



# **PARENT/STUDENT HANDBOOK**

*2018-2019*

**St. Mary School**

525 N. Broad St. Griffith, Indiana 46319

Phone: 219-924-8633 FAX: 219-922-2279

<http://smgriffith.org>

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*Griffith, IN 46319*  
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Dear Parents and Students,

*“What greater work is there than training the mind and  
forming the habits of the young?”*  
*St. John Chrysostom*

Welcome to St. Mary School! In choosing St. Mary School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Mary School for the 2018-2019 school year. **Please read this document carefully and sign the attached agreement.** This agreement states that you intend to abide by the policies of St. Mary School during the 2018-2019 school year.

The faculty and staff of St. Mary School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Rebecca Maskovich  
Principal

## **St. Mary School**

St. Mary School is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Gary Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Mary, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Indiana guidelines, and College and Career Readiness Standards are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

### **History**

St. Mary School began in the fall of 1928 with 99 students staffed by three Sisters of St. Francis of Perpetual Adoration. Many upgrades have taken place over the years including: a new playground, computer lab, and an upgraded security system. In 2002, for the first time in 75 years, a lay principal was hired to run the school.

### **Mission Statement of St. Mary School**

St. Mary School partners with parents and students to grow in their love of Jesus Christ through faith, formation, and service.

### **Vision Statement of St. Mary School**

St. Mary School fosters students spiritually, academically, and in service through the teachings of Jesus Christ.

### **Philosophy**

St. Mary School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal

spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Gary.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

### **Parents As Partners**

As partners in the educational process at St. Mary School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

### **Parent's Role in Education**

We, at St. Mary School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Mary School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the**

**home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

**It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior.** This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **Absence**

**When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Mary students and is aligned with the state statutes of the state of Indiana.

**Students should be fever free for 24 hours without medication, before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

**A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return.** These notes/letters will be retained in the office for one year. **A student who is absent for 3 or more days will require a note from the doctor to return to school.** Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent, a parent may call the school office before 9:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

**A vacation form must be completed prior to a vacation. No assignments will be given in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

**Excessive absence (20) days or the equivalent of 20 days including tardies**, can be cause for a student to be retained in the current grade for another year. Students with excessive absences who receive a Choice Scholarship, may lose their scholarship.

### **Absence During the School Day**

**Students needing medical appointments during school hours require a written note by the parent.** Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. **A note from the doctor is required.**

### **Academic Information**

#### ***Curriculum***

The Diocesan curriculum guidelines, consistent with the State of Indiana guidelines, are followed for the teaching of all secular subject areas.

St. Mary School offers students opportunities for growth in the following major subjects:

#### ***Religion***

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, Eucharist and Confirmation. Students attend the parish Mass every Wednesday and Friday. During the liturgical seasons of Advent and Lent, students will be given the opportunity to receive the sacrament of Reconciliation.

Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in May.

### ***Computer Literacy***

Word Processing, Coding, Data Base, Spread Sheets, Web Design, Effective Use of Social Media, appropriate and ethical use of E-devices, and Integration with Curricular Subjects.

### ***Fine Arts***

Music, Art, Children's Choir and Band.

### ***Handwriting***

Students in Grades 1-3 will practice printing and cursive writing using the Zaner-Bloser curriculum.

### ***Language Arts***

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

### ***Mathematics***

Mathematics Skills, Pre-Algebra, and Algebra I.

In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 6-8 are placed into math groups.

### **Grade 6**

Their 5th grade math teacher will place students into instructional math groups.

**Student math averages, ILearn math stanine scores, and teacher recommendation** based on observations of student skills, effort, and ability determine placement. All 6<sup>th</sup> grade math groups will complete the **same**



**curriculum.** Each group may work at a different pace or be given different homework assignments or enrichment as needed.

### **Grade 7**

At the **end of Grade 6**, students will be placed into instructional math groups according to **their final math average, ILearn math stanine averages, NWEA scores/growth** and **teacher recommendation** based on observation of student skills, effort, and ability. Based on these criteria, students will be placed in either **7<sup>th</sup> Grade Pre-Algebra OR Comprehensive 7<sup>th</sup> Grade Math.**

### **Grade 8**

At the end of Grade 7, students in **7<sup>th</sup> Grade Pre-Algebra** will be eligible to **take 8<sup>th</sup> Grade Algebra** if the following criteria have been met:

- Final average of at least 86% in 7<sup>th</sup> Grade Pre-Algebra
- ILearn Composite Math score from the previous school year.
- NWEA scores/growth.
- Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displays the ability to master Algebra course material.

