriate verbal reprimand
- Temporary removal from the classroom (e.g., time-out room) or isolation from the group with supervision
- Loss of privileges
- Supervised after-school detention
- Referral to Principal
- Disciplinary contract

SPECIFIC DISCIPLINARY POLICIES

Outside Recess Rules

- Good manners and sportsmanship should be used at all times.
- Good playground behavior is expected. Playground activities not permitted: tackling, pushing, kicking other students, hitting, carrying others, contact sports, red rover, or gymnastics.
- Once out on the playground, remain outside until the whistle blows or the bell rings unless there is an emergency. Check with the teacher(s) or playground monitor on outside duty before coming into the building.
- Keep hands to oneself, no touching other's hats, coats, belongings, etc.
- Sticks, rocks, glass, and other such items should be left on the ground unless they are deposited in the trash container.
- There should be no playing by the classroom windows or in front of the doorways.

- All playground equipment should be used properly and safely. No hanging on basketball hoops, etc.
- Clean off snow and mud before entering the building empty rocks from shoes.
- No throwing of snow, rocks, etc., or sliding on the ice.
- All games and activities must stop when the whistle blows or the bell rings.
- Students should form a line and quietly enter the building after recess. Recess ends with the whistle or bell.
- Do not interfere with other pupils' games or activities. Follow the direction of the playground monitor.
- All balls should be made of soft material (i.e., nerf/approved playground balls).

No child is permitted off the premises for any reason. If surrounding areas are wet and muddy, students must play on the blacktop.

Failure to adhere to rules on the playground will result in loss of recess or other penalties.

Inside Recess Rules

- Students must stay in their own classrooms unless the teacher has given written permission to the monitor prior to recess.
- Trips to the restroom, office, or library must have the permission of the monitor.
- Students must be seated during inside recess. They may sit at their own desk, any other desk, or on the floor, but they must be seated. Students may not sit on top of the desk or on the window ledge.
- The tone of voice should be an ordinary conversation. Shouting is not permitted.
- Unruly behavior is not permitted.

Lunchroom Regulations

- Students are to go to the cafeteria and wait in an orderly manner in either the hot lunch or milk line. Once students are seated, they are not to get up but may raise their hand if they need something.
- At the end of lunch, the students are to clean up their place and line up to go outside or to class. It is understood that behavior in the cafeteria is always respectful.

CODE VIOLATIONS AND CONSEQUENCES GRADES K-3

Any form of discipline should be a means of modifying or changing behavior. Students who lack self-discipline or who violate the rights of others can expect some type of disciplinary action. Each offense will be dealt with on an individual basis according to the age of the child, the nature of the infraction, and the severity of the case. Repeated infractions will result in more serious consequences.

Minor Infractions:

Minor infractions include but are not limited to:

- Verbal abuse, rudeness, or disrespect
- Misconduct in Mass, halls, on the bus, on the playground, or in the cafeteria
- Dress code violation
- Gum chewing, candy, or pop

- Running in building
- Excessive tardiness
- Excessive talking

Ordinarily, minor infractions will result in:

- Reprimand/communication with the parent
- Loss of recess
- Three lost recesses will result in detention
- Three detentions will result in in-school suspensions
- After three in-school suspensions, students will be asked to withdraw (Out-of-school suspensions will be given only in extreme circumstances)

Major Infractions:

Major infractions include but are not limited to:

- Use/possession of a weapon or what could be perceived as a weapon. Police will be informed.
- Repeated disregard for school rules and regulations
- A serious offense involving the use of violence, force, threat, coercion, or other conduct which violates the safety of others. Police may be informed of these incidents.
- Vandalism
- Smoking
- Truancy
- Harassment (sexual and otherwise)
- Public display of affection
- Disrespect of authority
- Leaving premises without permission
- Abusive/vulgar language
- Vulgar written/audio/digital materials
- Stealing
- Possession/use of drugs, alcohol, or tobacco (counseling may be required)
- Computer/internet abuse
- Insubordination (disregard for faculty or staff)
- Cheating/plagiarism
- Unauthorized use of cell phone/electronic device. *See Diocesan Student Technology & Internet Acceptable Use Policy*

Discipline for major infractions may bypass the progressive discipline steps depending upon the severity of the infraction.

