

St. Mary's School

209 Washington St.
North Vernon, IN 47265
Ph (812)346-3445 Fax (812)346-5930
www.stmarysnv.com

Family Handbook 2014 – 2015



MISSION STATEMENT

We, the Students and Staff of St. Mary's School, are committed to strengthening our relationship with Jesus Christ. As we seek to achieve academic excellence, we strive to see each other as precious gifts and valued, respected members of our learning environment.

VISION STATEMENT

Molding Life-long Christians in a nurturing family environment with a commitment to academic excellence.

ST. MARY'S SCHOOL CALENDAR 2014 - 2015

FIRST SEMESTER

August	4	Back to School Night
August	5	First Student Day Preschool-8
August	18-21	K-8 Back to School Night
August	25	PTO Meeting, 6:00 PM
August	26	Preschool Back to School Night
September	1	No School – Labor Day
September	5-7	St. Mary's Fall Festival
September	9	Windy City Players
September	17	Cookie Dough Sale Begins
September	22	Picture Day
October	3	End of First Quarter
October	6-10	Parent Teacher Conferences/Book Fair
October	8	Trash Bag Sale
October	10	Grandparents' Day
October	13-17	Fall Break
November	2	Marathon Bingo (Teams 1,2,3,4)
November	24	PTO Meeting, 6:00PM
November	26-28	Thanksgiving Vacation – No School
December	TBA	Christmas Program
December	19	End of Second Quarter-PTO Christmas Dinner
December	22	Christmas Break Begins

SECOND SEMESTER

January 1		New Years' Day Bingo (benefits Project SHARE)
January 6		Classes resume
January 12		PTO Meeting, 6:00 PM
January 19		No School-Martin Luther King, Jr. Day (possible 1 st make-up day)
January 24		Catholic Schools Week Mass, 4:00 PM
January 24		PTO Catholic School Week Family Fun Night & Chili Supper
January	25-30	Catholic Schools Week Celebrations
February	4	Cookie Dough Sale Begins
February	16	No School-Presidents' Day (possible 2 nd make-up day)
March	1	Marathon Bingo (Teams 5,6,7,8)
March	2 -11	ISTEP+ Applied Skills
March	6	End of Third Quarter
March	16-18	IREAD for 3 rd Grade
March	23-27	Spring Break – No School
April	3	No School- Good Friday
April	13	PTO Meeting, 6:00 PM
April	TBA	Reverse Raffle
April	17	Kindergarten Round Up
April 27-May6		ISTEP+ Multiple Choice
May	4-8	Teacher Appreciation Week
May	TBA	First Communion
May	13	Mega Party
May	TBA	8 th Grade Washington DC Trip
May	18	Preschool Program, 6:00PM
May	19	8 th Grade Graduation, 6:30PM
May	21	Final Student Day

**May 26,27,28,29 are possible snow make up dates.

*Snow Make-up Days May Extend the School Calendar

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St. Mary's Staff welcomes you to the 2014-2015 school year.

Pastor	Father Jerry Byrd
Principal	Mr. Matthew Goddard
Secretary	Mrs. Natalie Messer
	Mrs. Karla Gasper (Assistant)
Preschool	Mrs. Gretchen Hughes
	Mrs. Jackie AmRhein (Assistant)
Kindergarten	Mrs. Meredith Inman
	Ms. Jeanie Treadway (Assistant)
First Grade	Mrs. Lindsey Morris
	Mrs. Jean Zohrlaut (Assistant)
Second Grade	Mrs. Angie Kelley
	Miss Kristine Gasper (Assistant)
Third Grade	Mrs. Sandi Kirchner
	Mrs. Peg Scroggins (Assistant)
Fourth Grade	Miss Kristy Schwendenmann
	Mrs. Vicki Paydo (Assistant)
Fifth Grade	Mrs. Jamie Zeser
Sixth Grade	Mrs. Bethany Fewell
Seventh Grade	Mrs. Michelle Branaman
Eighth Grade	Mrs. Lisa Vogel
5th-8th Assistant Resource/RTI	Mrs. Michelle Gasper
Computer	Miss Linzi Firsich
Music	Mrs. Felicia Vogel
Physical Education	Mrs. Becky Grelle
Librarian	Mrs. Regina Egloff (K-6 th)
Maintenance	Mrs. Teresa Genda
Custodian	Mr. Sam Wagner
Extended Care	Mrs. Lisa Siener
	Mrs. Karen Geswein
	Miss Kayla Brown
Athletic Director	Mrs. Diana Daeger

ST. MARY'S SCHOOL COMMISSION

Mrs. Deb Itell-President	Mr. Jerry Shepherd
Mrs. LeAnn Stidham-Vice-President	Mr. Shawn Martin
Mrs. Brenda Campbell-Secretary	Mrs. Shana Richmond
Mrs. Chasity Gerkin	Mr. Andy Ebbing
Mrs. Kristi Sawyer	Mrs. Sara Kovacich
Mr. Greg Hicks	

St. Mary's School Commission is responsible for consulting with the principal on establishing policies for the school as parent and community members. Other common tasks include: monthly review of the school budget, planning for the future, and fundraising. The commission's role is similar to the Parish Council. The Pastor still has final say in the decision making process.

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ST. MARY SCHOOL IMPROVEMENT GOALS

New School Improvement goals are currently in the process of being written. Once they are approved the handbook will be updated online.

WE BELIEVE

- Christ is the unseen, but ever present teacher in each classroom. He is the model of the faculty and the inspiration of the students. (Adapted from NCEA).
- Every child is a precious gift of God, created with unique gifts, talents, and learning abilities.
- Every child has a right to learn in a safe and positive school environment.
- Each individual child is a valued member of the learning community and treated with respect and dignity.
- Children grow in their relationship with God through daily prayer, sacraments, religious instruction, and examples of others.
- Children learn Christian morals, values, and good citizenship on a daily basis.
- Learning occurs best when the individual is actively involved in the process, both in terms of choice and participation.
- There must be strong relationship built on trust and open communication between families, schools, and community.
- Students will be motivated to learn and behave when the curriculum is engaging and challenging.
- Student discipline should focus on learning procedures and expectations.
- Staff collaboration ensures that instruction focuses on students' needs. Learning together in an inclusive school community maximizes the likelihood of accepting and valuing differences and recognizing common needs of all individuals.

ADMISSION POLICY

The following are the Archdiocesan Board of Education Policies concerning admission to Catholic Schools in the Archdiocese of Indianapolis:

The Catholic Schools of the Archdiocese of Indianapolis welcome students who wish to apply for admission, regardless of race, sex, or national origin. The local board establishes policies for admission of Catholic students.

Catholic Schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector. Students who are not of the Catholic faith will be expected to assume

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their portion of the financial responsibility for their education through tuition, since they do not participate in the contributory subsidy from Catholic parishes (Policies 5210, 5410).

We hereby certify that the above policies of the Archdiocesan Board of Education have been and are being complied with by St. Mary's School, 209 Washington Street, North Vernon, IN 47265.

We certify that this school has completed self-evaluation of compliance with Title IX of the Elementary and Secondary Education Act, Amendments of 1972. The school is in full compliance with Title IX.

St. Mary's School strives to work with learners of diverse abilities and skills. However, St. Mary's School may not be able to meet the needs of every student who applies for admission. St. Mary's School may ask for and review all academic, psychometric, and medical records of students who wish to attend to make a determination if St. Mary's School is the best placement for the student.

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

PRESCHOOL

St. Mary's preschool is open for pre-kindergarten age (3 & 4 year old) children. 4 year old Program will be offered morning and afternoon sessions on Monday, Wednesday and Friday of each week. 3 year old Program will be offered morning sessions on Tuesday and Thursday of each week. Children must be 3 or 4 years old on or before August 1st to attend. Catholics as well as non-Catholics are welcome. Spots will be filled starting on the school's registration date for all grade levels. The order in which a student is selected is outlined in Appendix H.