**Upon meeting the criteria listed above**, students will be placed in **8<sup>th</sup> Grade Algebra** in their eighth grade year. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra class. This is a high school level course taken for high school credit.

Students **not eligible** to take **8<sup>th</sup> Grade Algebra** according to the criteria outlined above will be placed in **8<sup>th</sup> Grade Advanced Math.**

### ***Physical Education***

Physical fitness programs appropriate for each grade.

### ***Science***

General Sciences and Laboratory Experiences.

### ***Social Studies***

History, Geography, Economics, State History, and Current Events.

## **Academic Probation-Grades 5-8 for Participation in CYO Sports**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students who have an F in any class, will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

## **Accreditation**

St. Mary School is accredited through AdvancEd.

St. Mary School is accredited by the State of Indiana Department of Education.

## **Admission Information**

### ***Nondiscriminatory Policy***

St. Mary School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Mary School:

1. Members of St. Mary Parish
2. Members of other parishes
3. Non-Catholic students

Children entering Pre-K must be four (4) years of age by August 1<sup>st</sup>.

Children entering Kindergarten must be five (5) years of age by August 1<sup>st</sup>.

At the time of registration, all new students seeking admission to St. Mary School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- \*Verification of active parish affiliation/stewardship
  - +Use of weekly envelopes or automatic deposit
- \*Health Records
- \*Immunization Records
  - +All students entering St. Mary School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized or religious exemption.
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Mary School will meet the educational needs of the students. An interview with the student is part of the admission process.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Mary School. The recommendation and decision of the school is final. St. Mary School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. Mary School cannot accommodate students who have *extraordinary* learning differences.

Non-Catholic students whose parents accept the philosophy of St. Mary School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

### **Financial Obligations-Service Hours**

#### **TUITION SCHEDULE SCHOOL YEAR – 2018-2019**

##### ***KINDERGARTEN - GRADE EIGHT***

Actual Tuition Rate per child.....\$4550.00

Tuition charge for “Registered Catholic Steward”.....\$3350.00

**FINANCIAL ASSISTANCE FORMS are available ON-LINE at [www.dcgary.org](http://www.dcgary.org) during the month of February.**

**Tuition Payment Options:**

**Payment Options:** *(Please read carefully as our payment options have changed.)*

- Pay in full by first day of school or
- Pay ½ annual tuition by first day of each semester,
- Enroll in the FACTS® Tuition Management Service. Payments begin in June 2018.

**Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- The school will not forward records for students who withdraw with an outstanding balance.

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE PARISH OFFICE at 219-924-4163.**

**Book/Other Fees**

Covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), audio-visual licenses, Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

Graduation Fee:.....\$75.00

**Service Hours**

All parents of students enrolled in grades Kindergarten-8<sup>th</sup>, are required to work 24 service hours during the school year. Two (2) per month must be worked at the weekly Tuesday Night Bingo. Schedules for working Bingo will be given out periodically through the school year. The remaining hours may be worked at Bingo or at other fundraisers held throughout the school year.

**Allergy Policy**

St. Mary School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils.

### **1. Asthma Medication**

Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. **Inhalers must be kept in the school office.**

### **2. Record Keeping**

At the beginning of each school year, or when a child joins St. Mary School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

### **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

### **4. Food Allergy Policy**

St. Mary School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Mary School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### **5. Classrooms**

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **Birthday Observances**

Birthday treats may be brought to school for the student's class. In keeping with our Wellness Policy (on file in the school office), consider bringing in healthy treats for the students. Please do not send treats that include peanuts, due to allergies. Unacceptable treats will not be distributed and returned. **Invitations may be distributed at school provided every child in the class receives one and under the discretion of the teacher.**

### **Buckley Amendment**

St. Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. **Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony.**

### **Bullying and Cyberbullying**

St. Mary School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

## Car Drop-off/Pick-up

Morning Drop-off/Parents who don't leave their cars:

1. **Enter from Elm Street**, east (near playground)
2. Proceed around the trees and go west.
3. Drop children off at the "Safety Zone" and continue out the south exit on Lafayette Street, going south to the Elm Street intersection
4. **Enter from Oak Street**, just east of the trees.
5. Proceed around the trees and basketball courts and turn west.
6. Drop off children in the "Safety Zone" and continue our the exit which faces the St. Mary Family Services building on Lafayette St.; go north to the Oak St. intersection.

