

ST. MARY'S SCHOOL

PARENT HANDBOOK



Educating the whole child

St. Mary's School

1331 East Hunter Robbins Way

Greensburg, Indiana 47240

Phone: 812-663-2804

Fax: 812-663-6088

E - mail: www.stmarysgreensburg.com

Pastor: Father John Meyer

Principal: Mrs. Nancy Buening

Revised 7/16



St. Mary's School

1331 E. Hunter Robbins Way

Phone: (812) 663-2804 Fax: (812) 663-6088

E-Mail: stmarysgreensburg.com

Dear Parents,

We are pleased you have chosen St. Mary's School for your child's education. We are proud to offer you the opportunity to send your child to a school rich in academic success but more importantly, to a school which is Christ-centered. There is a sign outside the office which reads:

"Be it known to all who enter here that Christ is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model of its faculty and the inspiration of its students."

We strive to follow that model as we work with you in the education of your child/ren.

As parents, one of the most important things you can do for your child is to provide them with a quality education and instill Christian values to prepare them for the future. St. Mary's is a PreK - 8th grade school which is accredited by the Indiana Department of Education. Besides excellent academics, your child will participate in community service projects which will give him/her the opportunity to apply their Christian faith.

As life-long learners, the staff at St. Mary's will incorporate methods to foster learning in each child. In keeping with our mission statement we will partner with you in encouraging your child to reach his or her full potential.

Your support and insights are always welcomed and I am available to discuss any matter or concern you may have. I hope you feel free to call me at school or at home.

Together we will work to provide the best Catholic education possible for all our children.

Sincerely,

Mrs. Nancy Buening, Principal

School – (812) 663-2804

Home – (812) 663-8059

ST. MARY'S SCHOOL MISSION STATEMENT

*St. Mary's School,
in partnership with the family and church,
provides a Christ-centered education
in the Catholic tradition
by nurturing the
development of each child,
in order to reach his/her full potential.*

St. Mary's School provides a quality Catholic education for all families who desire and choose such for their children. The purpose of all Catholic education is to teach the gospel of Jesus Christ, to help people understand this message, to prepare people to live this message, and to help people attain a personal relationship with Jesus our Lord and Savior and with God our Father.

At St. Mary's we integrate the Gospel values and truths throughout the curriculum; our Faith permeates and motivates all our actions. The faculty, aware that not only are they teachers but a witness to and of Christ's message, realize that they have an obligation beyond their professional responsibility as teachers. Conscious of this mission and the school's role in the Mission of the Church, the faculty and entire staff strive to build a Community of Faith among the students and ourselves.

We work to develop an atmosphere and environment that has as its characteristics: love, cooperation, unity, reverence for life, and respect for the rights of parents.

The curriculum offers the student sound, fundamental skills necessary for continued achievement throughout his/her educational career. Our curriculum follows state and archdiocesan guidelines, and we continually seek ways to improve and to update it. St. Mary's is an accredited school as certified by the state of Indiana and is affiliated with the Indiana Non-Public Educator's Association.

The staff is highly qualified and dedicated. Many of the teachers have master's degrees. All are expected to continue in-service and professional training on a regular basis. In addition, teachers are certified religious education instructors according to Archdiocese of Indianapolis requirements. They regularly continue their religious education training and spiritual growth.

SCHOOL POLICIES

PHILOSOPHY OF EDUCATION

St. Mary's School has a basic commitment:

1. To teach the Message of Jesus in accordance with Apostolic Tradition and the Spirit of the Catholic Church.
2. To enable man "to proclaim the Good News" and to translate this proclamation into action.

To achieve these goals, our religion curriculum includes classroom instruction in Roman Catholic Doctrine and Christian values. Children are given opportunities for participation in and planning of their liturgies, and for receiving the sacraments. The school supports the parents' role as the primary religious educators of their children.



Our academic curriculum emphasizes basics in reading, mathematics, and language arts skills. By working with each student at his or her level the child learns and develops decision-making abilities. She/he uses these skills to attain knowledge in the content areas of science, social studies, and health. Special services are provided to meet the needs of individual students requiring remedial help. Beyond the standard academic subjects, fine arts are encouraged through classroom instruction, field trips, and special programs. Technology is integrated throughout the curriculum.

To achieve our goal of personal growth, our atmosphere must be one of "community". We aim to provide a climate where the child may experience the virtues of love, fellowship, and service. The child is given opportunity to develop Christian attitudes and self-discipline in his everyday living under the guidance of the faculty working with parents and spiritual leaders.

ADMISSION / ELIGIBILITY

St. Mary's Parish is committed to providing a school for those members of the parish who want a Catholic education with a strong academic program for their children. When class size permits, Catholics from neighboring parishes and non-Catholic students are welcome to apply for admission. Because space is limited, student will be added to classes according to the following categories:

1. Current students of the school.
2. Siblings of current students.
3. Siblings of graduates of St. Mary's School
4. Catholic students from surrounding parishes.
5. Non-Catholic students

Each year's incoming students will be selected soon after the registration/re-registration process is closed. If classes become full, students will be placed on a waiting 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 procedure above. No child or family will be discriminated against for admission on the basis of race, sex, color, national origin, or handicap.

St. Mary's recognizes the placement of students transferring from other schools. We do expect all immunization and health regulations to be updated, if necessary, according to Indiana law. All records from previous schools attended must be forwarded to St. Mary's School including, if available

and applicable, current grade transcript or report card, most recent standardized testing results, Individualized Education Plan, Service Plan, Section 504 plan or Individual Catholic Education Plan. If appropriate records are not available or the Student Improvement Team deems necessary, entrance testing may be required. In severe cases, we reserve the right to reassign a student if previous achievements and programs were not compatible with our expectations and curriculum.

St. Mary's tries 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 education alternatives that may better serve the needs of some students.

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.

For students to enter Kindergarten, they must be 5 years of age by August 1, and have had the immunizations required by the state of Indiana.

Parents are expected to meet the financial obligations, such as book fees, and to regularly support the parish through stewardship or pay the specified tuition.

ST. MARY'S SCHOOL

Introduction To The

DISCIPLINE CYCLE

In addition to mastering the basic academic skills, St. Mary's School is equally committed to helping students master the most basic of all "basics"...SELF-DISCIPLINE. Self-discipline can be defined as "the ability to delay impulsivity". Self-discipline skills are developmental and can be taught and reinforced at each stage of a child's development. Self-discipline involves the whole person – physical, social, spiritual, moral, intellectual and emotional.

To develop the skills of self-discipline in a consistent manner, the faculty and staff will employ the philosophy and strategies of "**Discipline with Purpose**". Opportunities to teach children the 15 self-discipline skills abound within any school day. Because teachers believe that confrontation (coming face to face) is part of their task as disciplinarians, they welcome opportunities to help children help themselves. The adults in the school routinely handle all disruptive behavior on the spot.

Broad rules that affect the daily living together of all members of the school community include these:

- 1. Show respect to others and your school.**
- 2. Contribute to the learning environment.**
- 3. Follow school and classroom procedures.**

The following page outlines more completely what these rules should look and sound like in action.

Each classroom teacher has adopted some version of these rules, as well as "common area", playground and cafeteria versions. The teachers and staff work with the children to make sure the rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures for helping them follow the rules. Children are expected to know and understand how rules "safeguard each person's rights".

In addition, each teacher has an established Discipline Cycle that lists consequences for not following the rules. Most teachers work with the students to determine acceptable consequences. Be sure to ask your child's teacher about the discipline cycle being used this year. The system used should help your child grow in the self-discipline skill of **UNDERSTANDING THE REASONS FOR RULES.**

The St. Mary's School Rules

Teach students how the rules look and sound in action.
Everyone can practice the procedures that help people keep the rules.