ATTENDANCE

Regular school attendance promotes the success of students. The educational process requires a continuous sequence of instruction. When broken by a period of absence, this instruction can never be fully regained by extra work. The regular contact of students with one another in the classroom and their participation in learning activities under the supervision of a qualified teacher will assist each student in attaining his/her maximum potential. The primary purpose of this attendance policy is to develop a sense of responsibility, to promote punctuality, to develop traits of good citizenship, and to enhance academic success.

PERFECT ATTENDANCE

Student is present 100% of the time. (No tardiness, no early dismissals, no days missed for any reason)

ABSENCE CLASSIFICATIONS

Absences will be marked daily by classroom teacher and school office. You will be notified by MSP if your child is not in attendance, even if you call ahead of time. Since the State does not classify absences as excused, unexcused, or truant, we will just be recording absences one way. It is still important for you to contact the school office and/or classroom teacher if your child is going to miss school for any reason.

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ABSENTEEISM

For absences due to illness, medical or dental appointment, serious illness or death in the family the parent/guardian must send a note from home, call the office or provide a medical excuse. If a child is going to miss multiple days in a row for any reason please inform the teacher and the school office. Missed assignments/homework may be given upon students return to school or while they are out.

Upon the 10th absence, a letter will be sent home to the parent/guardian notifying them of their student's excessive absenteeism and reinforcing the importance of good attendance. Any absence beyond the tenth day must be for medical or dental appointments, serious illness, injury, or death to a member of the student's immediate family. Extenuating circumstances will be taken into consideration by the principal.

Severe cases of poor attendance may be prosecuted under Indiana's Compulsory Attendance Laws.

Homework for days missed may be picked up in the office at the end of the day, sent home with a sibling/friend or upon a student's return to school.

When it is necessary for your child to be excused from school for medical or dental appointments, please send a note to the teacher. The parent, or authorized adult, must meet the child in the office and sign the child out. When returning to school the parent or guardian needs to sign their child back into school.

TARDINESS

Students arriving after morning bell or leaving prior to dismissal bell will be counted tardy. Students arriving 1 ½ hours after school begins or leaving 1 ½ hours before dismissal will be counted as ½ day absent (i.e. Arriving after 9:30 AM or leaving in afternoon before 1:15). It is important that students arrive to school on time.

ARRIVAL

The preferred time car-rider students should arrive at school is between 7:45 and 8:00 AM. We do offer morning care that starts at 7:15AM. Teachers also may invite students in their room before 7:45AM for extra tutoring, helping with homework, etc. Car riders should be dropped off by the curb in front of school. Kindergarten students arriving after 7:45 should be dropped off near the Parish Center. **DO NOT** allow students to cross the street without an adult escort. Those who must arrive before 7:45 because of bus transportation or parent work schedule should go directly to the library for morning care. Students arriving in the classroom after 8:00 AM will be marked tardy.

DISMISSAL

Cars arriving to pick up students should wait on Clay Street until the bus arrives and is parked in the school parking lot. Once the bus is parked, cars will make 3 rows of lines on Washington St. and put their car in park. Bus rider dismissal is at 2:40 PM. Car rider dismissal is at 2:45PM. The students will exit the school with their class and when released they will find their car and get in. After staff members make sure all cars are ready to go and no students are on Washington St. the car lines will be let out one row at a time. (See diagram in Appendix of Handbook).

All students that are leaving school are expected to leave the grounds at dismissal. The school will not accept responsibility for children who were dismissed, but remain after dismissal time, except for those in our Extended Care Program.

EXTENDED CARE

After school care is provided for students from dismissal time until 5:30. There is a fee for this service. Structured time will include snack, recreation and quiet study time. When picking child up use the main

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entrance of school and ring the bell to be let in. Make sure you report directly to the Library as they will be expecting you. Registration for extended care may be made on registration day or in the school office. All St. Mary's School rules and regulations apply to Extended Care.

WEATHER OR EMERGENCY CLOSINGS

For weather-related closings, St. Mary's follows the decision of the Jennings County School Superintendent. Weather closings are announced on the MSP phone call system and St. Mary's School answering machine. An announcement of "No School in Jennings County" includes St. Mary's School. Please keep your phone numbers updated with the school so you can receive all the phone calls.

BAD WEATHER POLICY

Please use the School System as a guide to know when events at the parish will be canceled. If there is no school: St. Mary's Daily Mass, bingo, RCIA, Word up, basketball games/practices etc. will also be canceled. We are concerned about you and your safety. We would rather you be at home longing to come to church, than risk your life or safety! There will always be Weekend Mass. These will never be canceled. However, you are not required to risk your life to attend Weekend Masses.

Daily Schedule

7:30-8:00	Algebra class – Gr. 8
7:15-7:45	Supervised Study/Morning Care
7:45-7:59	Arrival in classrooms
8:00	Morning Announcements/Classes Begin
8:00-11:00	PreK 3 & 4 A.M. Sessions
9:00-9:40	All School Mass on Tuesday and Thursday
11:00-11:40	Lunch and Recess
2:00	Gr. 7 & 8 Dismiss for JCMS
2:40	K-6 Bus Riders Dismiss
2:45	PreK-6 Car Riders/Walkers Dismiss

CHRISTMAS/ADVENT PROGRAM

All students are expected to participate in the annual SMS Christmas/Advent program. All parents, relatives and friends are invited to attend.

BIKE SAFETY

Students riding bikes to school need to obey all bike safety rules and treat motorists with respect and courtesy. It is recommended that students wear helmets and lock bikes. Students riding bikes will be dismissed after car riders.

BUS SAFETY

The students of St. Mary's who ride the bus must observe the proper rules of safety and courtesy. If the privilege of riding the school bus is abused in any way by misconduct, the child may have to forfeit his/her right to ride the bus. If a bus driver feels that a student's conduct warrants contacting our office, a notice of this will be sent to the parents. If the same child should be cited by the bus driver a second time, we may give a one-five day suspension from bus service. A third citation may be a three-day to end of year suspension from service.

BEFORE THE BUS ARRIVES

1. Walk facing traffic if there are no sidewalks.
2. Arrive at the pick-up spot five minutes before the bus.
3. Wait off the roadway, not in the street.

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4. Stay off people's lawns.

BOARDING THE BUS

1. Wait for the bus to come to a full stop.
2. Be polite and take your turn getting on the bus.
3. Use the handrail.

CONDUCT ON THE BUS

1. Follow the directions of the driver.
2. Walk to assigned seat and remain there. Do not stand or move around while bus is moving.
3. Do not talk to the driver unless it is an emergency. (Drivers need to keep their minds on driving and their eyes on the road.)
4. Talk quietly so that the driver can hear traffic sounds.
5. Keep arms, feet, and school books out of the aisles.
6. Do not open or close windows.
7. Keep hands and head inside the bus. Do not stick anything out of the windows.
8. Loud, profane language or yelling is not permitted.
9. Smoking is not permitted.
10. Do not deface or litter the bus.
11. Do not tamper with any safety device or any equipment.
12. Eating or drinking on the bus is not permitted.
13. The possession of knives or any weapon-like objects on the bus is forbidden.
14. Tobacco products of any kind are prohibited at the bus stop and on the school bus.

LEAVING THE BUS

1. Do not leave your seat until the bus comes to a full stop.
2. Take your turn; don't crowd in front of others.
3. Use handrails.
4. Watch your step.
3. Look both ways, and check for turning cars before you cross the street.

IN CASE OF EMERGENCY AND WHEN THE DRIVER MUST LEAVE THE BUS

1. Stay seated.
2. Do not touch emergency equipment.
3. Depend on the driver's training to take care of the situation.

NOTE: Violation of the above rules and regulations may result in suspension of transportation privileges.

Bus drivers have the same authority on the bus and in bus loading areas as teachers do in the classroom.

ATHLETICS

St. Mary's School will participate in sports to whatever extent we have the supervision and resources. The emphasis of the program will be on participation.