Parents who accompany their children to the school door:

1. Enter from the Elm Street entrance.
2. **Park in the lot in front of Hildebrandt Hall facing west, but not in the "Safety Zone"**.
3. Accompany your child through the south exit of Lafayette St. and across the street to the building.
4. Leave the parking lot through the south exit of Lafayette Street and go to the Elm Street intersection.

Afternoon Pick-up

1. Enter from the Elm or Oak Street entrances.
  1. Park in the lot facing west; fill in the spaces nearest the "Safety Zone" first and then the back spaces. Do not park under the trees by Elm Street or Oak Street.
  2. Parents should not leave the parking lot. They may meet their children in the "Safety Zone" and escort them to their cars.
  3. Students leave the building escorted by at least two teachers. They are supervised in the "Safety Zone" until they find their rides or someone comes to the "Safety Zone" to get them.
  4. *While students are going to their cars, no cars should leave the lot. When all are safely in their cars, a teacher will begin dismissing the cars.*
  5. Cars are to leave in order, beginning with the cars nearest each exit.
  6. Students whose parents come after dismissal will return to the school to wait for their rides. They may not wait at Hildebrandt Hall or the playground.
  7. St. Mary School is not responsible for those children who are picked up by parents who do not follow the parking lot

procedure.

Parents should not use the circle drive behind the rectory as a drop-off spot in the morning. This is to ensure the safety of the students as they walk to church. At no time may parents park or drive on the small lot nearest to the school, unless they have permission to pick up a disabled student. This lot is reserved parking for teachers and staff.

### **Cell Phones**

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should turn the phone in to the classroom teacher each morning. **Students who attend Before School Care will turn in their phones upon arriving to the adult in charge.** The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's possession. **Items taken away from students will be returned to the parent(s)/guardian(s).** **The administration reserves the right to search the contents of a confiscated cell phone.**

### **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A **student athlete or student involved in extra-curricular activities** who is involved in cheating will also be unable to participate in **sports/extra-curricular competition.**

### **Child Abuse Laws**

St. Mary School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern



for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal or Pastor reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### **Crisis Plan**

St. Mary School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. St. Mary Church
2. Hildebrandt Hall

### **Communications**

1. Weekly email and the school monthly calendar can be found on the RenWeb website.
2. Conferences may be requested at any time by a parent/guardian, teacher, or the Principal and are to be held at a time convenient to all, but not usually during the school day.
3. Appointments can be made with either the teacher or Principal.
4. Emergency Closings-information regarding emergency closings where classes must be canceled can be obtained in the following ways:
  - i. Online, go to [www.EmergencyClosings.com](http://www.EmergencyClosings.com). Search for St. Mary School, Diocese of Gary.
  - ii. Announcement through RenWeb.
  - iii. St. Mary School may be closed if the Griffith Public Schools are closed.

5. RenWeb is the online grading system used by the school. Parents can access grades, progress reports and communicate with the teacher. Parents of students in grades PK-8 must provide an e-mail address to the office so they can access RenWeb and receive the weekly e-mail.
6. Telephone Calls
  - i. Students will not be allowed to use the phone or receive a phone call unless it is an extreme emergency. Students may not call home for any forgotten items.
  - ii. Please make arrangements for transportation and after school care in the morning.
  - iii. Students are not permitted to carry cell phones during the school day. A cell phone must be given to the teacher upon arriving at school. Students who are found with a cell phone will have the phone taken away and a \$10.00 fee will be charged to have the phone returned.
7. Visitors are welcome. Parents/guardians or visitors who come into the school must first report to the office.

### **Discipline**

The underlying reason for every rule is respect for self, others, and property based on God's loving respect for us. Any action which violates this rule, will be handled by the respective teacher or Principal.

#### **Expected Student Behavior Includes:**

- Be on time for class with the proper materials.
- Listen attentively and be recognized by the teacher before speaking in class.
- Use appropriate and acceptable language, inside and outside the school.
- Follow the Golden Rule, treat others as you would want to be treated.
- Respect yourself, the teachers, and your classmates.
- Wear the uniform properly as stated in the handbook.
- Follow safety procedures to ensure the physical well-being of everyone.
- Follow all rules established by each teacher in their classroom.
- No gum chewing at any time during the school day.
- All eating will be done in the classroom.

