



**Educating the Whole Child**

**St. Mary's School**

**1331 East Hunter Robbins Way**

**Greensburg, Indiana 47240**

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**Pastor: Father John Meyer**

**Principal: Mrs. Nancy Buening**

**Revised 8/21**



## St. Mary's School

1331 E. Hunter Robbins Way

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

E-Mail: [stmarysgreensburg.com](mailto: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 that graces our hallway 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 - 8<sup>th</sup> 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 the 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 waitlist 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 October 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 be working on learning and teaching about Christian virtues. 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 by focusing on the virtues that need to be employed.

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 learn about virtues. Children are expected to know and understand how virtues can be part of life and how they will lead them to lead a more Christian way of living.

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 systems used are age appropriate and should help your child grow in virtue and self-discipline.

## **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.

\*Please see the appendix for the circle/conference agreement form and our bullying report form. (The report bullying report form can also be found at the following link:

<https://www.surveymonkey.com/r/CQY8GL5>

### **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 the following steps are taken.**

**FIRST - The student will be sent to the office to fill out a Conference Agreement Form..**

- 1) The student will meet with the principal or a member of the Discipline Board\*.
- 2) Together they will complete the conference form.
- 3) A parent will be notified of the incident by phone or email sent by the school.
- 4) The student will be held accountable for a plan developed through follow-up by teacher or principal within a given amount of time.
- 5) The principal or discipline board member will speak to the referring staff member.
- 6) A log will be kept to monitor appropriate follow-up

**THEN - If the student fails to follow through with the agreement form, the following consequences may occur:**

- 1) Conference with the parents
- 2) In school suspension
- 3) Out of school suspension
- 4) Expulsion\*\*

**IF NEEDED - 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.

**\* The Discipline Board** consists of a group of representative teachers and the principal. The Board will help make decisions as required in the Discipline Cycle. They will meet when necessary to discuss appropriate plans of action and consequences for students. The principal and/or pastor will have the final decision on any and all suggestions made by the Discipline Board.

St. Mary's intermediate and middle school grades operate on a merit/demerit system as well, 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.

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# 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.

<b>Slacks</b>	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 or jeggings)
<b>Shorts</b> (worn only during 1 <sup>st</sup> 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)
<b>Skirts</b>	Navy or Khaki solid color Pleated or Uniform-type style No shorter than 3 inches above the knee
<b>Capri pants</b> (only during 1 <sup>st</sup> 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)
<b>Jumpers</b>	Navy or khaki solid color, Pleated No shorter than 3 inches above the knee
<b>Shirts</b>	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.
<b>Sweaters/Sweatshirts</b>	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.
<b>Socks</b>	Socks, when worn, should be of solid color and not mix-matched.
<b>Tights/hose/leggings</b>	If worn should be solid color and under a dress or skirt.
<b>Shoes</b>	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.
<b>Jewelry &amp; Hair</b>	Boys will refrain from wearing earrings and dangling or hoop earrings for girls are not permitted for safety reasons. Hairstyles that are extreme or attention-seeking, such as Mohawks or outlandish and/or unnatural hair coloring are not permitted.

- 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 behalf.

## **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, homework, 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 home address, email address, or telephone number they are asked to report these changes to the school office. Much communication happens through our student data system or emails sent out from teachers. It is very important to have information updated for this system.

### **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's 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.

## **STUDENT HEALTH**

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.

Due to concerns with COVID-19, we continue to ask parents to be aware of the symptoms of this virus and monitor their child(ren)'s health. If your child(ren) show any signs/symptoms of the virus, we ask that you keep them home. If a student has come in close contact with a person who tests positive for Covid-19, please notify the school and follow the guidelines given by the CDC and the county health department.

It is also 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.

## 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. Children must receive all required immunizations prior to entrance into prospective grades. Records must be given to the school nurse. Failure to provide adequate records or requested letters will result in admission to school.

Nursing services are provided on a volunteer basis by a healthcare 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. A clinical assistant is available at the school to aid in the completion and updates of these health records.

### Indiana 2021-2022 Required and Recommended School Immunizations

Grade	Required		Recommended
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual influenza
<b>K-5<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza
<b>6<sup>th</sup>-11<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 2/3 HPV (Human papillomavirus)
<b>12<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2/3 HPV 2 MenB (Meningococcal)

**HepB:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP:** 4 doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

**Polio\*:** 3 doses of Polio are acceptable for all grade levels if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose.