Students must have current physical forms on file in the school office before participating in practices or games. Students must have a passing grade in each subject at the end of the quarter in order to participate in games or practices, unless granted permission by principal. Grades will be checked at the end of each quarter. If requirements (grades) are not passing, students may not participate in SMS sports until grades are above an "F", unless granted permission by principal.

Seventh and eighth graders participating in sports at the Jennings County Middle School will follow the JCMS eligibility guidelines; but adhere to the SMS grading scale.

CAFETERIA

****Important Information****

We have students with peanut and egg food allergies at St. Mary's School. Please be considerate of the safety of ALL St. Mary's students when packing a snack or lunch for your child.

All students are expected to eat lunch. Children may take advantage of the hot lunch program at school or bring lunches from home. Children may not bring canned pop to drink with their lunches nor lunches from Fast Food Restaurants. Sack lunches should be packed so that they do not require refrigeration or microwaves.

Students may only go to restaurants for lunch if they are accompanied by a member of their family. The parents must send a note to the classroom teacher. The family member must meet the child at the office and sign child out and in when returning. SMS discourages taking students out for lunch.

Hot lunches from the Jennings County Middle School are available each day. Lunches must be prepaid. Accounts will be computerized with each child having an account number. Students eligible for free meals will be provided with a meal at no charge. By having every student in the school use his/her Meal Account Number the anonymity of children receiving free or reduced priced meals is assured.

Parents will fill out deposit slips provided by the school office. It is important that the following information be completed on the proper blanks.

- | | |
|-----------------------------------|----------------------------------|
| 1. Students' Name | 2. Student's Meal Account Number |
| 3. Check Number for Check Deposit | 4. Amount Enclosed. |

Cash or checks will be accepted for deposit. Payment into an account can be for one or more meals. Food Services encourages parents to prepay for a number of meals at once in order to reduce the need for frequent deposits and daily cash handling. See the chart below for multiple meal prices:

	One Meal (1)	One Week (5 meals)	One Month (20 meals)
Reduced Price Lunch	\$.40	\$ 2.00	\$ 8.00
Full Paid Lunch (grades K-8)	\$ 2.35	\$11.75	\$ 47.00
Milk	.50	\$ 2.50	\$ 10.00

Households with more than one child at the school need to designate the amount of money to be placed into each child's account. A parent can always ask for a detailed report on available meal money and meal transactions in a child's account. To request this information, please call the school office.

CALLING HOURS

Parents and other visitors, please report to the school office. All school time must be devoted to instructional purposes. No one may interrupt classes, nor may teachers and students be called from their classroom, except for urgent reasons. If you wish to give your child something he/she has forgotten, bring it to the office. We will take it to the classroom at a time when it will not interrupt instruction.

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You are encouraged to discuss matters with your child's classroom teacher; as a matter of courtesy contact your child's teacher for an appointment by email or phone.

Please make arrangements with child regarding dismissal before coming to school to alleviate number of message calls throughout the day. Messages on dismissal changes should occur before 1:00 and by telephone call to the office. If child is staying after school for tutoring, please meet child at office or wait in car.

CHANNEL OF COMMUNICATION

As educators, we recognize and appreciate the deep and abiding interest that each of you has in the education of your child(ren). Your cooperation and interest are our greatest strengths as a school. However, since education is a human endeavor, there are bound to be disagreements. When you disagree with a grade, a punishment, or the way a particular problem was handled, *first* contact the teacher involved, then the principal, if the matter still is not resolved you may contact the Pastor.

Please recognize that your attitude toward the school will be reflected in the attitude of your children. Just as we would never negatively discuss you in the presence of your children, we expect the same courtesy and respect from you. In the event of a disagreement, contact the teacher involved when your child(ren) is(are) not around. Never call the other students to "check out" a teacher's story. Such action not only undermines your child's attitude toward the teacher, but also that of other students.

CODE OF CONDUCT

St. Mary's School staff will help the students with our I.C.A.N. discipline approach. The school will focus on an area throughout the school year. Every classroom will have an area where a student can reflect on situations by writing their answers on our I.C.A.N. form.

What Students Need to Do:

1. I = I know my feelings
2. C = Calm down and breathe
3. A = Accept my actions
4. N = Now focus on a solution

Where school will focus on expected behavior:

1. I = In class
2. C = Church
3. A = Adults
4. N = Non-Structured time (lunch/recess, hallways, etc.)

Students who do not follow the expectations of the adult in charge may have to write an explanation of their feeling, what happened, and write a solution that will fix the problem.

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POSSIBLE MAJOR VIOLATIONS:

The following is a brief summary of what is not allowed in our school (other violations could also fall into this category). Violations of these rules are not tolerated.

- Drugs, alcohol, pills, tobacco products
- Cyber-bullying or posting/doing inappropriate things on internet, phones, or other forms of technology
- Sexting
- Guns, knives, explosives or any type of weapon (toy or real)
- Engaging in any activity forbidden by state law
- Cheating
- Stealing, violence
- Obscene language
- Threats, harassment, intimidation of any kind, bullying, put downs
- Interfering with the orderly operation of school
- Tampering with school or other individual's property
- No gum allowed on school grounds.
- Disrespecting other students or adults.
- Interfering with the learning environment of others.

CONSEQUENCES COULD BE ONE OF THE FOLLOWING:

- Call home
- Meeting with parents, child, principal, and/or teacher
- In school suspension (credit for work)
- Out of school suspension (no credit for work)
- Expulsion

All of the above apply to all students on school grounds, bus stops, before, during and after school hours. This also includes all school activities on and off school grounds. This could be on a school sponsored bus, athletic event, field trip, or any other school related activity. Violation of these rules in connection with school personnel or students, on or off school property, and includes not during school time, may be grounds a consequence.

Since suspension and expulsion are such serious punishments, students will be entitled to a fair process procedure with the principal before it is imposed. Also, parents will be entitled, and encouraged, to confer with the principal in the event of serious disciplinary action. St. Mary School follows the Archdiocesan Policy on Student Suspension, Expulsion, Exclusion and Fair Process. Other signs or acts unnamed will be left to the discretion of the administrator.

BULLY PROCEDURE

At St. Mary's School, we believe that children learn best in a nonviolent community. Faculty, children, and parents are committed to a school environment in which they are treated like Jesus would treat others. We, therefore, do not accept any sort of bullying behavior. Bullying is when someone is subjected to behavior that is hurtful, threatening or frightening. It often is a conscious, planned, and repeated act. It can cause distress at the time or has the potential to be a threat in the future. It can take a number of forms: physical, verbal, telephone or email, extortion, exclusion, or a person with more power using his/her superior position to belittle, frighten, exclude, or harm another student.

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What will the faculty do in regards to bullying?

The faculty will not ignore bullying behavior. They will intervene when they observe bullying behavior or it is brought to their attention. The Faculty will take appropriate steps to stop bullying, including communicating it to appropriate people.

What will students do to prevent instances of bullying?

Students will recognize bullying when they observe it. Students will report bullying to a faculty member, to their parents, or to the school principal. If you are bullied or know someone who is, you will take responsibility to talk to a teacher or the school principal.

What will parents do to prevent bullying?

If your child talks to you about bullying, take him or her seriously. Contact the school principal or teacher immediately. Tell your child that it is everyone's responsibility to protect him or herself and that adult involvement in matters of bullying is necessary. If your child is the bully, seek the school's help.

What actions will the school take?

The school takes bullying very seriously. When the school is informed that a student is being bullied, the principal and teacher will investigate. They will talk to the child reporting the bullying and the child accused of bullying, determine if this is an isolated incident or an ongoing pattern, and proceed accordingly.

The following levels of action will be taken if it is determined that bullying has occurred. Each incident will determine what level it is based on the following categories: severity, how many it people it affected, and how many times it occurred.

Level 1: The principal or teacher will talk to the all students involved and discuss different ways of responding or treating others. The school will give the students the knowledge and power on how to fix the problem.

Level 2: The principal will talk to the students involved and the parent will be notified. A discipline action will take place.

Level 3: The principal will set a conference with the parents and child. The child will be required to talk to the pastor. The child may be suspended.