For a minor infraction, teachers will use a variety of interventions. They may include actions such as verbal reprimands, withdrawing a class privilege, losing recess, or calling a parent, **before** issuing a written reprimand. Teachers will log all interventions in order to provide documentation to determine conduct grades.

If after two interventions, student behavior is still unchanged, teachers will move the student through the disciplinary steps outlined below.

### BEHAVIOR INTERVENTION STEPS

1. Teachers will give a Disciplinary Referral to the child, which must be signed by the parent.
2. Signed Disciplinary Referrals will be kept by the teacher.
3. If a child accumulates three Disciplinary Referrals from any teacher, in any subject, the student will receive a detention. Parents will be notified of the date and time.
4. 4<sup>th</sup> Disciplinary Referral will result in an In-School Suspension. Work will be completed and 2% will be deducted from each class at the end of the quarter.
5. 5<sup>th</sup> Disciplinary Referral will result in meeting with the parents, teacher, and principal. Possibility of multiple days, out of school suspension. 10% from each class will be deducted for each day.
6. Any further disciplinary action will result in withdrawing the student from St. Mary School.

**Some behaviors due to the nature of the offense will result in immediate detention or in-school suspension. These would include:**

- **Throwing food or other objects in the classroom**
- **Inappropriate language.**
- **Serious disrespect shown to the teacher or any other adult in the school.**
- **Deliberately hurting another person.**
- **Vandalism/stealing.**
- **Bullying or harassment.**
- **Cheating.**
- **Possession/use of drugs/alcohol will result in immediate out of school suspension/expulsion.**
- **Possession/use of a weapon will result in immediate out of school suspension/expulsion.**

It is hoped that teachers working with parents for the best interests of the child will result in eliminating undesirable behavior.

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the

Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

### ***Suspension***

Students who are given an in-school suspension will be required to report to school each day under the supervision of the Principal. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but the grade will be reduced by 2% for in school suspension and 10% for out of school suspension for this work.

### ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Mary School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Mary School.

### **Dress Code**

Uniforms-students in grades K-8 are to arrive at St. Mary School in uniform and leave in the same manner. Uniforms can be purchased at Dennis uniform. St. Mary Spirit Wear can be ordered through the Athletic Association. Uniform sweatshirts will be ordered through the school office.

1. Shirts-must be plain white blouses or polos; short or long sleeved. Undershirts worn under shirts must be plain white. Shirts must be tucked in at all times.
2. Pants/Slacks/Shorts-*No Cargo Pants or Shorts. NO Skinny Style Pants* Navy blue uniform pants/shorts are allowed. They must be neat in appearance. Shorts/skorts must be “walking style.” Shorts may be worn during the months of April-October. Belts (brown or black only) must be worn if there *are* belt loops. Grades 6-8 may also wear khaki colored pants/shorts. If a child’s uniform does not meet the required standards a warning reprimand will be issued. It must be signed by the parent and returned. The 2<sup>nd</sup> offense will result in the parent being called. **LEGGINGS ARE NOT ALLOWED TO BE WORN AS PART OF THE DAILY UNIFORM.**
3. Sweaters must be plain white or navy. Pullover vest are acceptable.

4. Sweatshirts must be purchased through the school and are navy in color.
5. Jumpers are worn by girls in grades K-5. Grades 6-8 wear skirts. Skorts and pants may be worn all year round. Capri style pants are not uniform.
6. Turtlenecks may be worn as long as they are plain white.
7. Socks and tights must be plain navy, white or black. Socks must be worn above the ankle. Nylons are acceptable on dress up days only.
8. Athletic shoes may be worn as part of the daily uniform. **They must be SOLID black or white and as plain as possible.** Sandals with straps and flip-flops may be worn on dress up days. No clogs, platform, or thick-soled shoes are allowed. *Boots may be worn on snowy days only. Shoes must be brought to change into at school.*
9. No make-up shall be worn at school. Finger nail polish may be worn on Color Days or Dress up Days. Fake fingernails/French tip manicures are not allowed.
10. **Earrings may be worn by girls only**, no more than two ear lobe piercings per ear. Dangling earrings are not allowed. Limit bracelets and rings to one per hand or wrist. Piercings in any other part of the ear or body are not allowed.
11. Hair must be neat, clean, and well groomed. No style or cut that is distracting will be acceptable. **Students must not do anything (use of gel, mousse, or dye) that alters the natural look of the hair. Feathers, weavings, and other hair ornaments are not allowed. Boys hairline should be above the eyebrows, around the ears, and above the shirt collar. Designs may not be shaved into the hair.**
12. **Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.**
13. Physical Education (PE) Attire  
Plain/solid royal blue shorts/sweatpants with plain/solid royal blue or white t-shirt/sweatshirts may be worn. St. Mary Spirit Wear is allowed and is only to be worn for gym classes. Spandex shorts are allowed under shorts. White socks should be worn. Athletic shoes must be worn in order to participate in PE classes. ***No Yoga or form fitting pants allowed.***
14. COLOR DAY/DRESS DOWN GUIDELINES-clothing must be appropriate for school/church. ***If leggings are worn, the top MUST come down to mid-thigh.***