Parents will be notified in advance of the time when detention is to be served and are responsible for picking up the student at the time designated. Students must be picked up from detention and signed out by the responsible party.

CODE VIOLATIONS AND CONSEQUENCES GRADES 4-8

Students will receive points based on the severity of each offense. Points accumulate for each year and will be indicated on quarterly report cards. In most cases, a minor offense will incur one point and a major offense, three

points. After an offense, a Conduct Email will be sent home informing the parent of the incident. Parents can check the status of their students' point summary at any time through FACTS SIS under Behavior.

Some of the more **COMMON** violations for which up to **three (3) points** will be given are listed below:

- Truancy
- Harassment (sexual or otherwise) including verbal or written threats to other students and faculty.
- Disrespect of authority or property
- Leaving the premises without permission
- Abusive, vulgar language
- Vulgar written/audio/digital materials
- Stealing
- Computer/internet abuse
- Cheating/Plagiarism

Some of the more **COMMON** violations for which one to **two (2) points** will be given are:

- Hair too long (boys) (students will be given one week to remedy hair).
- Any violation of the dress code (see Dress Code requirements).
- The third dress code violation will result in a uniform day on the next casual dress day.
- Inappropriate lunchroom behavior
- Public display of affection
- Classroom, hall, restroom disruption
- Chewing gum
- Bus conduct slip
- Class tardiness
- Failure to bring supplies to class
- Failure to return forms or correspondence.

Violations that may result in out-of-school suspensions in addition to points will be given for:

- Possession of real or toy knives, guns, water pistols, or other weapons
- Fighting, pushing, shoving, and/or physical harm
- Vandalism
- Smoking, alcohol, and/or using or possessing drugs

This list is not all-inclusive. The principal/staff is empowered to issue disciplinary measures for any action that violates the spirit and philosophy of the school, even though not specified.

Any student in grades 4-8 who has received nine or more points will be unable to attend field trips. This includes the eighth-grade trip held in the spring and sixth-grade overnight camp. The student will be required to stay home and will be marked absent.

POINT BREAKDOWN

3 points = After-school detention

6 points = 2nd after-school detention

9 points = In-school suspension, loss of field trip privileges

12 points = Out-of-school suspension

The privacy of individual students must be balanced against the need to protect the health, welfare, and safety of other members of the school community.

SEARCHES

The principal/administration or his/her designee has the right to protect school patrons' health, welfare, and safety against drugs, weapons, unauthorized publications, and other contraband materials. A search of a student's person and/or personal property on school property (e.g., backpack, automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school's rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

Student Property

Students are solely responsible for their personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches, and other valuables to the physical education teacher/coach when participating in athletic events away from school.

School Cubbies, Lockers, and Desks

Cubbies and desks are school property and are subject to searches by school authorities to protect the safety of all.

Care of School Property

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration. Chrome Books/iPads, which are assigned to the students, may not leave school premises, and any damage to the assigned device will be charged to the student at the discretion of the principal and/or administration.

Lost And Found

Lost and found items are placed on a table in the cafeteria. Any item left after two weeks will be donated or thrown away.

Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required, under state law, to report the incident (ORC 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason

to believe" (ORC 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic Schools will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (ORC

2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. The Department of Human Services and the police will be contacted in each of the above examples. **DISCIPLINE**

XIII. HEALTH AND SAFETY

STUDENT HEALTH AND SAFETY

Parents and guardians are primarily responsible for their children's health and well-being. School health services supplement, rather than substitute, for parental care and concern for the student's health.

Accidents And First Aid

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of assisting the student.

If an incident results in a medical condition or injury that can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. For example, staff should initially use only ice, band-aids, soap, and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. In the latter situation, the school shall be expressly held harmless from any costs or expenses associated with the professional diagnosis and/or treatment provided (including but not limited to the cost of transportation), such fees or expenses being the responsibility of the injured party or, if a student, the student's parents.