Level 4: The principal will confer with the pastor and teacher, and/or bully committee to determine if the student should remain in the school.

The school principal, in consultation with the pastor, reserves the right to determine the seriousness of the student's actions, and therefore, the appropriate consequence for the action.

GUIDELINES FOR CATHOLIC SCHOOLS RESPECTING OTHERS

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, IPAD or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

SEARCH

Student lockers, desks and backpacks are subject to search at any time. Searches will include the student, administrator and at least 1 other staff member. Students may not bring items to school that are in violation of the law and/or school rules.

DRESS CODE

GENERAL PHILOSOPHY

In keeping with the St. Mary's School mission statement, the dress code has been designed to promote total education and social integration of the individual. We believe that there is a definite correlation between an individual's personal appearance and self-esteem. When a student is appropriately groomed and dressed, he/she feels confident. A positive self-perception in turn affects other dimensions of the individual, such as behavior.

School is a child's "place of business". Each student is expected to report to school groomed and dressed for work. The work is the process of education, and expressions of individuality are not appropriate when they contribute to slovenliness, disruption, or distraction in the work. Fashion trends change frequently and are, therefore, poor standards of measurement in the determination for school-appropriate attire. We believe that trendy clothing that does not fall within the following dress code standards must be limited in its use to occasions outside the school environment.

Our dress code is designed to help both parents and students select comfortable appropriate clothing for the school day. We have worked to develop clear, concise guidelines that allow for individual choice. Dressing for the occasion is a lifetime skill. Learning this skill requires consistency and a cooperative effort from both home and school. We rely on parents as the primary decision-makers for their children, and are confident that they will agree that time spent in resolving dress code issues during the school day requires sacrifice of time devoted to the real goals of the educational process. We therefore recommend that a conservative approach in the application of the following dress code, allowing instructional time to be maximized.

GUIDELINES

When selecting clothes to be worn at school, we encourage you to make choices that promote Catholic values. Students' clothing should be neat, clean, and in good taste. Garments must fit comfortably; they may not be too tight or baggy. Apparel should be in good repair (no holes, rips, nor raveled at bottom). Parents may be called and expected to bring a change of clothes in if clothing does not meet guidelines.

It is impossible to anticipate all varieties of apparel that may be worn by students to school. Therefore, teachers (with consultation of the principal) will determine inappropriate dress using the above guidelines. If it affects the learning environment, the student may be asked to leave and not return until the problem is corrected.

ALL SCHOOL MASS ATTIRE

School polos must be worn at all school Masses. This usually occurs every Tuesday, Thursday and Holy Days of Obligations. No athletic shorts/pants allowed during School Polo days. The polos must be worn with dress, khaki style, or jeans pant/short/skirt.

DRESSES AND SKIRTS

Must be no shorter than 4" above the knee when one is kneeling.

SHIRTS

May not promote violence, drugs, vulgarity, derogatory; etc. Midriff, halter/cut-off shirts (or other shirts that expose person's midsection when arm is raised) are not appropriate. Tank tops and garments with spaghetti straps should not be worn. Sleeveless garments may not be worn unless with an accompanied garment with sleeves. Blouses and shirts must be modest, not revealing breasts.

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SHORTS

Must be no shorter than 4" above the knee when one is kneeling. They can be worn all year round, but remember we do go outside for recess during the cold winter days. No writing and/or picture should be across the seat of the shorts.

PANTS

Must be worn at the waist. Tight or baggy pants are not acceptable. No writing and/or picture across the seat of the pants. No pajama type pants. If you wear leggings or yoga style pants please make sure your shirt/sweater/covers your bottom.

SHOES

Must have a strap or back around the heel. Flip-flops or slides without a back strap are not allowed. Gym shoes and socks need to be worn for P.E. No shoes with rollers are permitted.

ACCESSORIES

Such as "hardware" belts, gloves without fingers, heavy chains, tattoos (including temporary tattoos), sunglasses, and hats that interfere with the learning environment are not allowed. Ears may be pierced with a limit of two earrings per ear. No other body parts may be pierced. Only traditional hair color is permitted. Hair should be trimmed and neatly groomed. Students may be sent home if the hair color or style is affecting the learning environment. Fake fingernails are not permitted. (This includes partial and full fake fingernails.)

MAKE-UP

May be worn in moderation by students in GRADES 6-8 ONLY. Make-up should be in shades/colors that are neutral. If a staff member feels the shade/color is a distraction they may ask the student to remove it.

SCHOOL TELEPHONE

No child is free to use the telephone at will. Calls are restricted to those which are absolutely necessary. Students who must make calls need permission from the principal, teacher or secretary. All calls must be made from school office.

FIELD TRIPS

St. Mary School encourages properly planned field trips for instructional purposes. In all instances, field trips shall be justified on the basis of educational gain in relationship to educational needs. Field trips must show instructional intent and exhibit adequate pre-planning which includes specific goals and objectives and effective evaluation to insure optimum use of the students' academic time. All field trips will be properly supervised to insure positive student behavior that will reflect favorably on the goals and objectives of the school. When there is a student admission charge, the value of the activity must be carefully examined in relation to the cost.

Field trips must be planned by the teacher or teacher designee' and approved by the principal before the plans for the field trip are made with the students and parents. Written or typed permission from a child's parent is required before a child is permitted to go on a field trip. Permission by phone is not acceptable. Students must have passing grade averages in each subject and maintain appropriate behavior in order to go on field trips.

- Field trips made within the walking distance of the school in North Vernon must have written parent permission, as well as trips using vehicle transportation.
- Generally, transportation should be by bus.
- Cars may be used at the discretion of the principal with the following stipulations verified by the driver:

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- The driver must be 21 years of age or older.
- The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- The vehicle must have a valid registration.
- The vehicle must be insured for a minimum of \$100,000 per person, \$300,000 per occurrence.
- The ratio of students to chaperones should be stated and have approval of principal.
- Overnight field trips must have the approval of St. Mary's School Commission.
- **Chaperones must have taken the Safe and Sacred Program provided through the Archdiocese before accompanying students on field trip.**
- Fund-raisers used to help finance cost of field trip must be approved by the principal.
- A "Field Trip Record" must be filled out and kept on file in the office.

GIFTS

SMS requests balloons, flowers, cake, cupcakes, or any other type of food/treat are not to be sent to school for birthdays or special events. Please keep in mind the feelings of others when inviting other students to parties. Invitations should not be passed out in the school unless the whole class is invited.

GRADING SYSTEM

All students in grades K-2 and special area subjects will be utilizing the Archdiocese Report Card and grading system. This report will be standard/domain based and in Grades K & 1 will receive letters E, M, P, N, X, Grade 2 will receive percentages. Grades 3-8 will use the same report cards and grading scale as past.

GRADES K-1 AND SPECIAL SUBJECTS

E = Exceeds Expectations

M = Meets Expectations

P = Progressing Forward with the Expectations

N = Does not Meet Expectations

X = Not assessed at this time

GRADES 3-8

A = 95 – 100

B = 86 – 94

C = 76 – 85

D = 70 – 75

F = 69 or below

Report cards are issued quarterly at St. Mary's. Midterms will be sent four weeks prior to the issuance of report cards to students in grades 1-8.

HONOR ROLL

We have an honor roll in grades 3-8. The requirements for Honor Roll:

1. First Honors (all A's)
2. Second Honors (all A's & B's)

WEDNESDAY FOLDERS

Graded papers will be sent home every week along with SCHOOL NEWS on Wednesdays. After looking at the papers and reading the SCHOOL NEWS, sign the cover sheet and return the empty folder to school.

SPECIAL EDUCATION AND SPEECH THERAPIST

Special Education and speech therapy is provided for students with this specific need through the Jennings County School Corporation. Jennings County specialists visit the school regularly. Students who are referred by their teacher(s) or parents can work with a specialist on a regular basis. If any parents feel their child may need help in the area of speech development or other special education services that affect the child's learning, they should contact their child's teacher in order to obtain an evaluation from Jennings County.