Rule #1 Respect Yourself and Others as Children of God

Looks/Sounds Like

- * Dress according to the dress code
- * Ask for help in an appropriate way
- * Being prayerful at Mass
- * Honoring others' space and things
- * Including classmates in activities
- * Giving attention at assemblies

- * Showing common courtesy

- * Following directions of the adults on patrol

Doesn't Look/Sound Like

- * Clothes that do not follow the dress code
- * Borrowing without permission
- * Disturbing others at Mass
- * Getting into others' belongings/desks
- * Cliques, using putdowns, gossip
- * Showing unsportsmanlike behavior at games and assemblies
- * Fighting, pushing, name-calling
- * Laughing at the mistakes of others
- * Walking across lawns to and from school

Rule #2 Contribute to the Learning Environment

Looks/Sounds Like

- * Attend school promptly and regularly
- * Attend to classroom learning
- * Talk with pride about your school

- * Be silent/quiet in the halls
- * Participate in learning activities
- * Complete homework
- * Play safely on the playground

Doesn't Look/Sound Like

- * Being tardy or absent
- * Distracting others
- * Negative or disrespectful talk about school/staff/students
- * Running or yelling in the halls
- * Unwilling to cooperate with others
- * Fail to work independently
- * Endanger others when playing

Rule #3 Follow School Procedures

Looks/Sounds Like

- * Parents call and send a note if a student is absent
- * Follow lunchroom and playground procedures
- * Follow early dismissal procedures for appointments, etc.
- * Follow school medication procedures
- * Listen to WTRE for school closings or sign Up for onecall
- * Practice fire, tornado, and other safety drills
- * **Return field trip permission forms**

Doesn't Look/Sound Like

- * Using a phone without permission
- * Chewing gum during or between classes
- * Entering or leaving a classroom without permission
- * Using Cell phones during the school day.

TOTAL SCHOOL DISCIPLINE CYCLE

Occasionally, removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

1. Is in physical or psychological danger or puts another in danger,
2. Pushes beyond the limits of respect in speech or actions (Abusive), or
3. Is irrational or unreasonable – out of control.

(Staff members have been trained in safe seclusion and restraint methods, and a plan is available in the school office for reference.)

PRE-ACTION PLAN

If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. **If regaining control does not happen, the student will be sent to the principal's office and a four step Discipline Cycle* will begin.** This cycle is outlined here so that it is clear and consistent for all students, parents and staff members.

STEP ONE: The student will be sent to the office to fill out a Discipline Referral Form.

- 1) The student will meet with the principal or a member of the Discipline Board*.
- 2) Together they will complete the referral form.
- 3) The student will inform a parent of the incident by phone or note sent by school.
- 4) The student will be held accountable for a plan developed through follow-up by teacher or principal within one week.
- 5) The principal will speak to the referring staff member.

STEP TWO: If a student is sent to the principal a *second time within a six-week period*

- 1) The student will again meet with the principal or a member of the Discipline Board*.
- 2) The student will again notify a parent by phone or note sent by school. A closed lunch or after school suspension will be scheduled.
- 3) A conference with the teacher, parent, student and principal will be scheduled.
- 4) A contract will be drawn up listing actions that will be taken by each participant in the conference.
- 5) A date to review the contract will be determined.
- 6) The Discipline Cycle will be reviewed with the parent and child.

STEP THREE: If a student is sent to the principal a *third time within a six-week period*, or in extreme cases when the principal and a member of the Discipline Board* determines the seriousness of the action warrants starting at Step Three

- 1) The student meets with the principal.
- 2) The student notifies the parent that a suspension of up to three days has been earned. The length, type, in-school or out-of-school, will be determined by the principal and the Discipline Board*.
- 3) A conference will be held with a parent, teacher, student, Discipline Board* representative and principal to write a plan with a benchmark for progress, to assist the student in developing self-control.
- 4) A recommendation may be made to have the family visit with a counselor or other specialist.
- 5) An attempt to complete some of the school work missed during the period of suspension must be made before the student rejoins the class.
- 6) Improvement and progress will be reviewed once the student has returned to class.

Step three can be repeated as long as a student is able to demonstrate that learning from mistakes is occurring and shows willingness to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the Discipline Cycle.

STEP FOUR: The principal and Discipline Board* will recommend an alternative school.

- 1) The decision to expel a student rests with the principal, Discipline Board* and pastor.
- 2) If expulsion is the decision, the student's parents will be notified in writing and given the reasons for the dismissal, and the right to request a hearing will be explained.
- 3) The expulsion *may be* reconsidered by the principal, Discipline Board* and pastor when a written request for a special hearing is made by the parent.

A very few, serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate move to Step Four.

* **The Discipline Board** consists of a group of representative teachers selected by the principal. The Board will help make decisions as required in the Discipline Cycle. They will meet anytime they are mentioned in the Cycle. Their responsibilities will include determining if a student will have in-school suspension, out-of-school suspension, expulsion or other prescribed consequences. The principal and/or pastor will have the final decision on any and all suggestions made by the Discipline Board.

St. Mary's Middle school operates on a demerit system and forms describing this are presented to parents at the beginning of the year. The student data system makes it possible for parents to be informed when a discipline event occurs.

School Discipline Referral

Student Name _____ **Date** _____

- was seen in Mrs. Buening's office
- was seen by a member of the Discipline Board _____

Because:

- he/she had reached the end of the classroom discipline cycle
- he/she committed a "Big Three"
 - _____ Physical/Psychological Abuse or Threat
 - _____ Irrational/Unreasonable
 - _____ Severely Disrespectful/Profanity
- he/she needed a "time out"
- other _____

As a result of this, the following action(s) occurred:

- Parent was called.
- Note was sent home to be signed and returned. _____
Please sign here

Step in Discipline Cycle:

- 1
- 2 **Parent Conference**
 - ___ Contract Drawn Up
 - ___ After School scheduled
 - ___ Closed Lunch scheduled
- 3 **Parent Conference**
 - ___ Classroom Removal scheduled of up to 3 days (Number chosen _____)
 - In school
 - Out of school
 - ___ Saturday School scheduled
- 4 **Further action taken:** _____

Comments/Notes:

How Adults Manage “The Big Three” Serious Behaviors

Immediate Action – Adult imposed consequence – No Debate

- a.) Immediate removal from the group.
- b.) Guidance: A one-to-one conversation between the child and an adult at a designated time.
- c.) Conference: Meeting of student’s legal guardian(s) and school personnel.
- d.) Special Attention Time: Extended conference with teacher/student or administrator to make a plan to do restitution and remediation.
- e.) Rearrangement of school schedule: In-school suspension or time-out may be needed to gain control to go back to the learning environment. Some actions will call for long or short term out-of-school suspension.
- f.) Restriction of activities: Privileges may be taken away. Extracurricular or normal activities may be restricted for a period of time.
- g.) Legal or criminal action: Depending on the nature of infraction

Physical/psychological danger	Severe disrespect – Abusive	Out of control/unreasonable
<p>Fighting, rough play and/or throwing objects that could harm self, others, or property.</p> <p>Bringing dangerous or illegal items such as weapons, knives, matches, lighters, smoking materials, drugs, etc. to any area of the school property.</p> <p>Physical, psychological, or sexual threats, intimidation, force, or injury.</p> <p>Fleeing the grounds without permission.</p> <p>Gang or any inappropriate group mentality/affiliation.</p> <p>Using normal objects in a dangerous way.</p>	<p>Harassment of any kind. Any unwanted behavior that makes others feel unsafe or uncomfortable.</p> <p>Intimidation/bullying. (Including the use of technological means) *A more detailed bullying policy including the incident report form can be found in the school office.</p> <p>Public indecency.</p> <p>Disrespect in action, tone, or gesture after repeated correction.</p> <p>Profanity.</p> <p>Vandalism.</p>	<p>Willful behavior toward a teacher, school personnel or volunteer.</p> <p>Unable, incapable, or unwilling to listen or follow instructions.</p> <p>Repeated violations of classroom rules.</p>

Please find below a copy of the St. Mary's School Dress Code Policy for your reference. The uniform policy was created as a way to take the focus off of the outward appearance of the child. Therefore anything that can cause a distraction, including hair color, can fall under this category and will be left up to the discretion of the administration to consider the action taken. The faculty and staff will inform students about inappropriate clothing as directed in the policy. WE ASK PARENTS TO TAKE PRIMARY RESPONSIBILITY IN ASSISTING US, AS WELL AS YOUR CHILDREN, WITH THIS IMPORTANT SELF-DISCIPLINE SKILL.

St. Mary's School Dress Code

(St. Mary's School Commission, Policy 5242 implemented August 2013)

All Clothes should be well fitting and in good condition.

