



**THE SPIRIT OF ST. MARY'S  
FAMILY HANDBOOK  
2017-2018**

**ST. MARY'S SCHOOL**

209 Washington Street · North Vernon, IN 47265

P: 812.346.3445 · F: 812.346.5930

<http://www.school.ccjc3.org/>

## 2017-2018 St. Mary's School Calendar

### FIRST SEMESTER

Friday, July 29	Back to School Night 6:00
Tuesday, August 2	First Student Day K-8
Thursday, August 4	First Day of 3 yr. old Preschool
Friday, August 5	First Day of 4 yr. old Preschool
Wednesday, August 17	School Pictures
Saturday, August 27	PTO Father Daughter Dance
Monday, August 29	PTO Meeting 6:00
Monday, September 5	Labor Day (No School)
Thursday, September 8	No Bingo-Festival Set-up
September 9-11	St. Mary's Parish Festival
Tuesday, September 13	Windy City Players
Friday, September 30	Grandparent's Day
Friday, September 30	End of First Quarter
Tuesday, October 4	Parent Teacher Conferences 3:00-6:00
Wednesday, October 5	Parent Teacher Conferences 4:00-7:00
October 10-14	Fall Break
Monday, October 24	PTO Meeting 6:00
November 23-25	Thanksgiving Break
Friday, December 16	Christmas Dinner
Friday, December 16	End of Second Quarter & First Semester
December 19-January 2	Christmas Break

### SECOND SEMESTER

Sunday, January 1	New Year's Day Bingo
Tuesday, January 3	Second Semester Begins- Students Return
Monday, January 16	Martin Luther King Jr. Day (No School) <i>1<sup>st</sup> Make-up Day</i>
Monday, January 23	PTO Meeting 6:00
Saturday, January 28	PTO Chili Supper 5:00
January 28-February 4	Catholic Schools Week
Monday, February 20	Presidents Day (No School) <i>2<sup>nd</sup> Make-up Day</i>
February 27-March 10	ISTEP+ Part 1 Grades 3-8)
Friday, March 3	End of Third Quarter
Sunday, March 5	Marathon Bingo (Teams 1,2,3,4,)
Saturday, March 11	Reverse Raffle
March 13- March 17	IREAD (Third Grade Only)
March 27-31	Spring Break
Thursday, April 13	No Bingo- Holy Thursday
Friday, April 14	Good Friday (No School)
April 17-May 5	ISTEP+ Part 2 (Grades 3-8)
Monday, April 25	PTO Meeting 6:00
April 29 & 30	First Communion
May 1-May 5	Teacher Appreciation Week
Wednesday, May 3	May Crowning
May 7-May 9	8 <sup>th</sup> Grade Washington DC Trip
Monday, May 15	Preschool Program 6:00 PM
Wednesday, May 17	8 <sup>th</sup> Grade Graduation 6:00 PM

Updated October 26, 2017  
Thursday, May 18

End of Fourth Quarter & Second Semester- Final Student

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## **THE HISTORY OF ST. MARY'S SCHOOL**

St. Mary School is a Catholic elementary, K-8 parish school located in the small rural town of North Vernon, Indiana (population 6,703). It is in Jennings County (population 28,241) and approximately 65 miles south of Indianapolis. St. Mary School and Parish are part of the Archdiocese of Indianapolis.

In 1865 St. Mary Parish established the school, building a two-room, two-story construction behind the church. In 1907 a new, three-story school was built to accommodate growing enrollment for grades one through eight. More classrooms were added in 1954, and a Parish Center was built in 1991 to house the kindergarten, gym, cafeteria, kitchen and meeting rooms. Through a major parish capital campaign in 1999, the school was completely renovated and modernized with additional classrooms and restrooms, new windows, state of the art technology and telecommunications, new heating/air conditioning system and library expansion.

St. Mary School is the only Catholic school in North Vernon and Jennings County and the only K-8 school in the county. Former students from St. Mary School rank consistently in the academic top ten percent of their high school classes. St. Mary School was the first in the county to inaugurate a full day kindergarten. Parish subsidy, tuition, and development fundraisers finance the school.