HOMEWORK

Home assignments are part of the school program and may require some parental supervision. Parents should provide a regular time for homework as well as a definite place with a conducive atmosphere for study. Parents are not expected to help the children excessively, but parental interest goes far in encouraging a child. Homework may be given on weekends.

If your child seems to have very little homework, you may wish to require him/her to spend a specified amount of time reading. On the other hand, if your child seems to be over-loaded with homework, contact the teacher. There is probably a misunderstanding that can be corrected. Homework that is not turned in on the due date will receive the grade of "Zero" until it is turned in or quarter has ended.

LIBRARY

Students have the opportunity to check books out of the school library every week. They are responsible for returning the book to the library in the same condition in which it was checked out. If students lose a book, they must pay for it so it can be replaced. This exchange must be approved by the librarian, Mrs. Teresa Genda.

PERSONAL BELONGINGS

SMS students do NOT need to bring extra money or other personal, expensive items (ex: personal electronic devices, toys, phones) to school. We accept no responsibility for loss, damage, or safekeeping. Extra-special or valuable toys or devices should be kept at home.

Cell phones may not be used at school. If cell phone is needed for after school activities, the phone needs to be turned off and kept concealed throughout the school day. If a phone is taken from a student by a staff member the parent may get contacted to come in and pick it up.

Any item brought to school that is not an essential school supply or that is used in a manner that is distracting to other students or the teacher may be confiscated by the teacher, principal, or adult supervisor. The student may request the return of the item at the end of the following school day.

Students bringing instructional electronic devices such as kindles or tablets must have parent sign the SMS Permission Form for using the electronic devices in school.

There will be a special announcement if it is necessary for a child to bring money (other than lunch money) to school. Any money brought to school is the student's responsibility and should be kept in a safe, secure place (ex: deep pocket, purse, wallet).

PLAYGROUND

All students are expected to be outdoors, engaged in active play during recesses. If a child is not able to be outside for some legitimate reason, a written excuse is required each day from the parents before he/she is allowed to remain indoors. However, every time a child must stay inside during recess, we have to provide some kind of supervision. Therefore, please do not request that your child be allowed to remain indoors unless it is absolutely necessary. When the wind chill temperature is too low during winter months, we will have indoor recess.

PLAYGROUND RULES

- Use the restroom and get a drink before going outside.
- Obey the supervising teacher or parent on duty.
- Avoid any game or activity (i.e., throwing rocks or snowballs, tackling, fighting) that could result in injury.
- Do not deliberately kick balls in the street or nearby yards. If a ball does land in the street, the teacher or parent on duty will retrieve it.
- Seek permission from playground supervisor if there is a need to go inside.
- First bell means to stop in place. At the second bell students walk quickly and quietly to the assigned area for their class. Students proceed to their classrooms in an orderly and quiet fashion when the playground supervisor gives the signal.

PTO

St. Mary's Parent-Teacher Organization (P.T.O.) is a support group for the school. The officers for the 2014 – 2015 school year are:

President - Jennifer Watts
Vice-President - Lee Ann Mull and Misty Blackburn
Secretary - Shannon Palmer
Treasurer - Sally Woods

The officers, along with the principal, comprise the P.T.O. executive committee which meets periodically to take care of routine matters and other business that must be dealt with before the general meetings.

General meetings occur approximately 4 times a year. All parents are encouraged to attend.

VOLUNTEERS

Without the donated services of parents, our school could not offer a broad enrichment program. All parents are expected to do their part in the Bingo fundraiser. If you cannot make your scheduled shift it is VITAL that you contact a sub so Bingo can continue to run smoothly. Volunteers are also needed for library work, teachers' aides, office assistance, playground supervision, extracurricular activities and events, coaches, bingo and for the parish festival. Volunteers are asked to contact a teacher, the principal, or the school office to offer their services. All chaperones and regular volunteers are required to take the Safe and Sacred training provided by the Archdiocese.

VOUCHER AND SCHOLARSHIP TAX CREDIT PROGRAMS

St. Mary School is participating in the Indiana State School Voucher (House Bill 1003, effective July 1, 2011) and the Indiana School Scholarship Tax Credit Programs. The Scholarship Granting Organization (SGO) for St. Mary's is Choice Charitable Trust. A brief summary of both programs is located in Appendix F. You may contact the school principal for questions or clarifications.

HEALTH/MEDICATIONS

In order to protect the health and welfare of children and school staff members alike, Indiana laws require that school personnel observe certain safeguards in administering prescription medication to pupils. If school personnel are to administer prescription medicine to your child, the following procedures must be followed:

- 1) A written request from the parent or guardian must be on file in the office.
- 2) The prescribing physician must provide a written order stating the amount of medication, the time(s) for administering, and the period of time the medication is to be administered (beginning date and ending date).
- 3) Medication that is brought to school must be checked in at the school office and kept in the pharmacy's original container.
- 4) Students may not transport medication. This needs to be done by a parent or responsible adult.
- 5) Cough drops are permitted if accompanied by a note to the teacher.

Hearing and vision screening tests are provided annually by the Jennings County School nurse. After the testing is performed, a form is sent home to the parents of those students whose screenings or tests indicate problems.

St. Mary's School is required by law to require immunization of ALL STUDENTS, kindergarten through 8th grade. The law states that when a student enrolls for the first time in a school district, the parents or guardian must furnish a written statement of the child's immunization, with physician or health department certification. The state law requires that a child be excluded from school if his/her parents do not supply this record. Immunization requirements are available, upon request, in the school office.

Please inform the school office if student has any known allergies. Some of our classrooms might be peanut or another ingredient free due to student's allergies. If this is the case you will receive notice and we NEED everyone to abide to keep the safety of all of our children.

WELLNESS POLICY

State of Indiana and the Federal government have required the formation of a Wellness Policy for schools. The Office of Catholic Education has formulated an Archdiocesan Wellness Policy for our Catholic schools which provides the basis for actions to be taken by individual schools. St. Mary's School has implemented a Wellness Policy. Purpose of policy is to provide framework to address health and future well-being of children. It provides knowledge of the effects of diet and exercise on health. Focus is placed on the following categories.

- Health and nutrition education
- School nutrition
- Physical activity

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A few of the recommendations and highlights from policy are listed below.

- Emphasis will be placed on caloric balance between food intake and energy expenditure (physical activity/exercise).
- Health education will include advertising, including marketing goals versus nutritional truth.
- SMS will support parental efforts to provide a healthy diet and daily physical activity for their children.
- Parents are encouraged to obtain BMI (Body Mass Index) information during the child's annual physical examination.
- According to state law, beginning in September, 2007; at least 50% of the food and beverage items available for sale at a school, or on school grounds, must qualify as "better choice" foods, or beverages.
- A positive contribution to children's diets and health is made by serving fruits and vegetables as the primary snacks with water as the primary beverage.
- Every effort will be made to educate parents and students concerning healthy choices for lunches brought from home:
 - Parents and students will be encouraged to include fresh fruits and other healthy items, rather than packaged chips, etc.
 - Soft drinks may not be brought to school.
- Elementary students are not to have access to vending machines during the school day.
- "Fast food" meals may not be brought to school.
- SMS requests that food items not be sent to school for birthday celebrations.
- Students going out to lunch with parents during school time will be limited to only special occasions or in connection with doctor appointments.
- Classroom education will complement physical education classes by reinforcing the knowledge and skills needed to maintain an active lifestyle and to reduce time spent in sedentary activities.
- Children will take part in recess activities or physical activities each day.

PEST CONTROL POLICY

St. Mary's School has a policy and guidelines regarding the use of pesticides. Pesticides are not allowed to be used when children are present and must be heavily documented when used. If you would like to view this information please request to do so at the office. If your child has an allergy to any pesticides, please inform the office.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986 (AHERA)

St. Mary's School, North Vernon, of the Archdiocese of Indianapolis has complied with the EPA School Rule (1982) and AHERA (1986). The management plan for meeting the requirements of AHERA is available upon request in the school office.