Slacks	Navy or Khaki solid color Slacks should be uniform-type style, cotton dress twill (no cargo pants, extra baggy pockets, extra zippers or decoration; no jeans)
Shorts (worn only during 1 st 9 weeks and last 9 weeks grading period)	Navy or khaki solid color Uniform-type style, cotton dress twill No shorter than 3 inches above the knee when holding arms at side (no cargo style, extra baggy pockets, extra zippers or decoration)
Skirts	Navy or Khaki solid color Pleated or Uniform-type style No shorter than 3 inches above the knee
Capri pants (only during 1 st 9 weeks and last 9 weeks grading period)	Navy or Khaki solid color Uniform- type style, cotton dress twill (no cargo style, extra baggy pockets, extra zippers or decoration)
Jumpers	Navy or khaki solid color, Pleated No shorter than 3 inches above the knee
Shirts	Polo style in solid colors: Navy, white, sky blue, hunter green, decorations on shirts may only be St. Mary's school logo Oxford style- solid uniform colors (white, navy, sky blue, hunter green) Turtleneck style- solid uniform colors (white, navy, sky blue, hunter green) *Royal Blue may be worn for those in the middle school grades.
Sweaters/Sweatshirts	Solid color- navy, white, sky blue, hunter green (*Royal Blue for Middle school only) Decoration on shirts may only be small St. Mary's school logo on left chest. Sweatshirts should be crewneck; no hooded sweatshirts. Sweaters may be crew neck, V neck, sweater vests, or cardigans in solid uniform colors.
Socks	Socks, when worn, should be of solid color and not mix-matched.
Tights/pantyhose	If worn should be solid color
Shoes	Gym shoes must be worn or brought to change into during activities requiring the use of the gym. Students should have a pair of shoes suitable for playground activity. For safety reasons, sandals without straps, flip flops and high heels are not suitable.
Jewelry	Boys will refrain from wearing earrings and dangling or hoop earrings for girls are not permitted for safety reasons.

- Any questionable items, including hair color will be left to the discretion of the principal.
- Special "out of dress code" days will be scheduled throughout the year.

If a child is not properly attired, he/she will be advised of the violation and asked not to wear the item again. ***At this time a note will be sent home informing the parent of the violation.*** If a student continually violates the dress code, the parent will be notified. ***If the parent cannot provide a change of clothes the student will be provided with one.***

SCHOOL POLICIES (cont'd)

TOTAL PARISH STEWARDSHIP

In the spirit of parish-wide stewardship, the Pastoral Council, the Stewardship Commission, and the School Commission of St. Mary's Parish adopted a Total Stewardship Policy in June, 2002. The policy reinforces the call and obligation of each parishioner to support the ongoing needs of the entire parish family, without distinction.

The policy, in conjunction with stewardship education, challenges each parish family to make a financial pledge that reflects their gratitude for the gifts they have received from God. This policy makes it possible for any parish family who desires a Catholic education for their children to be able to do so. Parents will fill out a parish intention card each fall. Contributions by school families will be monitored by the School Administrator, Parish Business Manager and Pastor to ensure this program is meeting our needs.

TUITION FOR NON-PARISHIONERS AND NON-CATHOLICS

When room permits, non-parishioners, both Catholic and non-Catholic families are welcome to attend St. Mary's School. Tuition for these families is based on the per pupil cost for that school year. St. Mary's is committed to working with families who want to provide their children with a Catholic education. Assistance through the State Voucher System and through Scholarships is available for those who meet certain income guidelines.

FEES

A bill for books/fees is provided each year. The total cost for each grade depends upon the amount of workbooks, type of books, and the materials used. The fee includes workbooks, texts, rental of texts, and other fees such as art, paper supplies, and technology fees. The fee is established as the cost for the year. Fees may be paid by semester, but are **expected to be paid by the end of the fiscal year. Fees not paid will be turned over to the parish business manager for collection.**

EMERGENCIES

Each parent is requested to complete an emergency sheet for our files which lists phone numbers and other pertinent information on how you can be reached should your child become ill or injured at school. When circumstances change that would change this information, *it is the parents' responsibility to notify the school in order that this information can be updated.*

In case of a serious medical emergency, unless the injury/illness appears to be immediately life threatening, the staff will make reasonable attempts to contact the parent/guardian as specified on the emergency form before authorizing medical treatment. If the parties designated on the emergency form cannot be reached it is understood that the staff may make decisions on the parents behave.

SCHOOL POLICIES (cont'd)

COMMUNICATION WITH PARENTS

Much growth takes place in a school when parents, administrators, and teachers work together to improve the school. Your input is encouraged; we want to share concerns, hopes, desires, aspirations, and solutions. It is through open dialogue that truth is reached, conflicts are resolved, and growth takes place. Other means of communication include:

Report Cards: Each nine weeks we send home report cards which indicate student achievement in each subject area. In addition, the card notes progress in particular academic skills, student effort, behavior, or conduct. The card is the primary way for communicating student work. If serious concerns arise prior to issuing the report card teachers will notify parents with a letter, email or phone message. If you have concerns about your child's school progress or behavior, please contact the teacher to discuss them. For students in grades 3-8 grades and conduct can also be accessed through our online student data system.

Conferences: Parent conferences are important. Each year we provide opportunities and schedule times for this purpose. We seek your cooperation; often a phone conversation is all that is necessary. Please call. The teacher will return your call as soon as possible. If further discussion is needed, we will make an appointment for a meeting.

Parents' Handbook: The handbook can be found online or can be given to the parents at the beginning of the school year. Families will be asked to sign a letter of agreement after reading the handbook.

Weekly Memos: Each week, the oldest student in the family is given a weekly memo to take home. The memo includes the lunch menu for the upcoming week, liturgy and prayer service schedules, playground volunteer assignments as well as reminders about current events.

Letters/Notices: The principal will periodically send home letters or notices regarding specific issues or events. Such occasions include information about changes in schedules, field trips, etc. If families should have a change of address or telephone number they are asked to report these changes to the school office.

Others: On occasion we have special receptions for parents of each grade level. Also, special "open house" opportunities are provided throughout the year. And you are always welcome to call us or stop in to inquire about events or discuss concerns. As middle schoolers gain more responsibilities, they may even be asked to relay messages for the teachers or coaches. If there is ever a question about information that comes home, please don't hesitate to contact the school.

NON - CUSTODIAL PARENT

St. Mary's school seeks to involve parents in the educational growth and development of the child. At times, there are circumstances that prevent the involvement of both parents in the child's school life. It is hoped that report cards and other documents, which reflect student progress, are shared with the non - custodial parent. However, when this is not possible, St. Mary's will provide academic and other regular school information to non - custodial parents upon request. Also, Newsletters and other school news and

grade level information can be made available to the non - custodial parent if requested. Normally this information is sent home with the student and shared with the family in this way.

When serious disagreements exist, a court order, or other written documentation, is necessary for our guidance. It is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENT RECORDS

St. Mary's School maintains attendance and health records for each student enrolled. These records are updated yearly or as needed. Upon transfer to another school, copies of all pertinent records are transferred to the new school. However, actual attendance and academic records are maintained in a permanent file at St. Mary' School. Health records follow the student.

Student's records are confidential and are treated as such. Only authorized school personnel who have a "need to know" have access to student information. Moreover, no information is released without written authorization from the parent, except to another school upon transfer and then parents are notified. Other institutions, agencies, or requests for information must have parental permission before release.

A parent who wishes to review his/her child's record may do so upon request and copies can be provided. We ask that we be given notice in order to make the file available and to provide copies - - usually a day or two is sufficient notice.

There are circumstances when we may give directory information, such as names and addresses to an agency or in a news release listing accomplishments, awards, etc. However, if you object to this, please notify us and we will not release such information.

HEALTH SCREENINGS

As a service to parents and students, hearing and vision are screened at St. Mary's. The grade levels for these screenings vary, but parents will be notified when these events will be taking place. The parents are also notified of any concerns or problems noted in these screenings. Screenings are done by a nurse or licensed therapists when available. There may be other circumstances that arise that would require additional screenings (eg. lice, pink eye etc.) Staff members will use their best judgment in these situations and you will be notified if there is cause for concern.

It is important that we know which students are allergic or have other serious health problems and the nature of such illness. The staff and nurse can then take the proper and necessary precautions and measures in times of an emergency

SCHOOL POLICIES (cont'd)

HEALTH RECORDS

Indiana Public Law #150, Acts of 1980, requires parents of all children enrolled in a school corporation to furnish the school an updated record showing proof of the child's immunizations unless such a statement is already on file with the corporation. A religious or philosophical objection will not exempt a child from these requirements unless it is made in writing, signed by the child's parent and delivered to the child's school. A physician's written statement, certifying that any or all immunizations are or may be detrimental to the child's health, will be required for medical exemption.

School immunization requirements are:

2016 – 2017 School Year IN State Department of Health School Immunization Requirements <i>Updated November 2015</i>		
3 to 5 years old	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 1 Varicella	
K – 2nd Grade	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hep A (Hepatitis A)
Grades 3 to 5	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella
Grades 6 to 11	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal conjugate)
Grade 12	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap 2 MCV4

Hep B The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

Polio Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 6th grade the final dose must be administered on or after the 4th birthday, and be administered at least 6 months after the previous dose.