## **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.

## **School Mascot**

St. Mary's Wildkats

## **School Colors**

Red, White, and Blue

## **SCHOOL SONG**

We are the Wildkats  
Mighty as can be.  
We will charge on to Victory.  
So raise up your hands  
Up very high.  
Our boys (students) will raise the score  
Up to the sky.  
We are the WILDKATS.  
Our team is better  
Better than the rest.  
We'll do our best to try  
Because that's the kind we are.  
We're the WILDKATS of St Mary's School-  
Rah Rah!

## **ST. MARY SCHOOL IMPROVEMENT GOALS**

1. All students will grow in understanding of the Mass and Liturgical Calendar.
2. All students will fluently read and comprehend informational text.
3. All students will increase their mathematical vocabulary
4. The clergy, School Commission, and school will work collaboratively to develop a plan for growth of physical facilities and academics.

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**2016-2017 St. Mary's School Staff**

Pastor	Father Jerry Byrd
Principal	Mrs. Lisa Vogel <b>SMS '88</b>
Secretary	Mrs. Natalie Messer
Office Assistant	Mrs. Karla Gasper
Preschool	Mrs. Gretchen Hughes
PK Assistant	Mrs. Jackie AmRhein
Kindergarten	Mrs. Meredith Inman
K Assistant	Mrs. Jeanie Treadway
First Grade	Mrs. Lindsey Morris <b>SMS '98</b>
Gr. 1 Assistant	Miss Kristine Gasper <b>SMS '08</b>
Second Grade	Mrs. Angie Kelley
Gr. 2 Assistant	Mrs. Sara Kovacich
Third Grade	Mrs. Sandi Kirchner <b>SMS'75</b>
Fourth Grade	Miss Kristy Schwendenmann
Fifth Grade	Mrs. Jamie Zeser
Sixth Grade	Mrs. Michelle Branaman
Seventh Grade Homeroom	Mrs. Linzi Scheidler <b>SMS '05</b>
Middle School Math and Science	
Eighth Grade Homeroom	Mrs. Kristin Campbell
Middle School Language Arts	
Gr. 5-8 Assistant	Mrs. Michelle Gasper
Music	Mrs. Becky Grelle
Technology	Mrs. Felicia Vogel <b>SMS'80</b>
Physical Education	Mr. Justin Baldwin <b>SMS'07</b>
Librarian	Mrs. Teresa Genda <b>SMS'56</b>
Maintenance	Mr. Sam Wagner
Custodian	Mrs. Lisa Siener
Extended Care	Mrs. Angie Kelley
	Mrs. Lindsey Morris <b>SMS'98</b>
	Miss Claire Ashcraft <b>SMS'16</b>
Athletic Director	Mr. Dan Schuck <b>SMS'88</b>

**ST. MARY'S SCHOOL COMMISSION**

President	Mrs. LeAnn Stidham <b>SMS'93</b>	Mr. Tom Biehle <b>SMS'84</b>
Vice-President	Mr. Andy Ebbing	Mr. Johnny Bright
Secretary	Mrs. Kristi Sawyer	Mrs. Terri French
Mr. Greg Hicks		Mr. Mike Mowery
Mrs. Shana Richmond		Mr. Gary Kreutzjans
Mrs. Charla Cummings <b>SMS'97</b>		

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 principal still has final say in the decision making process.

# **“DRESS FOR SUCCESS”**

## **UNIFORM DRESS CODE FOR GRADES K-8**

### **Purchasing**

Non-embroidered uniforms may be purchased at any store/location as long as they meet the uniform requirements. The embroidered royal blue polo must be purchased from approved suppliers only. The approved suppliers are <http://www.frenchtoast.com> and Fresh Printz.

## **GENERAL GUIDELINES**

The administration, faculty, and staff have the authority to make decisions based on the appropriateness of dress as it conforms to the dress code. Violations will be handled as needed. Consequences for violations range from asking parents to bring a change of clothes to the loss of dress down days. Other consequences to be decided by administration, faculty, or staff. The administration may grant exceptions from the dress code for a given group, class, or the entire school because of special days and events. Clothing should be neat, clean, and comfortable.