If the student must be taken to a doctor or hospital for emergency treatment, the parents should be informed as quickly as possible. A parent, a staff member, or those listed on the EMAF (Emergency Medical Authorization Form) is to accompany the child to the doctor or hospital. The Emergency Medical Authorization Form should be taken with the student.

Illness

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers (>100.0F) or communicable diseases (vomiting, diarrhea, excessive sneezing, or coughing) will be sent home to reduce the risk of infection to the student body.

INFECTIOUS/COMMUNICABLE DISEASES

Disease

The protection and welfare of each student are of utmost importance in the schools of the Diocese of Youngstown. To enhance the protection of students:

All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the [Ohio Health Guidelines](#) or modified schedule as approved by the student's physician or local Public Health Department. Parents or guardians of the child who object on the grounds that the administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption Form from the principal. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.

The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with the disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease. These include but are not limited to mononucleosis, fifth disease, pink eye, impetigo, and meningitis.

Parents are asked to contact the school when their child has been diagnosed with a contagious condition. This includes strep throat, influenza, pink eye, and head lice.

When a child has been home with an illness, the child should not return to school until free of symptoms and the temperature has been normal for at least 24 hours (without fever-reducing medication).

Lice

Head Lice Procedures:

All students infested with head lice are excluded from school and extracurricular activities until the head is free of live lice.

A form letter provided by the school office is sent home with the student with head lice being excluded to:

- Advise parents on obtaining treatment; and
- Inform parents of conditions for readmission to school.

Re-admission to school is permitted ONLY after examination by a school official reveals the head to be clear of lice.

The school nurse or health aide (if available) will re-check the student two weeks after re-admission to school.

Health Services

St. Mary School has a licensed practical nurse on staff daily from 8:15 am - 2:15 pm, with a registered nurse overseeing her/him. During the school year, vision and hearing screenings are given to all students in Grades K, 1, 3, 5, & 7, and postural screenings in 7th grade. Any test may be given upon parent or teacher request.

Administering Prescribed Medication To Students

When a student is required to take prescription or non-prescription medication during school hours, the following procedures for dispensing medication will apply:

Authorization To Administer Medication

- The physician must sign a form granting the school permission to administer prescription or non-prescription medication.
- The school will supply forms.
- The medication and signed permission forms shall be brought to the school by the parent.
- The physician's signature must be on the original medication permission.
- In special cases (to be determined by the school nurse, principal, or designee), the signed permission form may stipulate that a student is allowed to self-administer medication in the presence of the school nurse, the principal, or designee.
- Request forms must be submitted each school year for all medication.

Transportation of Medication To and From School

The parent assumes the responsibility of getting medication (prescription or non-prescription) to the school and furnishing the school with an adequate supply of medication.

At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.

A supply of medication in its original container should be delivered on the day on which it is to be given.

Unused medication will be returned ONLY to a parent or, if authorized, in writing, by the parent to another individual.

The parent is responsible for claiming unused medication within one week after the school year ends or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed.

Empty containers may be returned home with students.

If any of the information stated on the permission form (FORM Med-1) changes, the parent agrees to immediately furnish the school with a revised statement signed by the physician who prescribed the medicine.

Labels On Medication

Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Medicine not in the original container will not be dispensed.

Medication must be clearly labeled and accompanied by the following information:

On the prescription bottle:

- Full name of the student;
- Name of the medication;
- Dosage and time intervals for administration; and
- Name of the physician (required for prescription drugs only).

On the permission form:

- Possible side effects, any severe reactions; and
- Any special instructions for administering the drug, such as storage or sterile conditions.

The parent is responsible for administering daily prescription medications at home unless otherwise prescribed by a physician. If a morning dose has been missed, the school cannot be responsible for administering that medication. A parent or responsible adult must come to school to administer to the student.

Non-prescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.

In writing, the parent is responsible for notifying the school if there is to be any change in dosage or time of administration or if the medication administration is to be terminated.

Over-The-Counter/Discretionary Medications

St. Mary School allows certain over-the-counter medications with the parent's signature only. These medications are Acetaminophen (Regular, Extra Strength, & Jr. Strength), Ibuprofen (Tablets & Children's Liquid), Tums, Cough Drops, Orajel, Antibacterial Ointment, and Hydrocortisone Cream.