\*For all students, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

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

**MCV4:** Individuals who receive dose 1 on or after the 16<sup>th</sup> birthday only need 1 dose of MCV4.

**Hepatitis A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses are required for all grades.



Indiana State Department of Health,  
Immunization Division

(800) 701-0704

## 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 eight 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 lunchroom 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 field trip, class party, or club meeting.
- Elementary students are not to have access to vending machines at any time during the school day.
- 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.
- Due to Health Department guidelines, Celebrations that involve food during the school day will be allowed as long as the food is prepackaged. Other means of celebrating will also be encouraged, (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

7:10 - First buses arrive and students stay in the lobby area with a staff member.

7:25 - Car riders arrive and proceed to their classrooms as all others that have arrived are also released.

There will be a teacher present in each area at 7:25 and all teachers will be in their homerooms by 7:30.

8:00 - First bell to begin the school day.

#### **Lunches**

11:00 - 11:20 Grades 4 & 5

11:25 - 11:45 Grades 2 & 3

11:50 - 12:10 Middle School

12:15 - 12:45 Grades K & 1

#### **Recesses**

11:00 - 11:20 Grades 2 & 3

11:20 - 11:40 Grades 4 & 5

11:45 - 12:05 Grades K & 1

12:05 - 12:15 Middle School

2:38 - Dismissal of bus students.

2:40 - 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 7:30 am. **Students, who walk, ride bikes, or come in private cars are asked not to arrive before 7:30 am. This is for the safety of your child, since there is no adult supervision prior to that time.** Students will proceed directly to the classroom.

### 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.

Due to guidelines provided by the CDC and County Health Department, students on buses will be asked to wear masks. Students may be seated with family members when possible and a seating chart will be used.

### 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 2N. Students arriving after 8:00 will need to be signed in by parents/guardians at the main office vestibule.

**DISMISSAL TIME:** Buses are dismissed at 2:38. Walkers will be dismissed shortly after buses are clear of the building and will be patrolled across Millhousen Road by a staff member. The first two groups will exit through door 2 on the North side of the building. To expedite dismissal and allow for social distancing, all students riding home in cars will line up at each exit. Exits are designated by last name and will be announced from the main office. Car dismissal will begin at 2:40. In addition to this procedure, for the children's safety, the following plan is used.

1. The west entrance to the parking lot will be used as an entrance only from 2:15 - 3:00 and will be divided into two lanes.
2. One lane will be used for students who last names begin with A-L and will proceed to the north side of the building, the other lane will be for students with last names beginning with M-Z and will proceed to the south side of the building.
3. Cars can start to line up for pick up at 2:15.
4. The two pick up zones will each have cones to designate where cars should pull up to wait and students will be called to these numbered spots.
5. Students will be dismissed to a few cars at a time in each of the zones.
6. 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 in each zone, and the next group of students will be dismissed.
7. Cars must stay in line until their group is dismissed to proceed to the exit.
8. As cars arrive they pull to the end of their designated line and wait.

### **-PLEASE DO NOT-**

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

### **HALF-DAY KINDERGARTEN: (12:00 PM)**

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

### **LATE ARRIVALS**

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 main office. Due to COVID-19 requirements and staffing issues, NO AFTER SCHOOL program can be offered this year.

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 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 call or send the school 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 and will need to sign them out in the office vestibule.**

## **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 eight, 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. It is also published in the Greensburg Daily News and broadcast on WTRE Radio Station each morning as well as being posted on our website.

Students can bring lunch and milk money to school and the amount will be credited to the student's account, or parents may pay online.

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 2<sup>nd</sup> 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. We use a data system for students at lunch called MEALTIME. Accounts are kept current through this program and parents can check online to see their status.

## **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. We always try to follow guidelines for safe-distancing and other recommendations given by the CDC and the County Health Department.

Each group on the playground 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. Rules for each group will be communicated to parents from the teachers.

## **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.

Students will resume experiencing Mass as a whole school with student liturgical parts, servers, and student choir. We will continue to monitor any guidelines issued by the CDC or county health department and adjust procedures with attending Mass as needed.

## **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.

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, students are allowed five days of excused absences with a parental note per semester. Any absences beyond five days require a medical excuse, unless there are extenuating circumstances as determined by the principal. 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.

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

**If a student is habitually absent or starts to accumulate numerous days of nonattendance, the parent will be alerted so that the issue can be addressed.** Excessive absences may be reported to appropriate authorities and result in a suspension or expulsion. **Please make every effort to follow the attendance guidelines and help your child to be prompt.**

**We realize that Covid-19 may have a bearing on student's attendance this year. However, we will need to account for each school day. Therefore, we will keep in close contact with parents to ensure work is complete.**

## **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: \_\_\_\_\_

## **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 ***Channel 8 - WISH TV Channel 13- WTHR and Channel 4 - WTTV***. *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.***

We will also keep you informed as much as possible with COVID related closings and cancellations.