Hair should be neat, clean, and worn in traditional styles. A small amount of natural looking, subtle highlighting is acceptable. A hairstyle should not obstruct a student’s vision.

A small amount of natural looking makeup is acceptable. NO body paint, glitter, stickers, decals, or tattoos. Makeup and/or nail color should not be excessive or distracting.

**TOPS** Colors: Royal, White, Navy, Gray, Black  
**SHIRTS**

Shirts must have a collar and can be long or short sleeved (polo or oxford style). No emblems, logos, or words are allowed on any top unless it is the approved St. Mary's School embroidery. Solid color royal, white, navy, or gray undershirts may be worn under uniform shirts; these shirts must be tucked in. No long sleeved shirt may be worn under the polo.

### **SWEATERS**

Crew neck pullover and cardigan sweaters may be worn over a polo.

### **SWEATSHIRTS/JACKETS**

Plain crew neck sweatshirts and fleece jackets may be worn over a polo.

***At least one royal blue polo with the approved St. Mary's School embroidery is required. These will be worn on fieldtrips, special Mass days, and other principal designated days.***

**BOTTOMS** Colors: Khaki, Black, Navy, or Blue/Black Denim (jeans)  
**PANTS AND SHORTS**

Shorts, pants, and capris are allowed. Shorts should be thumb length or longer. No sweats/ athletic style shorts or pants.

### **JUMPERS AND SKIRTS**

Jumpers must be no shorter than 4” above the knee in length, but no longer than the bottom of the knee.

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**SOCKS** Colors: White, Black, Gray Navy, or Royal

Socks (trouser, ankle, knee-highs, and/ or tights/leggings) can have logos.

## **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.

## **ACCESSORIES**

Necklaces cannot hang on the outside of the polo. Scarves are not allowed to be worn inside of school.

# **SPIRIT DAYS AND N.U.T. DAY**

Please keep in mind that all Spirit and N.U.T. Days are a privilege. The administration may revoke Spirit and N.U.T. Days if the guidelines below are not being followed by all.

**Spirit Wear Days** Spirit wear days will be the last school Thursday of each month. Students may wear St. Mary's School attire with athletic shorts or pants on Spirit wear days. St. Mary's School hoodies, t-shirts, sweats, etc. are allowed to be worn during school hours on these days only. If a child does not wear St. Mary's attire, they must be in the polo uniform.

**N.U.T (No Uniform Today)** No sleeveless shirts, no midriff, no bare stomachs, no running shorts, no tights/leggings worn as pants, no sandals, no open toe shoes, no flip flops, and no inappropriate or suggestive language or images. Clothing should not be excessive or distracting. If you are not participating, you must be in uniform.

# **ARRIVAL AND DISMISSAL PROCEDURE**

## **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 Street, the car lines will be let out one row at a time.

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.



**CAR RIDERS (Kindergarten – 8<sup>th</sup> grade)**

- 7:15–8:00 AM Cars park on Washington Street along curb nearest school (South side of Washington Street). 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.  
Exception: 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.
- 2:00-2:45 PM 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.

**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.
- 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.)
- 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.

**ADMISSIONS**

**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

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expected to assume 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 ADMISSIONS**

St. Mary's preschool is open for pre-kindergarten age (3 & 4 year old) children. 4 year old Program will offer morning and afternoon sessions on Monday, Wednesday and Friday of each week. 3 year old Program will offer morning and afternoon sessions on Tuesday and Thursday of each week. Children must be 3 or 4 years old on or before August 1<sup>st</sup> 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 F.

### **NEW STUDENT PROBATION**

The principal has the right to put any newly enrolled student on a probation period of up to no more than 6 weeks. At any time, within the six week period, the principal has the right to determine a student's permanent placement.

### **WITHDRAWAL/TRANSFER**

The following applies to students who transfer from St. Mary's School:

1. The principal should be notified in advance if parents are aware that their children will be withdrawing or transferring.
2. Official school records are sent directly to the new school.
3. There will be refund of student fees for withdrawal.
4. If tuition has been paid in advance, a pro-rated per diem refund will be given.
5. If tuition or fees are overdue, records will not be transferred until all accounts are paid in full.
6. Families will be asked to complete an exit interview prior to withdrawal.