Live Vaccines (MMR, Varicella & LAIV) Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

Varicella Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 8th grade. Parental report of disease history is acceptable for grades 9-12.

Tdap There is no minimum interval from the last Td dose.

MCV4 Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

Hep A The minimum interval between 1st and 2nd dose of Hepatitis A is 6 calendar months

For children who have delayed immunizations, please refer to the 2016 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2016 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>

Children must receive all required immunizations prior to entrance into prospective grades. Records must be given to the school nurse.

Nursing services are provided on a volunteer basis by a health care professional. In that capacity, she maintains our health records and checks to ensure that each student is up-to-date on his/her immunizations. A report is filed with the state annually.

SCHOOL POLICIES (cont'd)

WELLNESS POLICY

(In accordance with the Archdiocese of Indianapolis, St. Mary's School along with the School Commission, has developed the following School Wellness Policy)

Health and Nutrition Education

- Health education is offered through grade six as part of the state of Indiana standards-based curriculum, designed to provide students with the knowledge and skills necessary to promote and protect their health. Instruction includes but is not limited to "Red Ribbon Week" activities, approved AIDS units, nutrition education etc.
- St. Mary's School supports parental efforts to provide a healthy diet and daily physical activity for their children by communication with the home, and sharing the growing knowledge regarding health and nutrition.
- The school lunch room will serve as a focus to support the integration of nutrition education with healthy lifestyle choices. The school displays the nutritional value of food, as well as promotional materials to reinforce good health.

School Nutrition

- School meals will:
 - be appealing and attractive to children.
 - be served in a clean and pleasant setting.
 - serve only low fat mild and nutritionally-equivalent non-dairy alternatives.
 - meet the minimum nutrition requirements established by local, state and federal statutes and regulations.
 - offer a variety of fresh fruits and vegetables as often as possible.
 - introduce whole grain bread, brown rice, oatmeal, etc. whenever possible.
 - give middle school students additional healthy food choices for a slight fee during their lunch period.
- School food service personnel will participate in training, provided by the state, county, or local education agency, on a regular basis.
- Effort will be made to educate parents and students concerning healthy choices for lunches brought from home:
 - Parents will be encouraged to include fresh fruits and other healthy items rather than packaged chips, etc.
 - Soft drinks may only be brought to school on the special occasion of a fieldtrip, class party, or club meeting.
- Elementary students are not to have access to vending machines at any time during the school day.

- Fast Food meals brought in to the schools will occur no more than once per month.
- In light of the information available regarding childhood nutrition, teachers will limit the practice of using candy, soft drinks, or food snacks as rewards as well as provide alternative choices as rewards for academic performance, or good behavior.
- Celebrations that involve food during the school day will be limited; encouraging healthy food choices and other means of celebrating, (i.e. games, donation of books to the library to commemorate birthdays etc.)

WELLNESS POLICY (cont.)

Physical Activity

In order for students to meet the nationally recommended amount of daily physical activity of 60 minutes, the school will aim to provide at least 30 minutes per day, including but not limited to, classroom movement activities, physical education classes, recess and extracurricular activities.

- Regular classroom teachers will make adaptations which will allow students to experience an increased healthy physical environment by examining the school day for opportunities for increased physical movement; i.e., during class transition times and other previously unrecognized chances to implement beneficial activities.
- Fitness assessment will be encouraged.
- No child will miss more than half of the recess period without parental permission.

SCHOOL COMMISSION

(Formerly The Board of Education)

The School Commission serves as a consultative body for the pastor and administrator on matters concerning the school. It is the responsibility of this group to oversee the education mission of the parish as it relates to St. Mary's School. The overall roles of the School Commission are planning, monitoring, policy-making, and communication.

- The planning efforts of the School Commission are in alignment with the parish pastoral plan and the archdiocesan plan: creating a vision and mission for the future.
- The School Commission conducts periodic monitoring of all plans and policies and evaluates them for adjustment or improvement. In this capacity, the Commission supports and shares with the administrator, the responsibility for providing a quality educational ministry. They also contribute to the performance appraisal of the principal.
- Developing good policy is an important function of the School Commission. In developing school policy, the Commission takes those issues that affect the common good of the parish to the Pastoral Council.
- The Commission communicates its activities, plans, and periodic reports to the pastor, parish Pastoral Council, other commissions, and when appropriate, the parish membership.

The Commission facilitates the standing committees as set forth in the standing rules. Standing committees include: Facilities/Finance, Public Relations/Development, and Monitoring. Committees are appointed to accomplish commission work effectively. Six persons elected by the parish, or discerned and appointed by the pastor make up the decision-making members of the School Commission. In addition,

the pastor serves as Chairman of the Commission and the principal as an ex-officio member. As chairman, the pastor is responsible for ratification of policies and budgets before they are binding and carry legal and canonical status.

Meetings are held the third Tuesday of the month and are open to the public. Persons wishing to be part of the agenda should contact the administrator or an officer of the Commission. All agenda items are presented to the Executive Committee prior to the meeting.

DAILY ROUTINE AND SCHOOL PRACTICE

DAILY SCHEDULE

- 7:40 - Teachers in classroom. Students may enter classrooms. (If a teacher isn't present in their classroom, one will be available near by.)
- 8:00 - First bell to begin school day.
- 11:00 - 11:20 Grade 6-8 lunch
- 11:00 - 11:20 Grade 4-5 recess
- 11:20 – 11:40 Grades 4-5 lunch
- 11:20 – 11:40 Grades 2-3 recess
- 11:40 – 12:00 Grades 2-3 lunch
- 11:40 - 12:00 Grades K-1 recess.
- 12:00 - 12:30 Grades K-1 lunch.
- 1:30 - 2:00 Kindergarten PM recess
- 2:40 - Dismissal of bus students.
- 2:45 - Dismissal of students walking, riding bikes or being picked up by parents.

ARRIVAL TIME

Classes begin at 8:00 am each day and conclude at 2:40 pm. Classrooms are open at 7:40 am. **Students, who walk, ride bikes, or come in private cars are asked not to arrive before 7:15 am. If, because of work or some other situation, it is necessary for the child to be at school prior to 7:15 am, the parent must write a note explaining the reasons for this exception. This is for the safety of your child, since there is no adult supervision prior to that time.** Provided the time of arrival is workable for our staff, supervision can then be arranged for these students. Students who arrive prior to 7:45 am are to report to the gym and wait there with the supervising personnel until dismissed at 7:40 am.

BUS TRANSPORTATION

St. Mary's students ride the public school buses. Students are picked up at the same time and on the same route as other elementary students. The buses then drop them off at St. Mary's. At afternoon dismissal, students are shuttled from St. Mary's to Greensburg Elementary or the Jr. High to board busses to take them home. Information about the routes, times, etc. may be obtained by calling the Greensburg Community School Administration Building at 663-4774.

WALKERS/BIKE RIDERS

Besides bus transportation, some students walk and ride bicycles to school; parents or other adults in cars also transport students to and from school. The option is left to the family. However, we ask that if a child will come or leave school other than by his/her usual manner, the parent or guardian should notify the teacher **and bus driver**. This is especially important for children in grades Kindergarten, one,

two and three. If more than one student is involved, parents of *each child* should send notes to teachers and bus drivers. We can then ensure that every child gets to school and home safely.

DAILY ROUTINE AND SCHOOL PRACTICES (cont'd)

ARRIVAL: We request that students be dropped off at entrance 1N. Students arriving after 8:00 will need to be signed in by parents/guardian at the main office.

DISMISSAL: All students riding home in cars (as well as walkers) are dismissed at 2:45 pm through entrance 1N of school. For the children's safety, the following plan is used.

1. Cars picking up students line up starting @ entrance 1N.
2. Excess cars should park in the parking lot behind school.
3. Walkers will be patrolled across Millhousen Road.
4. Students will be dismissed to a few cars at a time.
5. Drivers are asked to wait patiently while the cars in front load and proceed away from the school. Then, the next set of cars will come forward and the next group of students will be dismissed.
6. Cars in the parking lot may then proceed to the front of the school as cars pull away.
7. If you arrive late, please proceed to the end of the line.

-PLEASE DO NOT-

- park in the parallel spaces on the north side of the school and coax your child to your car.
- walk across the lot and escort your child back to your car.
- pull out and around the cars loading students in front of school.

HALF-DAY KINDERGARTEN: (12:00 PM)

Cars picking up students from Kindergarten should also line up on the north side of the school.

DISMISSAL / AFTER SCHOOL TIME

On occasion a parent may be delayed in picking up the student after school. On these occasions, please call and the student can then be supervised for a short period of time (ex: 15 min.). *Students should then be picked up at the office.* If the delay will be lengthy, or becomes routine, we will send the student to after-school care and appropriate costs will be applied.