Discretionary medications will not be given without a parent's signature on file. Dosing of medications is determined by weight, and parents will be notified in writing via email when any medication is administered. The discretionary medication form was submitted through Facts when enrolling your child at the start of the school year and can be requested anytime throughout the year. The forms are completed annually.

Chronic Medical Conditions of Students

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration of the student's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

XIV. STATEMENT ON FAMILY/CUSTODIAL SITUATIONS

RE: Family/Custodial Situations-Relationship with The School

St. Mary School is finding an increasing number of families experiencing transitions in parental custodial relationships. In response to these transitions, Ohio law continues to evolve. For these reasons, we must clarify and restate the usual procedures the administration and faculty follow in dealing with parents in such situations.

In situations where the child resides with both natural parents and both natural parents reside at the same address, all notices, communications, etc. will be sent home with the child, and it is assumed that both natural parents are communicating regarding the child and that all information is shared by and between the natural parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussions with school personnel, and tuition statements. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address.

In families experiencing the separation of natural parents or pending divorce such that the natural parents do not reside at the same address, the above information will be sent home with the child for review by the natural parent who currently has care of the child. It is assumed that this information is shared between the natural parents and between the natural parents. Since this situation frequently impacts a child's achievement and interactions at school, natural parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address. School personnel cannot proceed on hearsay, rumors, or demands of a natural parent, but only with the appropriate documentation detailed below.

In cases of a final divorce decree or the issuance of a final judgment entered by a juvenile court wherein the natural parents were never married, which decree or judgment entry grants custody to one natural parent, the principal is to be informed by the custodial parent of this fact. A certified copy of the first page of the decree or judgment entry bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. It shall be the responsibility of the natural parents to provide the school with certified copies of any subsequent court orders and/or judgment entries that impact the custody of the child. Unless the decree and/or judgment entry indicates otherwise, school communications, daily classwork, and papers will be sent home with the child to the custodial parent. It is requested that the custodial parent share this information with the non-custodial natural parent. Custodial parents should understand, however, that unless the divorce decree or judgment entry specifically limits the noncustodial natural parent's right to access records, the noncustodial natural parent has a right to the same access as the custodial parent, and as such, the School will release the child's records directly to the non-custodial natural parent upon written request of the noncustodial natural parent. Furthermore, it is the policy of the School not to release a child's records directly to a stepparent, boyfriend, girlfriend, and/or other acquaintance of a natural parent. "Records" includes but are not limited to official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions.

Further, you should realize that, unless restricted by court order, any non-custodial natural parent has the right to attend any school activity of their child, which includes sports activities and class programs. Parents should keep each other informed about these activities to avoid duplication of communications and allow the school to better attend to the duty of teaching your children. If noncustodial parents desire to receive communications directly from the school, then in such an event, the noncustodial parents must provide the school with a sufficient supply of self-addressed stamped envelopes to receive notices of school activities.

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

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

further ensures that both natural parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

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

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

If there are questions concerning this restatement of procedures or if you feel unique circumstances require other arrangements, please contact the principal personally.

XV. Student Non-Discrimination Policy

A school administered under the authority of the Catholic Diocese of Youngstown complies with those constitutional and statutory provisions, as may be specifically applicable to Catholic schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap, or disability, national origin, or citizenship in the administration of the educational, personnel, admissions, financial aid, athletic, and other school-administered programs.

All schools of the Diocese admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Schools of the Diocese do not discriminate on the basis of race, color, or national or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines inconsistent with the Catholic faith's religious tenets.

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school. Non-Catholics will be considered for admission if space and financial considerations permit. Due to school financial limitations, the educational program may not fit the needs of all children. A child with special needs will be admitted when, with minor adjustments, a program can be provided. It is assumed that any family seeking admission to a school administered by the Diocese of Youngstown shares the school's philosophy and agrees to support that philosophy and vision as well as all policies.