## **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

## **Due Process and Appeals**

1. Ordinarily a notice and hearing are provided in all major discipline situations. The student is told what he/she did wrong and is then given an opportunity to be heard. Parents/guardians will be notified and a meeting will be schedule within a few days between the parties involved.
2. If a student and/or parent/guardian thinks a punishment or policy is unfair, he/she has a right to discuss the situation with the teacher, Principal, or Pastor. Parent/student grievances should be taken to school officials in this order so as to obtain the most pertinent information relative to their concerns. The Pastor is the final recourse and may modify any disciplinary decision at his discretion.

## **Emergency Drills**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

## **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. **A field trip is a privilege and not a right.**
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due to the teacher by the assigned date.  
**Note:** a fax does not take the place of an original signature.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.

## Grading Scale Grades 1-8

*A = 93 – 100*

*B = 85 – 92*

*C = 75 – 84*

*D = 70 – 74*

*F = 69 or below*

Kindergarten has its own grading scale which is explained on the report card.

Academic Recognition and Student Awards

### 1. Eligibility

Academic excellence and high behavioral standards are important priorities at St. Mary School. For this reason there will be a Wildcat Honor Roll. Eligibility for the academic honor roll is open to students in grades 3-8 and is based on the following criteria:

**In all core subjects, students must maintain an average of 85% or higher for quarters 1 and 2, then 3 and 4**

A's/B's in all specials\*: Art Music Physical Education Computer

To be eligible for the Wildcat Honor Roll, students **may not** receive a 1 or 2 in conduct in core subjects and specials. Any student in grades 6-8 who has accumulated 2 or more reprimands in a quarter will not be eligible for the Wildcat Honor Roll.

\*Grades in special classes are based on effort, participation, cooperation, following instructions, etc., and not necessarily on skill in these areas.

2. The names of students on the honor roll will be published on the school website each semester ( January/June).

3. Students will also be recognized for musical talents, artistic abilities, and academic growth at the end of the year awards ceremony.

4. Students who have achieved Perfect Attendance (no absences or tardies) will receive special recognition.

## Gum

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day.



## Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## Homework

Homework is assigned as a means of student review, drill, and enrichment of the subject matter taught in the classroom. The approximate time suggested for homework is:

Kindergarten	15-20 minutes
Grades 1-3	20-30 minutes
Grades 4-5	40-60 minutes
Grades 6-8	60-90 minutes

**Occasionally**, teachers may find it necessary to give homework on the weekends. Students in grades 1-8 are required to have and use an assignment notebook. They serve as a means of recording homework and communication between parent and teacher. **Class room teachers will have specific consequences for those students who do not complete or return homework. They will be age/grade appropriate. Teachers will communicate their classroom rules regarding homework at the beginning of the school year.**

## Home and School Association

1. The Parents/guardians of all students are members of the St. Mary Home and School Association. The schedule of three annual meetings is included on the school calendar, with reminders in the Weekly Email.
2. The purpose of the H.S.A. is to be a forum for parents and teachers to exchange information, express concern, and support the school by fundraising and other activities.
3. Parents/guardians are welcome to serve as members of various committees. They include Bingo, Advisory, Athletics, and Room Parents.

## *Items Brought To School*

St. Mary School/other students are not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

## *Library*

Students are given a library period each week during which they may check out books. If a book is lost, the fee charged will cover the cost of a new book. Damaged book charges will be based on the amount of damage done. Students who owe money for lost or damaged books will not be allowed to check out books until charges are paid.