## **ATTENDANCE/ TARDY POLICY**

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

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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 Jupiter 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.

### **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 10<sup>th</sup> 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 picked up 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 1½ 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.

### **WEATHER OR EMERGENCY CLOSINGS**

For weather-related closings, St. Mary's follows the decision of the Jennings County School Superintendent. Parents will be notified on weather closings, delays, or e-learning days via mass text message. 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 text messages.

### **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.

## **BUS SAFETY AND PROCEDURES**

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.
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.
5. Look both ways, and check for turning cars before you cross the street.

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## **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.

# **COMMUNICATION**

## **SCHOOL TO PARENTS**

St. Mary's works diligently to ensure that information will be communicated in the following ways:

- **WEEKLY EMAILS** The office will send a weekly email to inform parents of upcoming events and general school information. This email will be sent on Wednesday.
- **TEACHER EMAILS** The teachers will send emails that pertain to their class to inform parents of classroom events, homework, field trips, and general classroom information.
- **WEDNESDAY FOLDERS** Graded papers will be sent home on Wednesdays; a paper copy of the SCHOOL NEWS in the folder of the youngest child in the family. After looking at the papers and reading the SCHOOL NEWS, sign the cover sheet and return the empty folder to school.
- **BEHAVIOR COMMUNICATION** When necessary and appropriate, teachers will send home behavior notices via the Jupiter messaging system. These notices will be the first step in communicating about your child's in-school behavior and any disciplinary actions taken. We desire to work with you and your child for the success of the child. It may be necessary to forgo this process if the infraction is deemed necessary to get the principal involved.

## **PARENTS TO SCHOOL**

Parents are welcome to call or visit the school. Teachers do not usually answer the phone while teaching, but you are free to leave a message with the school secretary. Email is the best way to communicate with the teacher.

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 a telephone call to the office. If child is staying after school for tutoring, please meet child at office or wait in car.

**If you have an emergency message, please contact the front office and it will be delivered to your child's classroom immediately.**

# **DISCIPLINE**

St. Mary's School is a school where we expect Christian behavior. The following aspects of Christian behavior are of the utmost importance:

1. Respecting the rights, dignity, and property of others
2. Being courteous and kind to others
3. Maintain responsible speech and actions
4. Modeling one's life after Christ

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Discipline requires more than having students follow rules. It involves the attitude of the student toward classmates and adults in the building. Discipline is a shared responsibility of the parent and the school. Parents and teachers must work together to promote Christian attitudes and behavior in school at all times.

Some examples of behavior that **will not** be tolerated are:

1. Behaviors which interrupt the learning process
2. Disruptive behavior on school property and/or during school activities
3. Fighting or any activity that could be injurious to the student or to others
4. Inappropriate language or gestures
5. Threats to another student, a staff member, or property
6. Possession of weapons or threatening use of any article that could cause bodily harm
7. Possession or use of tobacco, alcohol, or drugs
8. Damaging school property
9. Refusal to follow rules/ directions

Possible consequences for unacceptable behavior are:

1. Lunch Detention
2. Teacher/ student conference
3. Phone call to parent
4. Parent/ teacher conference
5. In-school suspension
6. Out of school suspension
7. 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, including outside of school time, may be grounds for the consequences listed above.

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.

**What will the faculty do in regards to bullying?**

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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 all the 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.*

**THREATS AND CONCERNS ABOUT STUDENTS**

St. Mary's School always takes concerns about any student seriously. Safety of all the students are always on our mind when making decisions. Please be aware when any concern arises, there is a protocol in place, that we follow, to ensure the fair treatment of all parties involved. Situations that can interfere with safety of our students, teachers, and staff are taken very seriously and are investigated thoroughly by a threat assessment team. If deemed necessary advice and consultation is sought from appropriate professionals. Once all data is gathered and analyzed an individualized action plan is determined and implemented.

With respect to all persons in all situations, it is only appropriate for us to discuss each situation with the parents/guardians of the children involved. When determined there is a risk to all students, communication will go out to all families of St. Mary's School.