The initial required inspection of this school was completed on July 9, 1988, by an accredited inspector/planner. The asbestos-containing building materials identified, if left undisturbed, do not present an immediate danger to building occupants. All response actions and preventive measures called for from the first inspection, have been taken in accordance with the management plan.

In May 1999, Environmental Abatement Inc. removed all asbestos insulation piping from basement area. TEM (air sampling) was taken after removal to ensure complete removal and safety. In June 2005, floor tile was removed from a basement classroom by DHA, Inc.

Furthermore, periodic surveillance of asbestos-containing building materials is completed every six months to ensure that the materials are undisturbed and remain in good condition.

On November 30, 2010, a representative of the United State Environmental Protection Agency conducted an inspection of the Saint Mary School and determined that it was in compliance with the Asbestos Hazard Emergency Response Act (AHERA).

INDOOR AIR QUALITY

St. Mary School complies with the Indiana Indoor air Quality Program as established by the Indiana Administrative Code, Rule 410 (IAC 33), April 2011 and administered by the Indiana Department of Health. (See Appendix I for contact information.)

**KINDERGARTEN – 8TH GRADE
ARRIVAL AND DISMISSAL
PROCEDURE AND TIMES**

7:30-8:00	Algebra class – Gr. 8
7:15-7:45	Supervised Study/Morning Care
7:45-7:59	Arrival in classrooms
8:00	Morning Announcements/Classes Begin
2:00	Gr. 7 & 8 Dismiss for JCMS
2:40	K-6 Bus Riders Dismiss
2:45	Car Riders/Walkers Dismiss

CAR RIDERS (Kindergarten – 8th grade)

7:15 – 8:00 AM	<p>Cars park on Washington Street along curb nearest school (South side of Washington Street).</p> <p>All students exit cars onto sidewalk and proceed along front entrance of school. Students board a bus in front of the school. Please remain parked while bus is loading students and stop arm is extended. <u>Exception:</u> Kindergarten students arriving after 7:45 AM should be dropped off in parking lot closest to Parish Center or near sidewalk going into Parish Center.</p> <p>Do not allow students to cross the street without an adult with them.</p>
2:45 PM	<p>Park cars for student pick-up along Clay Street until buses are parked in school parking lot. After buses are parked, cars turn left onto Washington Street making 3 rows of parked cars; first cars in each row proceed to stop sign. Place vehicles in “park” and school staff will dismiss all students. Teachers will come around to make sure every car has their child. Two staff members will stop traffic and then release the rows one at a time. Cars can turn Left or Right.</p>

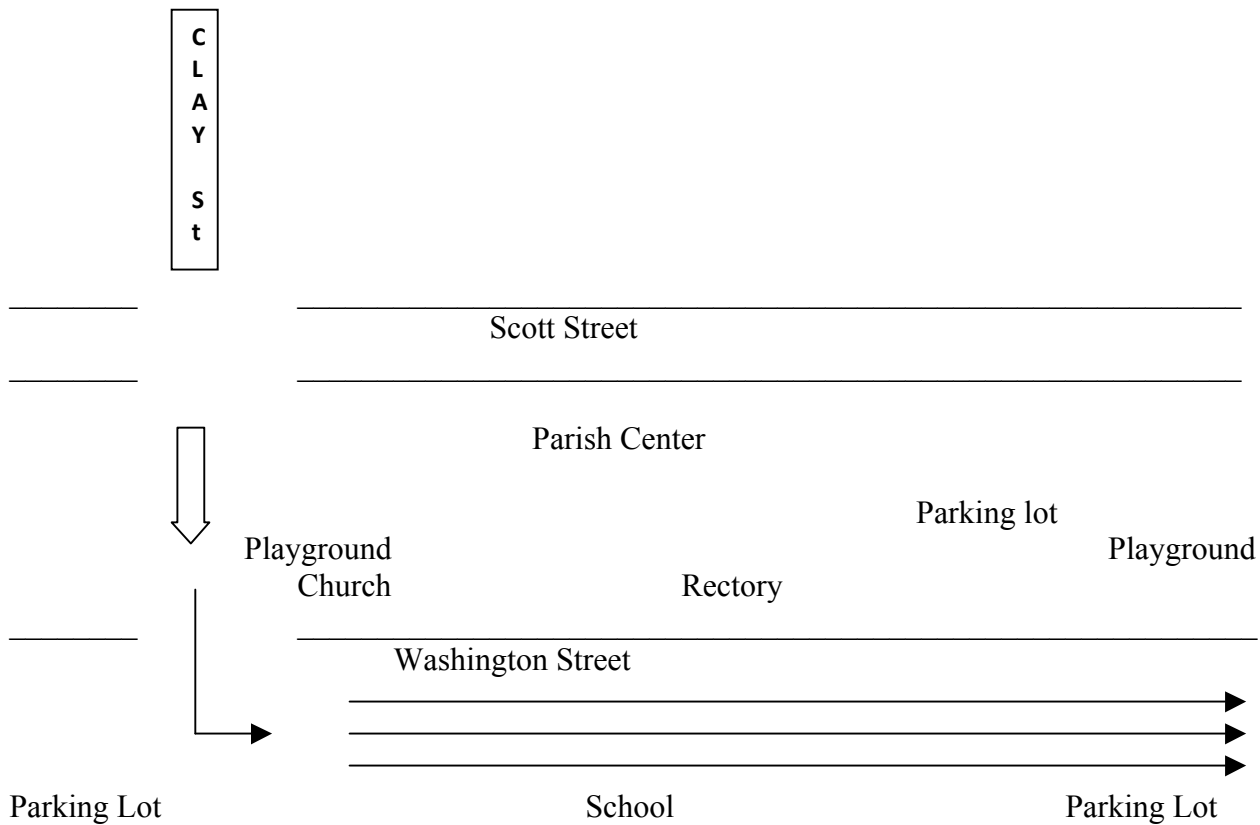
PRESCHOOL Arrival and Dismissal Procedure and Times

MORNING SESSION

7:45-8:00	Arrival	Park car on large parking lot/playground area near Adoration Chapel and walk child to the Parish Center door.
8:00	Class begins	
11:00	Dismissal	Park along Clay Street and a staff member will walk your child to your car. Leave by going to Washington St. and turning right.

AFTERNOON SESSION

12:00	Arrival	Park along Clay Street or parking lot and walk child to Parish Center door. (Recess for older children ends at 11:40. Wait until cones are removed from street and children are off playground.)
12:10	Class begins	
2:45	Dismissal	Follow dismissal procedure for K-6.



EXTENDED CARE PICK UP

Extended care pick-up drivers should park in parking lot near side entrance of school and enter at main door using the steps. Parents will need to push the buzzer and a staff member will unlock the door. Parents need to report to the Extended Care area first as the teacher will be expecting you.

RULE FOR POLICY 3230

ST. MARY'S SCHOOL TUITION PROGRAM 2014-2015

The mission of St. Mary's School is to offer a Catholic education to each and every child in the parish. When there is space available, we extend an invitation to other families who wish a values-based Catholic education for their children to attend St. Mary's. We, the St. Mary School Commission, believe that a Catholic education should be a multi-faceted partnership involving traditional teaching in the classroom, parental involvement, and family stewardship of time, talent, and treasure. The Commission holds to the principle that the faculty set high moral and academic standard for themselves and their students in order to create an optimal, Christian, learning environment in which students grow spiritually and academically to the best of their abilities. The Commission also has high expectations that school families will make a strong commitment to the school: physically through your volunteer work and your financial support; emotionally through your words, attitude, and encouragement; and spiritually through your church attendance and practice of religion.

A Practicing Catholic Family affiliated with St. Mary's Parish is defined as one that:

1. Is a registered member of St. Mary's Parish with a current pledge card on file.
2. Provides proof that the child attending St. Mary's School is a baptized Catholic.
3. Participates regularly in Sunday liturgies.
4. Financially supports the parish through the weekly use of contribution envelopes in a significant way.
5. Participates through service to the school/parish in volunteering for events such events as bingo, festival, playground duty, board and/or committee work. Additional opportunities are listed in the enrollment packets.
6. Failure to meet criteria 1 and 2 will mean non-affiliated rate. Failure to meet criteria 3, 4, and/or 5 as determined by the School Principal, may result in a conference with the Principal, Pastor, school commission rep, and/or fundraiser committee rep and may result in being assessed a different tuition rate or dismissal from the school.