XVI. Student Technology and Internet Responsible Use Policy

The schools in the Diocese of Youngstown provide information and communication resources and acquire, develop, and maintain devices, systems, and networks as a part of our mission to promote excellence in education. The following agreement aims to ensure that safety and privacy are regarded, and students' educational experiences are enhanced through technology. The Diocese believes that students' productivity, efficiency, effectiveness, creativity, and preparation for future studies and endeavors are achieved through innovative technology practices. Protecting users and school resources requires respectful, moral, and ethical behavior characteristic of the teachings and principles of the Roman Catholic Church. Students in the Diocese of Youngstown will have access to the Internet. Parents are expected to encourage their child(ren) to exercise personal safety and security and utilize the guiding principles of digital citizenship.

This policy specifies the expectations that allow for a safe and courteous environment, where academic integrity is honored, respectful behavior is demonstrated regarding communication with members, and the use of school devices, resources, and the components of the network, both locally and globally. The policy also addresses the legal responsibilities of members and institutions. Although no set of policies and procedures can state rules to cover all possible situations, the schools in the Diocese make efforts to protect the users and its system through educating students about Internet safety and by using firewalls and filtering software. We comply with the *Child Internet Protection Act* and *The Protecting Children in the 21st Century Act*. However, no system or network is considered full proof.

Important Considerations:

- Technology resources are to be used for educational purposes only.
- Students will be educated in digital citizenship annually.
- Local school policies, related Diocesan policies, and the Student Code of Conduct concurrently apply.
- Users are subject to legal requirements as well. (See link to Ohio Revised Code §§ [2917.21\(A\)](#), [2913.01\(Y\)](#))

The policy applies to access to the Internet through the school network, whether the equipment is owned by the school or the student or student's family.

The policy applies to access to the Internet with personally owned devices with personal data plans (i.e., 4G and 5G networks).

Students are responsible for all activities performed using *a personal login* or account, *whether or not they were the user*. Therefore, students must take care to *safeguard passwords* and follow procedures. If students become aware of or suspect any breach of an account, they must notify a teacher, administrator, or technology coordinator of the suspected breach.

In some instances, the policy applies to technology resources and school-owned devices whether or not on school property (See the section: Violations of the Responsible Use Agreement).

The Student Technology and Internet Responsible Use Policy is in the Family Handbook. As stated, students and a parent or guardian are required to sign the Family Handbook Agreement Form, which indicates acceptance of and compliance with this policy.

The use of school systems and equipment is a privilege. It may be revoked by an administrator, technology coordinator, or other designated school official for misuse or violation of the agreement.

Related to Safety:

A student of the Diocese of Youngstown agrees **not** to:

1. Interfere with, adversely impact the school operations, detract from or disrupt the school environment, as determined by the school administration, by using technologies in a way that could jeopardize the safety or well-being of a school member or group to intimidate (cyberbully), tease, embarrass, offend, threaten, harass, deceive, or impersonate school members* whether directly or indirectly. This includes using school members' names, initials, logos, pictures, or representations when communicating electronically that, in the determination of the school administration, are degrading, lewd, threatening, or inappropriate, including but not limited to comments, cartoons, jokes, unwelcome propositions or love letters.
2. Bypass or attempt to bypass school or device security software or attempt to use an alternate server, including personal data plans.
3. Send or post personal information about yourself or a school member* via a school account.
4. Attempt to open files or follow links from an unknown or untrusted origin.
5. View violent, obscene, or inappropriate material in school or using school-owned devices. If inappropriate content is accidentally accessed, the student must notify the supervising school staff immediately to avoid potential consequences.

Related to Privacy and Security:

A student of the Diocese of Youngstown agrees to **not**:

1. Use a student or staff password to access an account.
2. Access or attempt to access files or accounts, including G-Suite applications, belonging to another student or school employee without express permission from the owner.
3. Take pictures or record video and/or audio on school property or within a remote learning environment without the express permission of a school staff member and persons involved. Parental permission may also be required.
4. Use and/or publish a photograph, image, video, personal information, or likeness of any student or diocesan employee without that individual's express permission. Parental permission may also be required. Last names should always be omitted. See the Children's Online Privacy Protection Act ([COPPA](#)) link.
5. Hide one's identity and/or pretend to be a school member* and communicate via email, messaging apps, photos, or videos.
6. Create any website or blog and post identifying information, a photo, image, video, or work of a school member* except with the express permission of that individual and a school official. Parental permission may also be required. The use of last names should always be omitted when posting on the Internet. Students should be careful not to share personally identifying information online. (See link to the *Children's Online Privacy Protection Act* and *Ohio Revised Code* §§ [2917.21\(A\)](#), [2913.01\(Y\)](#))
7. Create accounts or use apps or sites for school business when under the allowable age as in terms of the app or website.