**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

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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**

When deemed necessary, student lockers, desks and backpacks can be searched at any time. Students may not bring items to school that are in violation of the law and/or school rules.

## **CELL PHONES**

Cell phones are not allowed. If a child brings a cell phone to school it needs to be turned off and in the child's backpack. **All calls must be made from school office unless given permission by a teacher.** If a phone is taken from a student by a staff member the parent will be contacted and may pick it up from the office.

## **EXTENDED CARE PROGRAM**

St. Mary's School provides an extended care program to meet the needs of working parents and staff. 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 a child up, use the main 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.

## **AFTER CARE FEES**

### **Hours and Fees**

**2:45-3:30     \$3.00**

**3:31-4:30     \$5.00**

**4:31-5:30     \$7.00 (after 5:30 will be charged \$2.00/five minutes)**

**PAYMENT: An invoice will be sent home every Wednesday. Payment for each child must be received 5 days after the invoice date.** We must implement a denial of service when payment is not received within one month from the billing date as the extended care program is self-funded.

## **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 favorable 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:
  - 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.

## **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.

## **GRADING SYSTEM**

All students in grades K-2 will be utilizing the Archdiocese Report Card and grading system. This report will be standard/domain based, and students in Grades K-2 will receive letters E, M, P, N, X. Grades 3-8 will use the traditional report card and grading scale.

### **GRADES K-2 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

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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:

- First Honors (all A's)
- Second Honors (all A's & B's)

## LUNCH PROGRAM

We have students with peanut, egg, and dairy 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 and/or contact the school office. The family member must meet the child at the office and sign child out and in when returning.

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	\$ .40	\$ 2.00	\$ 8.00
Full Paid Lunch grades K-8	\$ 2.60	\$13.00	\$ 52.00
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

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money and meal transactions in a child's account. To request this information, please call the school office.

## **MEDICAL POLICY**

### **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, pre-kindergarten through 8<sup>th</sup> 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

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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

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.

## **PTO**

St. Mary's Parent-Teacher Organization (P.T.O.) is a support group for the school. They PTO organizes many activities that benefit the school and students. ALL parents, preschool through grade eight, Catholic and Non-Catholic, are members of the PTO.

The primary purpose of the PTO is to support the ongoing mission of St. Mary's School. Through the PTO, parents and teachers, strive to build community, strengthen communications, and provide resources necessary to support the school and the programs it offers. The PTO is also a forum for exchanging thoughts, expressing ideas, and sharing experiences.

The PTO has four meetings per year and some great fundraisers. It is in charge of the Gently-Used Uniform Sales, Spirit Wear Sales, Chili Supper, and others. The PTO also sponsors several activities throughout the year including Back to School Night, Grandparents' Day, Christmas Dinner, and End of

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the Year Picnic. Please find time to attend a meeting and participate in some of the wonderful things PTO does for the children and staff of the St. Mary's School family.

The officers for the 2017 – 2018 school year are:

President	Courtney Maschino
Vice-President	Misty Blackburn
Secretary	Jennifer Watts
Treasurer	Erin Treadway

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.

## RECESS

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.

## STANDARDIZED TESTING

Because St. Mary's School is accredited by the Indiana Department of Education, Indiana Statewide Testing for Educational Progress-Plus (ISTEP+) will be administered each spring to students in grades 3-8. Third grade students will also take the required IREAD 3 test. Any student not passing the IREAD 3 test could face possible retention, per the State of IN guidelines. All students in grade K-8 will also be required to take the NWEA.

## 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.

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## **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.

## **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.

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).

## **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 volunteers are required to take the Safe and Sacred training provided by the Archdiocese.

## **CHOICE SCHOLARSHIP AND SGO PROGRAMS**

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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.

## **DIVORCED/SEPERATED/NON-MARRIED GUARDIANS**

St. Mary's School must have a copy of a court certified document on file of the custody agreement.

## **MAINTANENCE**

### **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. In June 2015, floor tile was removed from the library 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.)

# 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. We currently offer boys and girls basketball for grades 4-6 and co-ed archery for grades 3-8.

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.  
SEE ATHLETIC HANDBOOK FOR MORE DETAILS.