## *Lost and Found*

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

## *Lunch*

Students at St. Mary School are expected to bring their lunch or purchase from the Band program every day. (menu of lunch items for purchase is available in the school office.) If they forget their lunch and the office is notified first thing in the morning, the parent may be called to bring their child's lunch. **The lunch is to be brought to the office and will be given to the student at lunch time.** This prevents interruption to the learning environment. They may also charge a lunch from the Band program. Parents may not bring in "fast food" items for lunch. Pop is never allowed at lunch. Students eat in the classroom and are responsible for cleaning up the room after eating.

## *Medication*

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Office in the container received from the pharmacy and must have on its label the following information:

- b. Child's name
- c. Name of doctor prescribing the child's medication
- d. Frequency
- e. Dose
- f. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Office with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

### **Off-Campus Conduct**

The administration of St. Mary School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **Promotion Policy and Retention Policy**

Advancement to the next grade in St. Mary School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

The Administration may recommend the repetition of a grade. The retention process will be as follows;

1. At end of 1<sup>st</sup> quarter, parents will be made aware of academic concerns. Tutoring/RTI will begin. Parents will be updated periodically of progress.

2. At the end of the 1<sup>st</sup> semester, parents will be notified of student's progress and retention talks may begin. Interventions will continue and parents will be updated periodically of progress.
3. By the end of April, a final meeting will occur to determine if retention is in the best interest of the student.

## **Recess**

1. Recess is provided each day and all students participate. They will spend some time outside, even in cold weather. Parents/guardians are responsible for seeing that their children are properly dressed for the weather.
2. If a student must stay in for an extended period of time, a doctor's excuse must be obtained.
3. Paid adult playground supervisors assist the school in the supervision of the children during the lunch/recess period. Students are to respect them as they would a teacher.
4. Only Christian behavior in speech and action is acceptable.
5. Children must respect and obey the playground supervisors.
6. The parking lot near school (the teacher's parking lot), the area near the church, the area directly behind Hildebrandt Hall, rectory, and convent are off limits to students.
7. Fighting and rough play are not permitted. This includes "play fighting", wrestling, or boxing.
8. Students may not chew gum, eat, or drink on the playground.
9. Permission from a playground supervisor must be obtained before coming into the school building for any reason including illness.
10. Students who are sick or injured must obtain permission to come to the office for treatment and return to the playground or their classroom after treatment has been administered. If they are too ill or injured to stay in school, a parent/guardian will be notified.
11. Absolutely no snowball throwing or picking up of snow will be allowed.
12. If the weather is 20 degrees or below, the recess period outdoors will be shortened or students will be brought inside at the discretion of the playground supervisors or Principal.
13. Students must reenter the school in a quiet and orderly manner.

14. Playground supervisors will give written notification to the homeroom teachers if any of these or other school rules are violated.

### **Report Cards/Progress Reports**

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. Parent-Teacher conferences will be held in November and upon request of the parent or teacher. The 2<sup>nd</sup> and 3<sup>rd</sup> quarter report card will be emailed through RenWeb. All other quarters will receive a paper copy.

No student will be given a Report Card if tuition, lunch fees, library fines, or After School Care Program fees are in arrears.

### **Returning to School After Dismissal**

*Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:00 PM without a teacher, face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.*

### **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Mary School. Preparations for three sacraments: Reconciliation in Grade 2, Eucharist in Grade 3 and Confirmation in Grade 8 form the core of instruction.

Parents are required to be active partners in the preparation of their children for these sacraments.

### **School Hours**

Grades K through 8- 8:00 AM – 3:00 PM. Students not in their homeroom at 8:10 AM are considered tardy.

At St. Mary School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.

St. Mary School offers a Before and After School Care Program.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. **If your child is tardy, they will miss recess on that day.**

Students not picked up by the end of dismissal (approximately 3:10 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate for using this program.

### **School Office Hours**

The school office is open on all school days from **7:30 AM – 3:30 PM.**

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, or buildings will cover the cost to replace or fix the damaged item. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **School Safety**

St. Mary School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

### **Search**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

### **Service Projects**

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our

Church and surrounding communities through various service and support programs.

### **Student Records**

St. Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail, Fax or given to the parent.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. .

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **Supplementary Programs**

#### A. Speech Enhancement

Students in Kindergarten are tested for speech abnormalities by a therapist from the Northwest Indiana Special Education Cooperative (NISEC). If a speech problem is detected, a conference with the parent/guardian is held and a speech therapist for NISEC provides services for the students who qualify. Services are rendered during school hours at St. Mary School.