Related to Educational Integrity:

A student of the Diocese of Youngstown agrees to **not**:

- Use diocesan and school-created email and G-Suite applications for communications unrelated to schoolwork.
- Access social networking sites, gaming sites, or apps while in a school session, except for educational purposes, and with the permission and supervision of the responsible school official.
- Access websites or apps while taking online quizzes or tests without a teacher's prior approval. **
- Use an unauthorized device while taking a quiz or test without a teacher's prior approval. **
- Transmit or share information or images of quizzes or tests through texting, photography, or any other electronic means without a teacher's prior approval. **
- Share passcodes and passwords for learning platforms unless a teacher or administrator is given express permission.
- Access or attempt to access private school record-keeping software, including, but not limited to, online grade books, attendance software, and report card/transcript records. **
- Delete files, deny or attempt to deny school members* from gaining access to their files or work.
- Use the intellectual property of others, including fellow students or teachers, to share, copy, plagiarize, and/or profit without proper citation and express permission from the owner.
- Use any copyrighted material, including text, music, software, files, pictures, video, or graphics from any Internet or software source in violation of United States Fair Use copyright laws.
- Violate program or software license agreements (i.e., modify, copy, share protected media).

Related to Network and Systems Stability and Privacy:

A student of the Diocese of Youngstown agrees to **not**:

- Attempt to open files or follow links from an unknown, suspicious, or untrusted origin.
- Remove, install, load, or execute programs and/or files not expressly authorized by the school official responsible.
- Remove, move, alter or add equipment without express authorization from the school official responsible.
- Access or attempt to access unauthorized devices, accounts, websites, or information databases (e.g., hacking, cracking, phishing, etc.).
- Damage, destroy, or remove any piece of hardware, program, or network equipment without proper authorization. This includes willfully disseminating computer viruses.
- Attempt to interfere with network transmissions or change system configurations.

Students must keep in mind that nothing in an email or posted on the Internet is considered private. High school students should be aware that employers, college admissions directors, and recruiters look at students' Internet posts when considering applicants.

Teaching staff and administration have the right to deny a student access to applications provided by the school for collaborative projects and social networking if the conduct is offensive, interferes with student learning, or affects fellow students' well-being.

School and diocesan administrators reserve the right to monitor, inspect, copy, review, save and store any information on devices and the computer systems and network, including Internet data shared on the school systems and network, at any time and without notice, whether using personally owned or school owned technologies.

*Student, school, or diocesan staff

** Consequences for academic cheating may also apply.

Violations of the Student Technology and Internet Responsible Use Policy

School officials will strive for fair, reasonable, and appropriate disciplinary action for the Student Technology and Internet Responsible Use Policy infractions. Disciplinary action will be taken when violations are intentional, school members* are “cyberbullied,” vandalism has occurred, or any action involves criminal behavior. Consequences may include but are not limited to detention, termination of Internet or technology privileges, revocation of financial aid and scholarships, suspension, expulsion, or legal referral. Behavior that occurs on or off school property can be considered for investigation and consequence when it interferes with, adversely impacts school operations, or disrupts the school environment.

Social Media

In the event, students use social media applications such as but not limited to, Instagram, Snapchat, Twitter®, YouTube, TikTok, or Facebook® for public scandal or humiliation, where inappropriate defamatory, threatening, or socially and/or emotionally harmful comments or images are posted that adversely affect the reputation, morale, and/or safety of the students, staff, and institution, every disciplinary measure deemed appropriate in the school’s Code of Conduct will be used. Actions could include legal action, involvement of law enforcement officials, suspension, or recommendation for the expulsion of the student(s) involved.