A Non-affiliated Catholic Family is defined as one that:

1. Is Catholic but has membership at another parish.
2. Participates through service to the school in volunteering for such events as bingo, festival, playground duty, board and/or committee work. Additional opportunities are listed in the enrollment packets.
3. Failure to meet criteria 1 will mean non-Catholic rate. Failure to meet criteria 2 as determined by the School Principal, may result in a conference with the Principal, Pastor, school commission rep, and/or fundraiser committee rep and may result in being assessed a different tuition rate or dismissal from the school.

A Non-Catholic Family is defined as one that:

1. Is not a Catholic family.
2. Participates through service to the school in volunteering for such events as bingo, festival, playground duty, board and/or committee work. Additional opportunities are listed in the enrollment packets.
3. Failure to meet criteria 2 as determined by the School Principal, may result in a conference with the Principal, Pastor, school commission rep, and/or fundraiser committee rep and may result in dismissal from the school.

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A Non-participatory Family is defined as one that:

1. Does not meet the criteria for any of the above categories.

For 2014 - 2015 the tuition will be set according to the family plan. In addition, there is a K-8 per pupil registration fee of \$100, technology fee of \$75, and a book fee of \$100. Pre-K \$50 registration and \$50 supply fee.

Timeline:

May 15 - The enrollment fee per child for the next school year is due. This enrollment fee shall be non-refundable so long as the family maintains a residence in Jennings County. Enrollment after May 15th will be taken on first come, first serve basis depending upon space and availability; according to our Admission and Wait Policy.

August 4 - All fees are due.

August 15 through May 15 - 1/10 of the tuition is due the 15th of each month.

(Optional 12 month cycle available upon request. Payments due July 15th through June 15th.)

Tuition assistance information:

There is a process for those who need tuition assistance. To be eligible, the following requirements must be met:

- Only Practicing Catholic parishioners are eligible to receive a reduction in tuition.
- The family must be committed to volunteer work for the school. The family must complete a form for the Federal Free or Reduced Lunch Program.

The procedure for applying for tuition reduction is as follows:

- Meet with the Principal to discuss a new payment plan.

Delinquent tuition procedures:

Delinquent tuition payment shall be dealt with in the following manner.

- The first month delinquent: Parents shall receive a statement informing them of the delinquency.
- The second month delinquent: Parents shall receive a phone call from the Principal or the Principal's designee requesting that the parents bring tuition payments to current balance due or make an appointment with the Principal to explain the situation and request a waiver or reduction of tuition.
- Tuition payments shall be current at the end of the first semester or arrangements made with the Principal prior to the beginning of the second semester for enrollment to be continued.
- Registration forms, enrollment fees, previous year's tuition, or other unpaid bills not received by July 1 of that school year may result in students' names being dropped from the class list.

PLEASE NOTE: If a family has had a conference with the pastor as contemplated by the definitions set forth on St. Mary's tuition program in this handbook which has resulted in a reclassification of a student for tuition purposes, the new tuition rate shall become effective immediately following the conference. The pastor retains the sole responsibility to determine the tuition classification applicable to any family. Failure to pay the new tuition rate as determined by the pastor shall result in the institution of the above delinquent tuition procedures.

An unpaid tuition balance or other unpaid bills may result in a child's name being dropped from the class list July 1st. Permanent files will not be forwarded to the new school until full payment of outstanding tuition and fees have been made.

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2014-15 School Year

Tuition Rates

One child families	\$2,570.00	
Two children	\$3,770.00	
Three or more	\$4,760.00	
Catholic, but not St. Mary's Parish	\$500.00	per child added to the above amounts
Non-Catholic Tuition	\$3,850.00	
Preschool- 4 year olds Mon, Wed, Fri. 1/2 days	\$880.00	
Preschool- 3 year olds Tues, Thurs. 1/2 days	\$580.00	
K-8 Registration Fee	\$100.00	
Pre-school Registration Fee	\$50.00	
K-8 Book Fees	\$100.00	
Preschool supplies	\$50.00	
Technology Fees	\$75.00	

Tuition is due the 15th of each month beginning in August and ending in May. Please contact the school office if you prefer to have your tuition payments put on a 12 month cycle with payments beginning in July. Tuition booklets will be given to every family.

(Rule promulgated 12/03)

MENINGITIS

The Indiana Department of Education requires that each state accredited school distribute information concerning Meningococcal Disease and its vaccines to students and parents/guardians each year. This letter is to provide you with that information. No case of meningitis has been reported in our school.

Dear Parents, Guardians and Students,

One type of meningitis is caused by a bacterium called *Neisseria meningitidis*. Infections caused by this bacterium are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs and even death. The bacteria are spread from close person to person contact through the exchange of nose and throat secretions, by activities such as kissing or sharing eating or drinking utensils. The bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There are two vaccines that can help prevent cases of this disease in teens and young adults. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination of children with the meningococcal conjugate vaccine (Menactra and Menveo) at 11 or 12 years of age, with a booster dose of the vaccine at 16 years of age. The booster dose at age 16 provides ongoing protection from the disease after high school.

The state of Indiana requires all students in grades 6-12 to have the appropriate number of meningococcal conjugate vaccine doses. One dose of meningococcal conjugate vaccine is required for all students in 6th-11th grade. A second booster dose is required for students entering 1th grade. These vaccines are a legal requirement for school entry (Indiana Administrative Code 410 IAC 1-1-1) for the 2014-2015 school year.

All students in grades 6-12 must have acceptable documentation of required immunizations on record at the school they are currently attending. An acceptable record includes a signed record from the child's health care provider indicating the name of the vaccine given and the date it was given, a record of the immunization in the state immunization registry (CHIRP) prior to the start of the school year, or a record from another school showing the required immunizations have been given.

Many local health departments and private healthcare providers offer this vaccine. Please contact your health care provider for specific instructions regarding your child.

More information about meningococcal disease can be found at: The Centers

for Disease Control and Prevention (CDC) website:
<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

IN State Department of Health website:
<http://www.in.gov/isdh/25455.htm>

Sincerely,



Taryn Broadus,
Director of Nursing Services

Appendix D

**St. Mary's School
Internet Acceptable Use Agreement**

St. Mary's School is pleased to offer students access to a computer network for Internet access. To gain access to the Internet, all must receive, read, understand this agreement, and sign the attached form. All students must obtain parental permission as verified by the signatures on the attached form. Should a parent prefer that a student not have Internet access, use of computers is still possible for more traditional purposes such as word-processing.

What is Available?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Activities for learning are also done via the Internet. Families should be aware that even though safety measures are taken to filter content, some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to the students from access to the Internet exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we respect each family's right to decide whether or not to allow access.

What is Expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in the classroom or on a school playground. It is expected that users will comply with St. Mary's Standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

What are the Rules?

Privacy – Network storage areas may be treated like your students desk. The computer technologist may review communications to maintain system integrity and will insure that students are using the system responsibly.
Illegal Copying – Users should **never** download or install any commercial software, P2P, shareware or freeware onto network drives or desktop pc's. Users should not copy other individual's work or intrude into other users files.

Other Information

We as a school know that part of the learning curriculum is for students to be able to access the Internet and be able to communicate with others via email of instant messaging such as MSN Messenger or AOL Instant Messaging. St. Mary's has elected to not allow communication in the form of instant messaging or allowing

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students to email from the Schools Computers. We also do not allow access to Websites that are detrimental to the students and their peers such as “My Space” or other sites that encourage blogging.