#### B. Remedial Assistance

Students in need of special assistance due to learning difficulties may be tested by NISEC. If a student qualifies, special assistance will be provided for the student at St. Mary School.

#### C. Health Programs

- a. A nurse from the Lake County Health Department services our school. Routine screenings of hearing and vision are performed on students by the nurse. It is the nurse's responsibility to update students' school health records in compliance with the State of Indiana health regulations.
- b. Family Life will be taught in all grades K-8 as a two week course. Materials will be used that are published by RCL Benzinger.
- c. Lake County Nurse provides program "Sex Can Wait" for 8<sup>th</sup> grade.

## **Technology Concerns**

**Blogs:** Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

**Instagram®:** Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students **or parents** whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

## **Telephone**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

## **Testing**

Students in grades K-8 will participate in NWEA testing three times each year.

Students in grades 3-8 will participate in ILearn testing each year.

Students in grades 3 will participate in the IRead 3 test each year.

Students in grades 3 and 6 will participate in the InView test each year.



The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

### **Title IX**

St. Mary School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

### **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver’s license or other government issued identification.

### **Volunteers**

The main responsibility of a volunteer is to assist the administration or teachers. All volunteers must be VIRTUS trained.

### **Wellness Policy**

Although St. Mary School does not participate in the National School Lunch and Breakfast Program, we are committed to providing education in proper diet, exercise, and the general wellness of its students. We therefore are establishing the

following Wellness Policy to create guidelines for teachers, parents, and students in regards to the nutritional well-being of the students of St. Mary School.

1. Nutrition Education Goals

- ✓ Students will learn about My Plate
- ✓ Students will learn how to make healthy choices in nutrition
- ✓ Students will learn how to set goals to maintain healthy weight
- ✓ Teachers will be given resources for classroom use in educating students on proper nutrition

2. Physical Activity Goals

- ✓ Students in Preschool-Grade 5 will participate in at least 30 minutes of physical activity per day (recess)
- ✓ Students in Grades K-8 will participate in 40 minutes of Physical Education each week
- ✓ Students in Grades 5-8 will be encouraged to participate in CYO sports
- ✓ Teachers will educate the students in the benefits of participating in daily physical activity
- ✓ Teachers will provide opportunities to engage students in physical activity

3. Nutrition Standards for Food Served at the School

- ✓ Nutritional information is printed on food packaging
- ✓ Students will be encouraged to read nutritional information on food packages
- ✓ Teachers will educate students in proper serving sizes and nutritional value
- ✓ Treats brought in the school for birthdays/classroom celebrations will be of proper nutritional value

4. Other Student Activities Related to Wellness

- ✓ Students will be educated in proper hand washing techniques
- ✓ Students will be educated in the proper way to brush/floss teeth
- ✓ Teachers will provide an environment that is clean and safe for eating

5. Goals for Measurement and Evaluation

- ✓ Students will be tested during Health/Science classes on nutrition

- ✓ Goals will be set and evaluated throughout the school year
- ✓ Physical activity during Physical Education classes will be evaluated each quarter for Grades K-8
- ✓ Teachers will observe student nutritional habits and make suggestions for change

#### St. Mary School Wellness Policy Recommended Treats

- ✓ Mini-muffins/mini-cupcakes
- ✓ “100” calorie packs
- ✓ Frozen fruit bars
- ✓ Fresh fruit/fruit kabobs
- ✓ Vegetables/dip
- ✓ Animal crackers

We are asking that the classroom teacher be notified in advance of birthday treats, especially if you are not sure that it will be acceptable. Unacceptable treats will not be distributed and returned.

Treats should be low in fat and sugar. Do not bring treats that include peanuts, due to allergies.

The Alliance for Healthier Generation is a good site for healthy snacks.

The purpose of making this change is not to take away from a child’s birthday celebration, but to teach children proper nutrition. We are asking your understanding and cooperation in accepting and enforcing this policy. Exceptions will be made for classroom celebrations, such as Christmas and other holiday celebrations.

#### **Right to Amend**

St. Mary School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via RenWeb communication.

# TELECOMMUNICATIONS USE AGREEMENT

## *Telecommunications Use Agreement*

*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Mary School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

*Parent Signature Page*

I have read the 2018/2019 St. Mary School Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**\*Parents and students must both sign.**

**SIGNED FORM DUE TO SCHOOL OFFICE ON AUGUST 24, 2018.**