Please make calls regarding changes in dismissal for your student prior to 2:00 PM. This allows time for the message to be delivered to the classroom teacher and the student before the dismissal bell. If there is no note or call, but doubt as to what a student should do at dismissal, the student will be sent the usual way.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave school or school grounds without permission of the principal or teacher. If your child has a doctor's appointment, etc., and needs to leave during school time, please send the teacher a note explaining where the student is going, when he/she is to leave, and an approximate time of return. Parents are to pick up the student from the school office. Parents are asked to sign out the student in the office.

HOMEWORK

For most students, homework, or additional practice and reinforcement of skills taught in school, is necessary. However, this does not mean that a child should spend several hours each night doing homework. Our teachers are aware of the child's need to play, to have time for home responsibilities, and to have time to spend with his/her family.

Consequently, homework assignments are given to fit a student's age and abilities. Generally, teachers try not to give more work than can be accomplished in a given period of time: for grades Kindergarten through three, this would be twenty to thirty minutes; for grades four through six, thirty to sixty minutes. If your child is spending hours each night doing homework, please notify the teacher. Obviously, the situation needs to be investigated and clarified.

We would encourage you to make homework an important part of your child's education and a necessary part of self-discipline and growth. We encourage you to have a set homework time and place.

LUNCH / CAFETERIA

St. Mary's School participates in the National School Lunch Program. Each day a hot lunch is prepared in our kitchen. Each lunch consists of meat or meat substitute, vegetable, fruit, bread, milk or juice. The staff employs the offer vs. serve policy, in which a student may choose 3 or more items. The student still receives a balanced meal meeting daily nutritional requirements, yet the amount of wasted food is reduced. Menus are sent home each week so the students and parents know what is to be served each day. Also, it is published in Saturday's edition of the Greensburg Daily News and broadcast on WTRE Radio Station each morning as well as being posted on our website.

Students are asked to bring lunch and milk money at the beginning of each week or a parent may choose to pay for a whole grading period at one time.

Since we are part of the National School Lunch Program, families qualifying can purchase the lunches at reduced rates or lunches are provided free. Applications for Free and Reduced Price Meals are available in the school office. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe that you have discriminated against, write to the Secretary of Agriculture, Washington, DC 20250.

For kindergarten through 2nd grade, there is also a morning milk/juice break. A half pint of white or chocolate milk or a 4 oz. apple or orange juice is available. Milk/juice is to be paid for at the beginning of each semester. The Federal Government no longer subsidizes this program. Consequently, there is no free or reduced price program. For those students who pack a lunch, milk is available at lunchtime. Milk can be purchased at the same time lunch money is collected.

CAFETERIA WORKERS

Additional cafeteria assistance is sometimes necessary for serving and for clean-up. Our older students work in the cafeteria periodically to assist with this work. This service is another way the students learn the meaning of stewardship, by giving back some of their time in return for the gifts they have received.

PLAYGROUND

Students are separated as to grade level while on the playground during recess time. While playground equipment and facilities are limited, we do encourage students to participate in games and activities suitable for the space. A teacher and a volunteer monitor provide supervision and instruction regarding games, etc. All decisions are made in consideration of the children's safety.

Each group on the playground (grades K- 1, 2-3 and 4-5) has established playground rules and particular guidelines for the students that may vary slightly depending upon age and activity. Middle School students may also be given the opportunity for a short break after lunch and teachers will establish rules for those activities as well. However, there are some general principles that apply for all:

GENERAL PLAYGROUND RULES

1. Each group and activity should respect the space needed and rules of the game.
 2. If students do not wish to participate in a game, but prefer to engage in an organized small group activity, they should choose a location away from other organized activities.
 3. In general, students should not:
 - a. climb on the fence or buildings.
 - b. sit on parked cars or near them.
 - c. leave the playground without the supervising adult's permission
 - d. throw objects other than ball as part of a game or organized activity.
 5. Certain toys and other items are generally not permitted for use on the playground. They are remote control cars, play guns, and other electronic devices. From time to time, other items may be added. Space and safety of the children and their personal items are the major considerations given when prohibiting a toy or other item. If these items are brought in, the school will not take responsibility if these items become damaged or broken.
 6. Playground equipment should be used only for intended purposes. The number of students playing on equipment at one time may be limited for safety concerns.
- .
-

LITURGICAL EXPERIENCES OFFERED TO STUDENTS

All liturgical and para-liturgical experiences are planned with age and psychological development of the students involved. Hence, music, prayers, and other aspects are those that are made for children. We use and adhere to the Church's rituals and regulations regarding Eucharistic Celebrations for children.

Parents and the public are invited to attend and participate in all liturgical and para-liturgical services. In addition to the All School Mass celebrated weekly, students worship together by grade level. This allows the teachers to plan and utilize age appropriate prayers and activities. It also permits the students and teachers to worship and pray in smaller groups. The weekly schedule for liturgies can be found below. Adjustments and changes to the schedule may be necessary under special circumstances. The schedule will always be published in the weekly memo.

Liturgy Schedule:

Prayer Service	Monday	Grades 6 - 8	8:00 am
Prayer Service	Tuesday	Grades 2 & 3	8:00 am
All School Eucharist	Wednesday		8:00 am
Prayer Service	Thursday	Grades 4 & 5	8:00 am
Prayer Service	Friday	Grades K & 1	8:00 am

The liturgical experiences typically include:

- Mass at least once a week with the student body.
- Prayer Services weekly for most grades kindergarten through eight. Prayer Services include common prayer by the students, scripture readings or presentations, along with songs and other forms of praise, petition, and thanksgiving.
- Reconciliation Service for students in grades three through eight. One or two opportunities a year are scheduled for individual confessions. Grade two students receive the First Reconciliation in the fall of their second grade year.
- Communion Services are held infrequently. These depend upon the availability of the priest and other circumstances.

ATTENDANCE POLICY

When students are absent due to illness or another circumstance, please call school on the day of the absence. Upon returning to school, please send a note explaining the reason for the absence. This enables us to account for all school days that a student misses.

If a student is to be hospitalized or is ill for an extended period of time, please notify the teacher so appropriate steps can be taken in regard to school records and curriculum.

Daily student attendance at school is critical to success and is reported to the state. Numerous or extended periods of absence disrupt the child's learning. The state recommends students not miss more than 10 school days each year. Therefore, it is in the best interest of your child to schedule vacations during the regular school breaks.

If it is necessary for a family to be out of town for an extended period of time during the school year, the school must be notified by submitting an "Extended Absence Request" form. Schoolwork and other arrangements can then be worked out in the best interest of the student.

Students also seem to get stressed if they are not at school on time. Please make every effort to follow the attendance guidelines and help your child to be prompt.

TEMPORARY CHANGES

If parents or guardians are to be out of town and the children are staying with another family or friends, please notify the school and teachers.

MEDICATION / ILLNESS St. Mary's School
PARENT/GUARDIAN RELEASE
SELF-ADMINISTRATION OF MEDICATION

Archdiocese of Indianapolis Policy Statement 2008-02 recognizes that parents (guardians) have the primary responsibility for the health of their children. Although it is strongly recommended that medication be administered in the home, the health of some children and youth may require that they receive medication or other medical care while in the care of St. Mary's School.

If a student must take medicine while at school please be advised of the following:

- ✓ Parents (guardians) should confer with their medical practitioner to arrange medication intervals to avoid administration of medication outside the home whenever possible.
- ✓ When medication absolutely must be taken at other times outside the home, parents (guardians) shall provide explicit written instructions including, in some cases, instructions as necessary from a medical practitioner regarding the need for medication or specific medical care.
- ✓ Parents (guardians) signing this form are, in most cases, providing written permission for **non-medically trained personnel** to oversee the **self-administration** of medication or necessary routine medical care **by the student** depending upon age and capability.
- ✓ Medical circumstances requiring the direct measuring and/or administration of medications, injections, blood tests, observation of symptoms, specific emergency responses by non-medically trained staff personnel or the possession and use of inhalers or other medical devices, shall be handled on a case-by-case basis according to a specific Individual Health Plan developed and signed by a physician or other health care professional and kept on file for the student.
- ✓ Students are not permitted to carry medications (including analgesics, herbs, enzymes, oils, etc.) on their persons, except for inhalers and other medical devices with specific permission. Medications will be secured in the school office.
- ✓ All medication is to be delivered and taken home by the parent (guardian) at the end of the medical regimen or school year.
- ✓ All medication is to be taken in the presence of a designated staff member and documented in a confidential log.
- ✓ **No medication** of any kind is to be provided by the school, staff or volunteer personnel.
- ✓ Prescription medication must be in the original pharmaceutically dispensed and labeled container. The prescription label will be considered the written order of the medical practitioner in most cases.
- ✓ Non-prescription medication must be in the original container in which it was purchased. Please provide medicine cups/spoons as necessary for liquid medication.
- ✓ Parents must fill out, sign and date a new form for each medication or to change medication instructions.
- ✓ All medication releases must be renewed at the beginning of each year.