Liability

The Diocese of Youngstown and its schools have taken available precautions to use firewalls and filters to restrict/limit access to controversial materials. Best efforts to avoid the collection and release of any student data for anything other than educational purposes will always be carried out when using apps or websites. Students and their parents are alerted to the risks of the Internet and the use of technologies. However, it is impossible to control all communication and materials on a global network. Refer to the [Children’s Internet and Protection Act and Protecting Children in the 21st Century Act](#).

It cannot be guaranteed that functions and services provided by the schools operate error-free or without defects. Therefore, the Diocese of Youngstown and its schools will not be held liable for loss of data and interruptions of service. The Diocese of Youngstown and its schools will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to school by students. The Diocese of Youngstown and its schools will not be responsible, financially or otherwise, for costs arising from unauthorized use of the systems or network, for unauthorized transactions conducted over the school network, or for any communications or transactions in violation of this Student Technology and Internet Responsible Use Policy.

Student Applications and Permissions

The use of technology in education is integrally related to a quality instructional program. The following items describe what platforms may be used. If a parent wants to opt out of the following, a written letter must be sent to the school principal indicating the opt-out request and the reason for the request.

Google Apps for Education Account

All email passes through Google’s Postini security system, and students’ school accounts are restricted to receiving correspondence **only from school or district account holders** unless an administrator requests that select educational institutions or programs are granted access. Please read the privacy policies associated with the use of

Google Apps for Education at <https://policies.google.com/privacy?hl=en>. The account will also include access to cloud storage, document and information exchange with Google Drive, Google Classroom, Google Slides, Google Forms, Google Sheets, Google Calendar, and Google Keep.

Student Personally Owned Device Agreement

When students use a personally owned device at school, they must follow the terms of this policy when accessing the Internet. In addition, the student is responsible for safeguarding and maintaining the device.

Remote Learning Platform

While remote learning is seldom an optimal substitution for face-to-face instruction and interaction, continuing to instruct and communicate with your student is essential when circumstances occur where face-to-face instruction must be suspended. This could be due to a health crisis (ex. COVID 19) or another cause. Internet-based tools such as Google Meet and Zoom may be used for audio and video instruction. Platforms such as Class Dojo, See Saw, and Google Classroom may be used to share and receive information and assignments. Other approved educational web-based services, applications***, and websites may be used at the teacher's discretion.

In remote learning periods, a classroom teacher may conduct virtual classroom instruction. Video and audio may be used for teaching purposes and may sometimes record classroom activities for educational use/ purposes. In the recording process, a child's face may be seen; a voice may be heard. And the first name of a student may be used. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real-time. The recordings will be stored, accessed, and disposed of within the confines of school accounts. Students are permitted to access such recordings within the school account in which they were distributed. They may not share or post to any other technology device or application.

The school filters and restricts access to controversial materials from school computers. However, web-based content accessed outside the school could put the student in contact with objectionable materials. It is the responsibility of the parent/guardian to restrict any access to materials deemed inappropriate.

***Many of the Terms of Service and/or Privacy Policies for **some** applications (e.g., Class Dojo, Remind, Zoom) state that due to federal law, any users under the age of 13 must obtain parental permission. An email address and a first and last name may be required to create a username. However, students are not required to have their accounts.

If remote learning is mandated due to a health crisis or other reason, the school will assist parents in providing access to a device or internet. Participation in remote learning should be under the supervision of a parent or guardian. School policies and regulations are in effect, including, but not limited to this policy and the School Code of Conduct.

Photo/Visual Recording*

A student may be photographed or videotaped at school. This includes the possibility of publishing a photo or video in a publication, on the school website, on social media platforms, or in another publication deemed appropriate for informational and instructional purposes. In addition, a child may be photographed for the class picture, the yearbook, and other school paper publications.

At times students may be photographed for a community newspaper or for publications to be used outside of the school (ex., Marketing brochure).

*Parents may send a letter to the school principal to opt-out of any aspect of the Photo/Visual Recording.

Publishing of Student Material

Student work will be published within the confines of Google Classroom or another remote learning platform the school uses.