## **VISITORS**

Visitors are welcome for school Mass, events and activities. We ask for all visitors to enter through school's main entrance at door #2 and sign-in at our school office. Please keep in mind that this will be adjusted based on the guidelines given from the CDC or the county health department. We would suggest calling our school office to check on any changes.

## **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. While we have to limit our visitors in the building, many volunteers are needed to assist in playground supervision.

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. Thanks to all of you for sharing your time, talent and treasure with us.

## **SAFE PARISH**

In response to the "Safe and Secure" policy the Archdiocese has in place, volunteers are required to complete training through a program called "Safe Parish" (formally "Safe and Sacred"). This program educates adults about safe environments for children. The online program is 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 for 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.

In accordance with Safe Parish and Indiana Law, any report or suspicion of child abuse and neglect will be reported to the appropriate authorities for their investigation.

## **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 instances, various school supplies are provided by the school. SMAFA has generously provided a “school store” which also contains some of these items if purchasing them is a problem.

## **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.

Even though drills and procedures are a little different this year, we still will complete the drills necessary to be ready should an emergency occur.

## **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 teachers can reply after school hours if needed.**

## **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.

## **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.

## **SCHOLARSHIPS AND ASSISTANCE**

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.

St. Mary's also participates in the state funded voucher program and is affiliated with a Scholarship granting organization for help with tuition. If a parent is interested in any of these areas of assistance, please contact the office.

## **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**

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. we complete a few focused fund raising programs throughout the school year.

In the past we have had our magazine subscription/cookie dough and misc. sale each year in February. Our first annual Walk-A-Thon was completed in spring 2021 and was a great success. Plans are to continue fundraisers throughout this school year, but are subject to change based on current county health data.

## **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 programs sponsored by the members. The annual Chili summer, which “kicks-off” Catholic Schools Week, is one of their largest fundraisers, and is another resource that helps support the group so they can, in turn, support the school.

Further information about SMAFA can be obtained by calling the school.

## **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**

**The following activities may be limited this year due to the Coronavirus. We will continually evaluate the situation and add continue or reinstate activities if possible. Thank you for your patience as we navigate through this unprecedented journey.**

### **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.

We will monitor the IHSA guidelines given this year to see how to proceed with each of these activities.

### **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.

### **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.

## **MATH CHALLENGES**

St. Mary's School has been a member of the Noetic Learning Math Challenge or Continental Math League for several years. Noetic sponsors competitions in which students are given forty-five minutes to answer twenty very challenging word problems. Continental Math League has a similar competition but has more frequent meets. The 'meets' are held several times throughout the year here at school. All students in grades two through seven are eligible. Top scoring students in each grade are awarded certificates and medals.

The purpose of these math challenges 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.

## **SPELL BOWL**

Students in 4<sup>th</sup> through 8<sup>th</sup> 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 5<sup>th</sup> – 8<sup>th</sup> are invited to join the 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 in art. There may be 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.

### **GARDEN CLUB**

A Garden club is offered to some of our older students who are willing to continue to help throughout the summer.

### **ROBOTICS CLUB**

A robotics club is offered to middle school students interested in being part of competitive group who build and then test their robots/machines.

### **DRAMA CLUB**

A drama club is offered to middle school students interested in being a part of performances throughout the year. They meet after school with the school sponsor.

### **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

### **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 students for the ever changing world of technology. For more information about our Technology program and the standards focused on each year, please see our website.

## **STANDARDIZED TESTING**

### **ILEARN**

St. Mary's School participates in the ILEARN Achievement testing program.

ILEARN measures student achievement and growth according to Indiana Academic Standards.

ILEARN is the summative accountability assessment for Indiana students and assesses:

- English/Language Arts (Grades 3-8)
- Mathematics (Grades 3-8)
- Science (Grades 4 and 6)
- Social Studies (Grade 5)

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.

## **INTERVENTION TEAM**

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 an intervention team made up of a reading coach, special ed. assistant, Title I teacher, and grade specific interventionalists. These staff members work with the classroom teachers, to ensure that these students have the time and assistance needed.

Students work individually or in small groups. The Intervention Team may assist teachers through the re-teaching and reinforcement of skills and concepts most needed by the students. Students are recommended by their teachers based on observation, achievement test scores, and classroom achievement. This program helps St. Mary's achieve the mission of helping each student reach their full potential.

## **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 will be available to teachers and students two full days 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



**This handbook is also available online and signing below indicates that you have read a copy of this publication and agree to abide by the programs and procedures outlined within. After you sign the section below please return it to the school office before August 14, 2020.**

\*\*\*\*\*

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."*