Please provide specific written instructions below for administration of medication during school:

Name of student:	
Name of medication: <input type="checkbox"/> Prescription <input type="checkbox"/> Non-Prescription <input type="checkbox"/> Refrigeration Required	
Diagnosis/reason the medication is to be taken:	
The appropriate dose, method of administration (i.e., by mouth) and specific instructions (i.e., take with food, etc.):	
The time or times of day (hours) medication should be taken in our care:	
The start date and number of days/weeks/months the medication is to be taken:	
Any known side-effects of the medicine and/or symptoms of the condition being treated and known tolerance to medicine:	

I hereby give permission for non-medical staff personnel to oversee self-administration of the medication specified above by my child:

Parent
(Guardian)
Signature: _____

Date: _____

Emergency
Phone Nos: _____

DAILY ROUTINE AND SCHOOL PRACTICES (cont'd)

CHANGE OF RESIDENCE OR EMPLOYMENT

Any change in phone numbers, residency, email or employment is important to us. We must have up-to-date information if we are to be able to contact a parent when illness or accidents occur.

CLOSING /DELAYS OF SCHOOL AND DAYCARE

Because our students ride the public busses, we follow the *Greensburg Community School* in all days of closing or delays for snow or ice emergency. To find out if school is closed or delayed, listen to *WTRE AM 1330* for such announcements. Notice will also be published on WISH TV and Channel 13. *Parents may also request that their names be added to an automated call list and they will receive phone notification when cancellations occur. If the Greensburg Schools are closed or delayed, St. Mary's School will be closed or delayed regardless whether or not St. Mary's School is specifically mentioned. Since the schedule of the Daycare may differ it is important you call and check to see if supervision will be provided on certain days.*

VISITORS

Visitors are always welcome! Parents and other interested adults attend classroom plays and programs, liturgies, para-liturgical celebrations, school assemblies, and other events of a special or public nature.

If you wish to visit or observe a classroom, we ask that you make arrangements ahead of time with the principal and the individual teacher.

Should you need to bring a lunch box or important book left at home, please take it to the school office. We will see that it gets to the proper student.

VOLUNTEERS

Where would any of us be without the generous help and support offered just because someone cared? Volunteers in any organization or institution provide the talent and effort that make things happen. One of St. Mary's strongest assets is our volunteers. Volunteers include parents, grandparents, and friends from 19 to 75 years of age. Many are needed to assist in playground supervision. Others are needed as library aides or to assist the teacher in clerical duties, class projects, field trips, fund raising, typing, etc....

As good stewards, we are asked to share our time and talents in return for the bounty of gifts that God has bestowed upon us. We encourage each family to consider how they might give of their time or talent to St. Mary's School. A volunteer form is sent home at the beginning of the year. You **CAN** and **DO** make a difference.

In response to the "Safe and Secure" policy the Archdiocese has in place, volunteers are required to complete training through a program called "Safe and Sacred". This program educates adults about safe environments for children. The online, as well as printed copies of the program are a convenient way to insure for all of us that our children will be with safe adults as they participate in our programs. Volunteers will also be made aware of the steps that the faith community can take to create a safe environment of all God's children and how to respond when adults behave in a way that raises concerns.

If you are a regular volunteer in the classroom or plan to accompany students on field trips, you are required to have had this training. Parents will be made aware of the steps to take to complete this very important training and to update the training after a given period of time. The training also includes a background check for each volunteer.

DAILY ROUTINE AND SCHOOL PRACTICES (cont'd)

SCHOOL SUPPLIES

A list of necessary supplies is provided with the book bills at registration time. We ask that this be checked carefully because, in some instance, various school supplies are provided by the school.

Paper, pencils, and other usual school needs can be purchased at the school office. Students needing these items can obtain them in the morning before classes begin. Except for a necessary pencil or pad of paper, the students may not charge supplies.

SAFETY DRILLS

Creating and maintaining a safe school environment is of primary concern and importance at St. Mary's School. Safety drills to evacuate the building in case of a fire are practiced regularly. Tornado drills, emergency lock-downs, and earthquake drills are also rehearsed. Students are instructed what to do and where to go in the event of such emergencies.

St. Mary's School has a comprehensive Emergency Plan in place. The handbook has been reviewed and approved by the Archdiocese of Indianapolis and the State of Indiana. In the event of a hostage/intruder, display of weapons, threat of bombs or other harmful substances, as well as other unfortunate possibilities, specific action plans have been developed. In these events, parents and the public will be notified according to the plan and/or directives from law enforcement. While we hope they never have to be used, we are confident we are as prepared as we can possibly be for such emergencies. The handbook is available in the school office for review upon request.

PHONE MESSAGES AND CELL PHONE USE

We refrain from calling teachers or students to the phone during school hours. If an emergency should arise, the urgent message will be sent to the child or teacher by the office. Student use of the phone should be a rare occurrence. Use of cell phones by students is prohibited during the school day. If a student chooses to ignore this rule the phone will be confiscated and must be picked up at the school office by the parent. **Please encourage your child to pay attention to these rules and to make after school plans ahead of time.**

Use of cell phones by teachers during the school day is meant for instructional purposes only. If you choose to contact your child's teacher by cell phone they may not get messages until much later. Your best means of school communication would be to contact the office. We will always forward messages and teacher can reply after school hours if needed.

FIELD TRIPS

Each grade takes field trips. Field trips are designed to enhance the students' understanding of a subject or topic they are studying and to provide an educational or different experience they would otherwise not have. Some trips are local; others involve trips to other cities. For example, visits to the library, courthouse, nearby orchard, or a conservation farm are local. Other field trips include visits to museums, the symphony, the zoo, and other places of interest. While each grade takes field trips, these trips are privileges. Students can be denied participation if they fail to meet academic or behavior requirements.

When a trip is taken, parents will receive written notification of what is planned, the date, and how students will be transported. (Most often transportation is in the form of a school bus.) Parents are requested to sign a permission form before their child can participate. Parents are often asked and encouraged to accompany a class on the trip. However, we try to follow the guidelines provided to us by the fieldtrip location to determine the number of parent volunteers attending. As noted in the volunteer section above, all fieldtrip volunteers will have completed the "Safe and Sacred" training and a background check will be completed as well.

DAILY ROUTINE AND SCHOOL PRACTICES (cont'd)

NEW STUDENTS

Families who move into the community during the school year may transfer into St. Mary's School. Please call the principal and set up an appointment to make the necessary arrangements.

TRANSFER

If a student is to transfer to another school, the parent should contact the principal to make arrangements for withdrawal. For students ending eighth grade this is not necessary unless the family is moving out of the county.

All fees and other financial obligations are expected to be satisfied before records are transferred.

PRINCIPAL'S RESPONSIBILITY / AUTHORITY

When circumstances change, or in instances when exceptions to stated policies or procedures are justified; the principal reserves the right to make changes, or exemption as necessary and prudent. The handbook may be amended. Parents will be notified when changes are made.

OTHER SCHOOL CONCERNS

FEDERAL PROGRAMS

St. Mary's School participates in some educational programs funded by the US Government. Currently, we receive funds for the Title I program. Through this program we are able to provide remedial services, purchase supplemental materials for instruction, attend seminars, etc. Each program establishes the specific criteria and conditions for participation. Funds are administered through the Greensburg Community Schools.

St. Mary's School complies with all Federal regulations regarding the Civil Rights Act (Title VI), Section 504 of the Rehabilitation Act and Title IX regulation regarding sex discrimination. The policies and procedures of the School Commission and the school administration do not discriminate on the basis of race, sex, color, national origin, age or handicap. Furthermore, implementation of Federal programs follows the appropriate Federal and State regulations governing such programs. If a person believes his/her rights have been violated or believes program regulations have been violated, he/she is entitled to a hearing on the matter. Procedures for filing and resolution of conflicts have been established.

OTHER SCHOOL CONCERNS (cont'd)

HARLOW GIFT

Orval Harlow bequeathed \$20,000 to St. Mary's School for payment of books for children who cannot afford books or to be otherwise used to assist needy students of St. Mary's School with the expenses of education. This bequest is part of our endowment and the interest is used as Mr. Harlow requested.