A student's work material may be shared in publications, on the school's website, or on other social media platforms under their first name and last initial. *

If a student's full name is required for the publication of student work in public communication, parent permission will be sought.

*Parents may send a written request to the principal for a child to opt out of communications shared with the public.

COVID-19 Acknowledgement of Risks & Alternate Educational Instruction Option

We, the parent(s) and student who are signing this student handbook for ST. MARY SCHOOL ("School"), acknowledge and agree that, as a student at the School and as a parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, namely of student and/or parent(s) acquiring a communicable disease, including without limitation COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved and having the opportunity to discuss these risks with the healthcare professional(s) of our choosing, we knowingly and voluntarily accept those risks and acknowledge that returning to in-person classes and other in-person School/parish functions is the choice of each family, including ours. If student or parent(s) who visit the School/parish have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we have been afforded the opportunity to consult with a health care professional before student or parent(s) return to the School/parish, attend any School/parish function, or visit the School/parish. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains.

We further acknowledge, understand, and agree that we have obligations to the School/parish, their employees/staff members, other students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the state of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to the School/parish or any School/parish function if: (1) student or parent(s) has a suspected or diagnosed/confirmed case of COVID-19, or (2) student or parent(s) has had prolonged close contact with anyone, including a family member, diagnosed with or suspected of having COVID-19, or (3) if student or parent(s) is experiencing symptoms of COVID-19, including without limitation, fever, cough or shortness of breath. We further agree to immediately notify the School/parish if any of the

foregoing access/use restrictions are applicable to students and/or parent(s). The aforementioned restrictions do not apply to any parent employed in health care settings and wear medically protective equipment regarding possible contact with a person with a positive or confirmed case of COVID-19.

Furthermore, we, the parent(s) and student, acknowledge and agree that due to the uncertainties associated with COVID-19, the educational contract by and between the parent(s), student, and School, may be fulfilled by in-person classes, but also when required as determined by the appropriate governmental authorities or at the option of the School administration, fulfillment of the educational contract may be satisfied by alternate teaching methods including but not limited to remote learning

XVII. 2022-23 Sick Policy

The presence of COVID-19 in our communities brings particular concern to our school community. Students who are ill should be kept at home to help control the spread of infection. Sick children expose other students and staff members they encounter. This is disruptive to the educational process and to other children and their families.

Please follow the guidelines below to help keep our school safe and healthy:

1. Please report to the SCHOOL NURSE if your child has a communicable disease. Children are expected to remain home during the communicable period of the disease as indicated by your healthcare provider. Please provide a note from the healthcare provider upon return or a parent note that includes diagnosis, date of diagnosis, date of first symptoms, date of expected return, and best contact number for the parent or guardian.
2. If your child shows these signs of illness, they must remain home (or will be sent home from school):
 - **Fever** - Fever is defined as having a temperature of 100.4 F. A child needs to be fever-free for a minimum of 24 hours without the help of fever-reducing medication before returning to school.
 - **Diarrhea, stomachache, and/or vomiting** - The student must remain home for 24-48 hours after stomachache, diarrhea, or vomiting has stopped. The child should be feeling better and food intake should have returned to normal before returning to school.
 - **Difficulty breathing** - Student should stay home until he or she is feeling better and his or her activity level has returned to normal.
 - **Sore Throat** - Student should stay home if he or she has a red throat, swollen glands, and/or difficulty swallowing.
 - **Loss of Taste and Smell** - Student should seek medical evaluation.
 - **Uncontrolled cold symptoms interfering with the student's ability to learn (i.e., persistent coughing and/or persistent/active runny nose)** - Student should stay home until symptoms are improving and he or she can participate in class.
 - **Other symptoms** - Students exhibiting symptoms such as extreme fatigue, body aches and/or headache, and/or are not able to participate in class should stay home until recovered and/or see their healthcare provider.

In the event a child becomes ill during the school day, the parents will be called. If the parent(s) cannot be reached, the emergency contact will be called. Students should be picked up within 30 minutes of notification.

If a child or family member is exposed to or contracts COVID-19, please notify the SCHOOL NURSE or PRINCIPAL at the school. The local health department will be consulted for the required action on the part of the school.