## Appendix A

### ST. MARY'S SCHOOL TUITION PROGRAM

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.



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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.

**A Non-participatory Family is defined as one that:**

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

**REGISTRATION DATE FOR THE NEXT SCHOOL YEAR**

Completed registration and enrollment fee must be paid for the child to be registered and their spot held. This enrollment fee shall be non-refundable so long as the family maintains a residence in Jennings County. Enrollment after the due date will be taken on first come, first serve basis depending upon space and availability; according to our Admission and Wait Policy.

**TUITION DUE**

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

**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 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

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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 1<sup>st</sup>. Permanent files will not be forwarded to the new school until full payment of outstanding tuition and fees have been made.

### 2017-2018 TUITION RATES

<b>St. Mary's Parish One child</b>	<b>\$3,050</b>	<b>Preschool- 4 yr. old</b>	<b>\$1050</b>
<b>St. Mary's Parish Two children</b>	<b>\$4,600</b>	<b>Preschool- 3 yr. old</b>	<b>\$730</b>
<b>St. Mary's Parish Three children</b>	<b>\$5,950</b>	<b>K-8 Registration Fee</b>	<b>\$100</b>
<b>St. Mary's Parish Four Children</b>	<b>\$6,750</b>	<b>Pre-school Registration Fee</b>	<b>\$100</b>
<b>Catholic- Not St. Mary's Parish add for each child</b>	<b>\$500</b>		
<b>Non-Catholic Tuition</b>	<b>\$4,500</b>		

Appendix B

### 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 11th 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.

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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 C**

<p style="text-align: center;"><b>St. Mary's School</b> <b>Appropriate Use of Technology</b></p>
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*The purpose of this document is to inform parents, guardians and students of the rules governing the use of school and personal technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access.*

*Please read the following carefully before signing the St. Mary's School Appropriate Use Form. SMS reserves the right to modify the terms and conditions of this document at any time. The latest version of this document is available from the SMS web site at <http://school.ccjc3.org/>.*

**Introduction:**

St. Mary's School is pleased to offer students access to computers, communications systems, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for her/his use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles, and at school-sponsored activities, as well as using school technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

**Using the Internet and Communications Systems:**

Technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district standards and honor this agreement to be permitted to use technology.

All digital storage is school property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private.

The educational value of technology integration in curriculum is substantial.

Updated October 26, 2017

Access to the Internet will enable students to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access these other materials as well. SMS does not condone or permit the use of this material and uses content filtering software to protect students to the fullest extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. SMS believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standard that their children should follow when using technology. If a student accidentally accesses inappropriate material, they should back out of the information at once and notify the supervising adult.

### **Proper and Acceptable Use of All Technology Resources:**

All technology resources, including but not limited to computers, communications systems, and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of SMS.

### **Activities that are permitted and encouraged include:**

- school work;
- original creation and presentation of academic work;
- research on topics being studied in school;
- research for opportunities outside of school related to community service, employment, or further education

### **Activities that are NOT permitted include:**

- plagiarism or representing the work of others as one's own;
- using obscene language; harassing, insulting, ostracizing, or intimidating others;
- representing Copyright, Registered, and or Trademark materials as one's own work
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted);
- damaging or modifying computers or networks; intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers; intentionally bypassing district filters;
- use of USB, bootable CDs, or other devices to alter the function of a computer or a network;
- subscription to any online services or ordering of any goods or services;
- use of personal e-mail accounts, non-school-provided e-mail accounts, on the school network;
- online sharing of any student's or staff member's name, home address, phone number, or other personal information;
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles;
- participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher;
- use of resources for commercial purposes, personal financial gain, or fraud;
- any activity that violates a school rule or a local, state, or federal law.

Updated October 26, 2017

*Students are expected to report harassment, threats, hate-speech, and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.*

**Privacy and Security:**

Students must use technology responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

**Online Assessments:**

Student assessments may be conducted using technologies such as the Internet or audience response systems. Normally, students will use these technologies as part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

**Vandalism:**

Any intentional act by a student that damages technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism and subject to repair costs at the student's expense.