Examples of Unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any US or State law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted.
- c. Invading the privacy of individuals.
- d. Using another’s password or account. Computer accounts and passwords are confidential and must remain so.
- e. Accessing, submitting, posting, publishing, or displaying and defamatory, inaccurate, abusive, obscene, sexually oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/pr teachings of the archdiocese and/or school;
- f. Using inappropriate language.
- g. Accessing personal email or social media accounts such as “Gmail, Twitter, Facebook, etc.” from a school computer.
- h. Non-educational searches on laptop, computer, or personal device.
- i. Usage of laptop, computer, or personal device during inappropriate time.

Unacceptable use may also include online or over phone activities occurring outside the school that may carry over into the school environment. Examples:

- a. Posting of a photograph, image, likeness, or personally identifiable information regarding any employees, students, parents, or parishioners on any web-based site, or in any electronic communication device without the knowledge or approval, is prohibited.

The school reserves the right to monitor or review the use of school computers including Internet use.

Print Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____



**Indiana State School Voucher
House Bill 1003**

- A bill that redirects state funds from a public school to pay for tuition and fees at a private school through a state voucher.
- Vouchers for students in grades 1 through 8 would be limited to \$4,700 per school year. (Unless student was on an SGO in kindergarten, then could receive in grade 1)
- Voucher eligibility is for families who meet the economic guidelines and one of the following.
 - Student attended public school last year
 - Sibling of a voucher student
 - Home public school is a “failing” school
 - Student was on an SGO last year



**Donor Funded: Educational CHOICE Charitable
Trust/Scholarship Granting Organization
Indiana School Scholarship Tax Credit Program**

The Indiana School Scholarship Tax Credit Program, passed in the summer of 2009, is designed to provide scholarship support for thousands of low and middle income families to enroll their children into the private or public school of their choice. Donors (individuals or corporations) are eligible to take advantage of a 50% credit against their state tax liability for contributions made to a qualified scholarship granting organizations (SGO).

- Taxes applicable: adjusted gross income tax, financial institutions tax, insurance premiums tax. Corporate or individual taxpayers may participate.
- No limit on the size of individual contributions to SGOs, but the tax credit amount cannot exceed a taxpayer’s state tax liability.
- Program caps: \$2.5 million per year (qualifying up to \$5M in donations). First to contribute, first to qualify for tax credits.
- Eligible students: SGOs set their own eligibility requirements, but family income cannot exceed 200% of federal free or reduced lunch levels, students must be entering kindergarten or have been enrolled in a public school the previous year (i.e. doesn’t fund current private school students), and be an Indiana resident.
- An SGO may not limit the ability of a recipient of a scholarship to change attendance from one participating school to another.
- SGOs will work directly with the Dept. of Revenue to assure your donation qualifies and is properly recorded.

ST. MARY’S EXTENDED CARE

Extended Care Coordinator	Mrs. Karen Geswein
Staff Member	Miss Kayla Brown
Phone Number	812-346-3445, then wait to select Extended Care option.

HOURS OF OPERATION

After School Care	2:45 – 5:30 PM
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DAYS OF OPERATION

St. Mary’s Extended Care Program operates only on days when school is in session. When school is closed for scheduled or unscheduled reason, St. Mary’s Extended Care will also be closed. This program is designed to meet your care needs during the scheduled school day. When school is **closed early** due to weather, extended care will stay open. If school is closed for the entire day, extended care will **not** be offered.

FEES

After School Care	\$2.50 per hour, per child
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PAYMENT

Payments should be made on a weekly basis. Make checks payable to St. Mary’s Extended Care. (DO NOT COMBINE TUITION, LUNCH AND EXTENDED CARE PAYMENTS IN ONE CHECK).

ST. MARY SCHOOL
North Vernon, Indiana
Admission and Wait List for Preschool through Grades 8

POLICY STATEMENT

In order to ensure an orderly and equitable admission for children to St. Mary Catholic School (hereinafter referenced as the “School”), this policy and procedures is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the School Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

A. Primary Goal – Catholic Education

The primary goal of the School is to provide a Catholic education to the children in the Parish in accordance with the mission statement of the School, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School.

B. Accommodation of Students with Special Needs

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Parishioner Status

Regular attendance at mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the Parish will be expected by Catholic families of students attending or wishing to attend the School. All School families will participate in a registration process that will help establish each family’s gifts of Time, Talent, and Treasure. Families meeting these criteria will be deemed “participating parishioners” for purposes of determining the rate of tuition. All other families will be considered “non-participating” or “non-affiliated” or “non-Catholic” for purposes of tuition.

D. Financial Aid and Responsibility

It is a goal of the School and Parish to provide financial support to economically disadvantaged parish families to the fullest extent possible. However, all School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School. Families of students who are not of the Catholic Faith will be expected to assume their portion of the financial responsibility for the education provided through an increased tuition rate, since they do not participate in the investment (subsidy) received by School from the contributions of parishioners.

E. Agree to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of the School as specified in the School Handbook.

F. Non-Discrimination

The School Commission, Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with

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those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin 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 publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

ADMISSION SELECTION PROCEDURES

Beginning with the spring registration date each year, without exception, students registering for preschool who are at age 3 or 4; or for kindergarten, who are age 5 by August 1 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the School Commission according to the following categories in order of preference:

1. Current students of the School in the order of #2-11.
2. Catholic children of participating parishioners (as defined in C above) who are siblings of students attending the School in the current school year.
3. Catholic children of participating parishioners who are siblings of a graduate of the School.
4. Catholic children of participating parishioners.
5. Catholic children of non-participating parishioners who are siblings of students attending the School in the current school year.
6. Catholic children of non-participating parishioners who are siblings of a graduate of the School.
7. Catholic children of non-participating parishioners.
8. Non-parishioner Catholic children.
9. Non-Catholic children.

Within categories numbered 1 through 4 above, priority will be given according to the parish registration date of any family deemed to be a “participating parishioner” (See Section C above).

Within categories numbered 5 through 9 above, priority will be given according to the date of the School admission application.

Each year’s incoming student class will be selected soon after the registration/re-registration process is closed. For any student selected for the incoming class, his or her Catholic siblings will be placed in category #2 or #5 above for the school year for which they are registering depending on parishioner status (See Section C above).

WAIT LIST

Students not selected for admission to the School will automatically be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The wait

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list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

LOTTERY PROCESS

Students will be enrolled on a priority basis of parishioners, siblings of current students, non-parishioners. Once a class has reached capacity as determined by St. Mary School Commission the following lottery process occurs:

- For each grade, the students are divided into two groups: parishioner and non-parishioner.
- Each student in each grade on the wait list is assigned a number and students and their families are informed of the student's number the day of the lottery.
- Each student's lottery number is placed in a lottery bin. Numbers are chosen from the parishioners' bin first and then we go to the lottery bin containing lottery numbers from families outside the parish.
- As numbers are chosen, a list is established.
- The list is posted publicly. Open spaces within this grade are first assigned to the parishioner list.
- If that list is fulfilled, the non-parishioner list follows.
- This process continues for each grade.
- After the lottery date, anyone else who comes in for admission for the upcoming school year, goes on a waiting list (also separated into parishioner and non-parishioner). Parish families are always given first preference.
- Each January, families who were not enrolled must re-register for the lottery by the February 15 deadline in order to get onto the new waiting lists. Old waiting lists are destroyed at the end of the academic year.

TRANSFER STUDENTS

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of the School.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
4. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).
5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
6. Updated immunization records have been received.
7. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the School.

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8. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational setting, and an opening exists; the student may be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

This school adheres to the Indiana Indoor Air Quality Program, “IAQ”

**The Procedure and Record Handbook is located at:
St. Mary School Office**

**The IAQ Coordinator is: Matthew D. Goddard,
Principal, St. Mary School**

The IAQ coordinator can be contacted at: School Office

School name: St. Mary School

**School address: 209 Washington St.
North Vernon, IN 47265**

Location of IAQ records: St. Mary School Office

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I.C.A.N. Form

Name _____ Grade _____ Date _____

I feel because (Explain what happened)

The wrong choice I made was...

How can you make this correct and do you need help doing it...