A procedure to allocate the proceeds has been established by the School Commission. Proceeds are first used by students of families who are eligible for free lunch; remaining funds are used for families eligible for reduced price lunches; any remaining funds will assist the parish and school in providing the Catholic education for those students of families who cannot fulfill their obligation of the minimum contribution to the parish.

DEVELOPMENT/ST. MARY'S SCHOOL FUND

To supplement our budget and provide for curricular and program needs, St. Mary's School sponsors an annual fund. Money is allocated to particular projects each year. All who are associated with the school are asked to support this effort in whatever way they can. Moreover, part of the annual fund can be set aside to promote growth and expansion of the school. Hence, some money may be budgeted for special projects and/or contributed to the school's endowment fund.

FUND RAISING

The magazine subscription/cookie dough and misc. sale is conducted each year in February. The project is held to provide funds for many things such as: field trip transportation, cultural experiences (plays/programs/assemblies), funds for sports programs, and other extras such as Science Fair, Art Show, Noetic Math. etc...

SMAFA – ST. MARY'S ALUMNI AND FRIENDS ASSOCIATION

SMAFA's sole purpose is the promotion and support of St. Mary's School. SMAFA members are scattered throughout the United States. The association is for everyone who is interested in the well being of St. Mary's School students, not just alumni.

Each year SMAFA sponsors projects, which benefit the students directly. Projects have included curriculum and classroom materials as well as remodeling classrooms and upgrading technology. Funds for these projects come from annual dues and special projects sponsored by the members. Further information about SMAFA can be obtained by calling the school.

SCHOOL PICTURES

School pictures are taken early in the school year and in the spring of the year. Notices will be sent home to parents regarding the dates. Parents are under no obligation to purchase the pictures. Profits from the sale are used to help finance convocations and field trips.

OTHER SCHOOL CONCERNS (cont'd)

GRAND – A – GRAM

Grand-A-Gram is a newsletter especially written for and sent to grandparents and friends of our students. Grand-A-Gram describes the students' projects and activities throughout the year. The students themselves write many articles. It also acquaints grandparents and friends with St. Mary's School and its programs. Grand-A-Gram is currently sent throughout the US and several foreign countries. Families are asked to submit names and addresses of grandparents and other 'special' people.

LOST AND FOUND

Articles lost (or misplaced and forgotten) by the students are stored near the school office. Parents, who know of lost items such as hats, gloves, sweaters, etc., should alert their children to check at the office or parents can call themselves. (Articles left in the coatroom or lost within the classroom remain there for a period of time before being brought to the office.)

EXTRA CURRICULAR ACTIVITIES

SPORTS

Boys and Girls in various grades are given the opportunity to participate in sports at St. Mary's School. While all boys and girls may participate, students are expected to maintain grades and proper conduct in order to retain eligibility. Grades and conduct will be monitored each week. Students who lose eligibility will be given an opportunity for reinstatement. Students are provided with a more complete guide and list of conduct upon enrolling in a sport.

Sports available are, cross-country, basketball, volleyball, cheerleading, and golf. These are scheduled throughout the year. Volunteers from the community serve as coaches for the teams. Participation is optional, but students must have a completed sports physical on file in order to participate.

FREELAND AWARD

The Freeland Award goes to the graduating eighth grade student who exhibits outstanding qualities of scholarship, sportsmanship, and leadership. Criteria includes: maintaining grades which reflect the student's abilities and best efforts, demonstrating conduct that reflects the Gospel values, providing leadership in the classroom and school sponsored activities, and participating in one sports program at school.

Students, coaches, and teachers all participate in the nomination process. A committee composed of the principal, teachers, and coaches make the final selection. The students selected will be given a plaque and have his and her name engraved on a permanent plaque displayed in the school.

ST. MARY'S CATHOLIC SCHOOL STUDENT LEADER AWARD

The St. Mary's Catholic School Student Leader Award, is presented each year to an eighth grader who exhibits qualities and behaviors reflective of the Gospel values and the school mission statement.

EXTRA CURRICULAR ACTIVITIES (cont'd)

SPEECH LEAGUE

Catholic Schools in the Batesville Deanery sponsor a Speech League in which the schools compete. Students in grades five and six can participate by trying out for the team of ten who compete at the deanery level. The team is composed of three humorous, three serious, and two duet contestants. The coach and/or principal make the selection. Awards and trophies are presented to the participants and a traveling trophy goes to the top school. Students choose to compete in the contest; not all students participate.

NOETIC - LEARNING

St. Mary's School is a member of the Noetic Learning – Math Challenge. Noetic sponsors competitions in which students are given forty-five minutes to answer twenty very challenging word problems. The 'meets' are held twice a year here at school. All students in grades two through seven are eligible. Twice a year the top scoring students in each grade are awarded certificates and medals.

The purpose of the Noetic Math Challenge is to foster problem-solving skills, to encourage critical and creative thinking skills, and to recognize students who demonstrate these skills. It is an opportunity for students to challenge themselves and an opportunity for all students to be involved in a national contest.

ACADEMIC MEETS

The Batesville Deanery sponsors the annual Academic Meet. A pool of fifth and sixth grade students try out by taking a placement test. Preliminary rounds of questions covering Math, Science, Language Arts, Social Studies, Religion and Current Events are also conducted to determine the teams. Teams of five members each are assembled to compete in the various categories. Coaches help prepare the students for competition.

There is also a middle school academic meet available in the spring each year. The setup of this contest is a bit different than the deanery competition but the preparation and selection of students is similar.

SCIENCE FAIR

A Science Fair is held in late February or early March. The Fair is an opportunity for students in grades one through eight to acquire knowledge by solving a problem or answering a scientific question. Students have the opportunity to play the role of a scientist by using the Scientific Method of Discovery. The principles of this method are taught and fostered in our daily Science curriculum.

Experienced professionals in the science field from our community judge the Science Fair projects. Judging is based on the use of the Scientific Method and experimentation, neatness and organization of the project, oral presentation, and most importantly, the knowledge that the student gains from the investigation.

Students in grades one through four are encouraged to participate. Students in grades five through eight are required to participate in the Science Fair as part of the Science curriculum.

EXTRA CURRICULAR ACTIVITIES (cont'd)

SPELL BOWL

Students in 4th through 8th grade may try out for the spell bowl team each fall. The Spell bowl is a county wide competition where teams of students compete against other students in their same grade level.

BATTLE OF THE BOOKS

Each year the Greensburg/Decatur County Public Library sponsors a "Battle of the Books". Students in grades 5-8 can try out for these teams. This competition is county wide and takes place at the library.

LITTLE HOOSIERS

Students in grades 4-8 are given the opportunity to join The Little Hoosiers Club. Under the direction of a faculty member, the club conducts various activities and events sanctioned by the Indiana Little Hoosiers Society to foster knowledge and experience in Indiana History and current events.

The St. Mary's Little Hoosier Club generally meets once monthly throughout the school year. Meetings are held at school or occasionally the group will participate in a field trip to local sites. Membership takes place in the fall and a small due is requested. Participation is optional.

ART CLUB

Students in grades 5th – 8th are invited to join art club. A faculty member will direct the students during the meetings held twice monthly after school throughout the school year.

The goal of this club is to do projects to enhance the school property, while at the same time expanding student's knowledge and interest of art. There maybe occasional field trips taken.

No dues are taken, however nominal fees may be charged occasionally to cover the cost of special projects. Participation is optional.

BONKERS FOR BOOKS

Students in grades 1-3 are given the opportunity to participate in a book club. The students meet monthly to do activities and/or have book discussions. The club is sponsored by the school and is led by teachers of those grade levels.

CUB SCOUTS AND GIRL SCOUTS

There is a Cub Scout group and a Girl Scout group that meets at St. Mary's. Please contact the office if you are interested in either of these groups.

GIRLS ON THE RUN

When possible, St. Mary's provides the opportunity for girls to participate in the "Girls on the Run" program. Participation depends on the availability of coaches and the interest level of the girls.

ARCHERY CLUB

St. Mary's also has an archery club available for students in grades 4-8. The students complete an archery section in their P.E. class and then meet as a group to work on their skills. They may also compete in county /state events.

STUDENT COUNCIL

Students in grades 7 and 8 are elected to student council and offer input for some of our School programs.

AFTER-SCHOOL CARE

After-School Care is provided at St. Mary's School for registered students in Grades K-5. The goals include providing a safe environment, a place to do homework, a place for activities, opportunities for play and a small snack. This opportunity is also extended to middle-schoolers in a separate program we call MASH.