**Consequences of Misuse:**

Misuse of personal or school technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of school technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with our school handbooks. In addition, the student's use of school technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other school resources may be punishable under local, state, or Federal law.

**Reliability and Limitation of Liability:**

St. Mary's School makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. SMS will not be responsible for any damages suffered by the student, including those arising from non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. St. Mary's School specifically denies any responsibility of the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold SMS harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

***St. Mary's School***

**Appropriate Use of Technology Form**

I, \_\_\_\_\_ have received a copy of the “Appropriate Use of Technology” document for the 2017-18 school year and understand I will be held accountable to the expectations established.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

St. Mary's School Non-Certified/Certified  
e-Learning Guidelines

St. Mary's School recognizes the need to provide students with an opportunity to participate in an alternative means of instruction when the traditional school day is compromised due to inclement weather or an unforeseen circumstance. E-Learning is an educational option and learning experience that is designed to extend, enhance, supplement and serve as an alternative to classroom instruction.

**e-Learning Policies**

- 1 **Academic work completion/submission and Attendance:** All work should be completed and turned in to teachers two (2) days after the last e-Learning day. If work is not turned in at the end of the second day, the student will receive an unexcused absence for the class periods in which the work is missing.
  - Teachers will need to keep track of the day each assignment was assigned for record keeping purposes.
- 2 **Duration of e-Learning:** Three (3) days will be the maximum consecutive e-Learning days allowed by the school corporation. After the third day, class shall be in session before another e-Learning day will be utilized. A traditional cancellation may also be imposed in the event of extended inclement weather or unforeseen circumstance.
- 3 **Platforms:** Teachers must utilize the following online platforms to facilitate e-Learning: e-mail, Google Classroom, and/or hard copies of work. Online assignments should be submitted through the Google Classroom or via email. Jupiter, the student information system, should be used to communicate with parents for daily assignments, discipline, grades, schedule, and attendance.
- 4 **Format:** Teachers should utilize a standardized e-Learning format. For example, in an efficient lesson plan, teachers will do the following (unless otherwise instructed in an IEP, an ILP or a 504):
  - Model/ Demonstrate
  - Guided Practice
  - Independent Practice
  - Assessment

As part of the e-Learning experience, we should strive to do the same with a thirty to forty minute lesson plan in mind. Teachers should provide students with the following for an effective e-Learning experience:

- Provide students with modeling/demonstration material. (i.e. video, podcast, presentation, reading assignment, web site module.
  - Ask students to recall what they have learned. This portion should prove that the student has actively participated in the previous step. A recall quiz or worksheet would be a good example.
  - Ask students to apply what they have learned with a higher-level thinking activity. This should not simply be a worksheet. This task should apply knowledge to a problem-solving activity that incorporates critical thinking and independent thought.
- 5 **Procedure for extra-curricular activities, including athletic practices: On e-Learning days there will be no athletic practices between 8:00 A.M. and 3:30 P.M.**



**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 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**

Updated October 26, 2017

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 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.

#### **PRESCHOOL AND KINDERGARTEN ADMISSION 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.

Students will be added to classes according to the following categories:

1. Catholic children of participating parishioners (as defined in C above) and siblings of current students in grades 1-8.
2. Catholic children of non-participating parishioners (as defined in C above).
3. Non-Catholic children.

#### **ADMISSION SELECTION PROCEDURES**

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.
2. Catholic children of participating parishioners (as defined in C above) who are siblings of students attending in the current school year or of a graduate of the school.
3. Catholic children of nonparticipating parishioners (as defined in C above) who are siblings of students attending in the current school year or of a graduate of the school.
4. Non-Catholic children who are siblings of students attending in the current school year.
5. Catholic children of participating parishioners (as defined in C above).
6. Catholic children of non-participating parishioners.
7. Non-Catholic children.

Within categories numbered 1 through 7 above, priority will be given according to the date of the School admission application.

Updated October 26, 2017

Each year's incoming student class will be selected soon after the registration/re-registration process is closed. If classes become full, students will be placed on a waiting list.

### **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 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.

Updated October 26, 2017

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.
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:  
Lisa A. Vogel,  
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**