After-School Care and MASH take place in the school gym, cafeteria, playground, and sometimes in available classrooms, however, the two groups do stay separated. Hours of operation are 2:45 – 5:30 pm. Monday through Friday and on days that school is closed. Fees are assessed on an hourly basis. Registration information can be obtained from school office or from the Day Care.

DAY CARE

St. Mary's School operates a registered Day Care Ministry located within the school building. Care is provided for Infants through Kindergarten as space permits. Fees are assessed on a daily and weekly basis. Information can be obtained from the school office

STUDY TABLES

Occasionally teachers offer after-school study table opportunities. These programs typically end at 4:00. If a student attends study tables and is not picked up by 4:00 they will be sent to the after-school program that fits their grade level.

SPECIAL EVENTS

Besides the special programs noted above, the school sponsors many special events and open house opportunities for students and parents. These include Catholic Schools Week, Grandparents' Day, Little Olympics, convocations, etc. There are many opportunities for parents and others to become involved with the children's school experience. Call if you have questions regarding any program, activity, or event.

SACRAMENTS

Instruction and preparation for the Sacraments of First Eucharist and First Reconciliation are components of the Religion curriculum. Here, too, we follow Archdiocesan policy and guidelines as well as Canon Law. As with all catechesis, the parent is respected as the primary religious educator. Parental involvement is expected to varying degrees in both First Eucharist and First Reconciliation preparations.

FIRST EUCHARIST

Grade Two students are prepared for First Eucharist within the classroom curriculum. In addition to the regular religion book, an additional curriculum specifically for First Eucharist catechesis is used. This instruction is done by the classroom teacher but presupposes and expects the involvement and support of the parents. Parents should attend adult catechesis and sessions designed for parents and child held prior to and during the students' preparation.

Although catechesis is given as part of the school curriculum, the Religious Education Program uses the same text and curriculum. Students from both School and Religious Education receive the sacrament of First Eucharist together and this typically happens on the first Sunday in May.

FIRST RECONCILIATION

Archdiocesan Policy 9550.3 requires that all children be offered the opportunity to celebrate the Sacrament of Penance before their reception of First Eucharist.

Therefore, Parents of second graders preparing for First Reconciliation receive curriculum material to be studied at home. Group sessions for parents and students are held on several occasions throughout the preparation program. These sessions are led by the Director of Religious Education, Principal, and Pastor to support, educate, and guide families preparing for First Reconciliation.

The Religion curriculum used in both School and Religious Ed Programs instruct students about Reconciliation. In this way, there is reinforcement both at home and in the classroom. The preparation program culminates with a special Penance Service at which the students receive the sacrament.

TECHNOLOGY

Our technology curriculum has as its goals, to enable each child to be computer literate and to recognize the computer as an essential tool in gathering and analyzing data. We follow and apply the guidelines and purposes of technology education as outlined by the Archdiocese of Indianapolis, the State of Indiana, and the ISTE standards.

The purpose of using technology at the primary level (Pre – 2 Grades) is to develop an awareness of and to become comfortable with the use of computers. The purpose of using technology at the intermediate level (3 – 5 grades) is to reinforce skills taught at the primary level and to introduce the skills needed to communicate and apply technology to other areas. The purpose of using technology at the middle school level (6 – 8 grades) is to develop the skills needed to apply technology in order to solve problems, gain access to information and to creatively express oneself.

Students in grades K-8 have a scheduled technology time each week. All students, preschool through grade 8, will learn about Christian stewardship by ethically applying their computer knowledge to meet life's diversity, challenges, and opportunities. Each student and parent is required to sign the acceptable use policy at the beginning of the school year.

As students enter the middle school years St. Mary's has made it a goal to have the students working one-to-one with laptops. Some tech-books have also been added to the curriculum in recent years.

All of these practices help prepare our student for the every changing world of technology. For more information about our Technology program and the standards focused on each year, please see our website.

STANDARDIZED TESTING

ISTEP + (INDIANA STATEWIDE TESTING FOR EDUCATIONAL PROGRESS)

St. Mary's School participates in the ISTEP+ Achievement testing program. Students in grades three through seven are given a combination of tests including: 1) ISTEP+ Basic Skills, and 2) Applied Skills in Mathematics and English/Language Arts. Students in Grades 4, 6 and 8 are also tested in Science skills and Grade 5 and 7 tested in Social Studies skills. Results provide information regarding the level of proficiency and achievement as well as ability level for each student.

IREAD – 3 is administered in the spring for third grade and IREAD K, 1&2 is also used as a tool to gauge our student's progress.

Additionally, St. Mary's School also administers other assessments to students in all grades to monitor progress. Information from test results is used to help teachers improve students' learning and provides a measure of student progress from year to year.

PRESCHOOL

Recognizing that learning is a lifelong process that begins early in a child's life, St. Mary's School offers a Preschool program to assist parents in their child's development. The Preschool promotes a hands-on, investigative approach to learning. The children are encouraged to try new things and to be curious about the world around them. New discoveries are a cause for celebration.

The children are loved in a way that models Christian love and they learn about the wonderful love that God has for each of them. There is a close interaction between teacher and parent in all aspects of the program.

Depending on the size of enrollment, Preschool is offered in 2 and 3 day sessions. The Preschool is housed in our main school building and though it is funded separately, the principal gives input and direction to the program. There is also collaboration between the Preschool teacher and the rest of the faculty and staff. A Preschool Open House is conducted in January, during Catholic Schools Week and registration takes place starting in February.

KINDERGARTEN

St. Mary's School offers both Full-Day Kindergarten and Half-Day Kindergarten. The Full-Day program meets 5 days a week, with the hours of 8:00-2:40. Parents may choose to enroll their child for only a Half-Day Kindergarten. Children enrolled in the Half-Day Kindergarten are dismissed at 12:00.

The program is structured to provide growth experiences for the whole child. Activities promote development of fine and gross motor skills, pre-reading and math skills, and socialization skills. Children also learn about God and how important they are as individuals in God's creation. Classes will have an opportunity to celebrate the Eucharist with the entire student body.

An Open House for those interested in the program is conducted in January, during Catholic Schools Week. Kindergarten Registration takes place in early spring.

REMEDIAL PROGRAM

Some students need additional and/or alternative instruction beyond the classroom in order to learn and to develop fundamental reading and math skills. These students are able to learn; however, they learn differently than others. This requires special materials, different approaches, more time and assistance. This often requires individualized and special instruction in addition to instruction provided by the classroom teacher. St. Mary's School provides a Resource Teacher, a special teacher working with the classroom teacher, to ensure that these students have the time and assistance needed.

Students work individually or in small groups. The Resource Teacher works with the classroom teacher to re-teach and reinforce the skills and concepts most needed by the students. Students are recommended by their teachers based on observation, achievement test scores, and classroom achievement. Generally, any student who is a semester or more behind in achievement is eligible for this program.

SPEECH THERAPY

Through the cooperation of the Greensburg Community Schools, St. Mary's School offers the services of a Speech and Hearing Therapist. A Speech teacher instructs students at St. Mary's on 1 day during the week. Students, depending upon their need, are instructed individually or in small groups. Before a student can be placed in this program, parental consent is required.

TESTING/LEARNING AND BEHAVIORAL NEEDS

St. Mary's School also offers consultation and testing provided by a psychometrist. The psychometrist assists the teacher in diagnosing learning and behavioral problems and providing strategies to correct these concerns. Students with severe learning problems may need to be transferred to the public school program. However, parental consent and involvement in all aspects of decision –making is required before such action is taken.

SOCIAL WORKER

A school social worker is available to teachers and students one full day and one half day each week through the Office of Catholic Charities at the Archdiocese of Indianapolis. The Social Worker meets with various classrooms from time to time to discuss and investigate ways to handle issues they may be experiencing such as bullying, peer pressure, growing pains, etc...

The Social Worker is also available to discuss more personal issues and problems with individual students. Students and teachers are given ideas on ways to help deal and cope with troubles or concerns. Parental permission is requested for individual counseling.



ST. MARY'S SCHOOL

PARENT HANDBOOK SIGNATURE PAGE



After you have read the St. Mary's School handbook, please keep it handy for reference throughout the year. We also ask that you sign the section below and return it to the school office before August 17, 2016.

This is to verify that I have read the parent handbook for St. Mary's School and am aware of the rules and policies of the school. I will do my part to uphold these as a parent and assist my child(ren) in supporting them also.

Mother or Guardian's Signature: _____

Father or Guardian's Signature: _____

Student(s) Signature: _____

"Be it known to all who enter here that Christ is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model of its faculty and the inspiration of its students."