

***ST. MARY'S
CATHOLIC SCHOOL***



**2009-2010
PARENT AND STUDENT
HANDBOOK**

*'CATHOLIC SCHOOLS
DIVIDENDS FOR LIFE'*

August, 2009

Dear Student and Parent:

Welcome! We are very pleased you are attending **St. Mary's Catholic School**. We have an excellent school community and an outstanding staff. We pride ourselves on being a warm, family oriented school; where each child's growth is our priority. Please help us make your child's year happy and productive. With home and school working cooperatively, we can help your child develop spiritually, intellectually, physically, socially and emotionally.

This handbook and Code of Conduct is designed to tell you about St. Mary's. It is provided to you with the best wishes of the staff and we hope it will be helpful to you as the year goes on. If you have any questions, please contact us. We welcome your questions, comments and visits.

Sincerely,

A handwritten signature in black ink that reads "Vernon Rosenbeck". The signature is written in a cursive style with a large initial "V".

Vernon Rosenbeck
Principal

* It is important that the entire handbook be reviewed each year. Changes in the handbook for this year are in bold print.

PHILOSOPHY OF ST. MARY'S CATHOLIC SCHOOL

St. Mary's School teachers endeavor to treat each student as an individual and to educate and work with the whole child. Since we see the parents as the prime educators of their children, we work closely with the parents to help each child reach maximum ability; intellectually, spiritually, socially and physically. As a Catholic School, St. Mary's seeks to prepare our students to live and proclaim the Good News. This is accomplished through growth in their personal sanctification and promotion of social reform in the light of Christian values.

St. Mary's School provides students with an updated curriculum, current educational programs and the necessary resources to meet the needs of the individual students.

We are proud of St. Mary's many years of service to the Greenville Community. The first school was built in 1888 and staffed by the Sisters of Charity. The present building was built in 1957. We are very happy to be able to continue to meet the needs of all our students in grades Pre-School through Eighth.

ST. MARY'S STAFF

Our staff represents a caring group of professionals who have been selected for their sensitivity and commitment toward helping children to learn and develop. They are dedicated to the teaching/learning process and willing to give of their time and energy to create a positive school climate.

Preschool—AM Butterfly and Caterpillar	Mrs. Sherri Jones
Preschool—PM Caterpillar and Butterfly	Mrs. Dianne Blocher
Preschool Assistant	Mrs. Rosie Adams
Kindergarten	Mrs. Carol Henry
First Grade	Mrs. Kathy Aytte
Second Grade	Mrs. Linda Waltke
Third/Fourth Grade	Mrs. Mary Wetzel
Fifth Grade	Mrs. Kathy Pierri
Sixth Grade	Miss Amy Hess
Seventh/Eighth Grades	Mrs. Sylvia Kelly-Pressnall
Physical Education	Miss Belinda Kruckeberg
Music	Mr. Steve Blocher
Band, Orchestra	Mr. Brian McKibben
Secretary	Mrs. Chris Detling
Principal	Mr. Vernon Rosenbeck
Pastor	Father John White
Librarian	Mrs. Sarah Aulbach
Cafeteria	Mrs. Karin Napier
Maintenance	Mr. Darrel Bingham

Daily Schedule

PLEASE NOTE THAT STUDENTS SHOULD NOT ARRIVE OR BE DROPPED OFF BEFORE 7:30 AM.

There are two reasons for this. First, there is no consistent supervision provided for students until **7:30** because we do not have staff available to watch them until that time; and any time you have children consistently unsupervised it is an unsafe situation. Second, to have them wait inside is impractical since that time is very busy with teachers trying to prepare for the day, new students enrolling or parent conferences. In the event of inclement weather (rain or temperatures/**wind chill** below 20 degrees) the students will come inside the building and sit in the cafeteria. If you must leave home early, please make arrangements with a neighbor, friend or classmate. **Due to insurance liability we are not able to be responsible for students safety after 2:45 without direct parent supervision.**

The front and side doors are locked during school hours. Please enter the building using the side door - ringing the outside buzzer first. Please allow enough time for the secretary to let you in.

ALSO PLEASE NOTE THAT ALL VISITS TO SCHOOL BEGIN AT THE OFFICE. We ask that all teachers, staff and parent volunteers ask visitors they see in the hall if they can help them. This is polite and it also helps with directing anyone unfamiliar with the school to the office. **WE APPRECIATE YOUR COOPERATION.**

KINDERGARTEN—EIGHTH GRADE

7:35 am	First Bell—Grades K-8
7:40 am	Tardy Bell—Grades K-8 Class Begins
11:25 am —11:45 am	Lunch—Grades K-3/Recess—Grades 4-8
11:45 am —12:05 pm	Lunch—Grades 4-8/Recess—Grades K-3

PRESCHOOL

8:00 am—11:00 am	Morning Session
11:45 am—2:45 pm	Afternoon Session
	<i>Butterfly Class (age 4 and 5) attend Monday, Wednesday, Friday</i>
	<i>Caterpillar Class (age 3 and 5) attend Tuesday, Thursday</i>

FRIDAY SCHEDULE

8:00 am—8:54 am	Mass
9:00 am—9:45 am	2nd Period
9:45 am—10:30 am	3rd Period
10:30 am—11:15 am	4th Period
11:15 am—12:00 pm	5th Period
12:00 pm—12:40 pm	LUNCH
12:40 pm—1:14 pm	6th Period
1:14 pm—1:48 pm	7th Period
1:48 pm—2:22 pm	8th Period

1 HOUR EARLY DISMISSAL SCHEDULE

7:40 am—8:17 am	1st Period
8:17 am—8:54 am	2nd Period
8:54 am—9:31 am	3rd Period
9:31 am—10:08 am	4th Period
10:08 am—10:45 am	5th Period
10:45 am—11:22 am	6th Period
11:22 am—12:02 pm	LUNCH
12:02 pm—12:39 pm	7th Period
12:39 pm—1:16 pm	8th Period

1 HOUR DELAY SCHEDULE

8:40 am—9:21 am	1st Period
9:21 am—10:01 am	2nd Period
10:01 am—10:42 am	3rd Period
10:42 am—11:23 am	4th Period
11:23 am—12:03 pm	LUNCH
12:03 pm—12:38 pm	5th Period
12:38 pm—1:13 pm	6th Period
1:13 pm—1:48 pm	7th Period
1:48 pm—2:23 pm	8th Period

2 HOUR EARLY DISMISSAL SCHEDULE

7:40 am—8:11 am	1st Period
8:11 am—8:42 am	2nd Period
8:42 am—9:13 am	3rd Period
9:13 am—9:44 am	4th Period
9:44 am—10:15 am	5th Period
10:15 am—10:46 am	6th Period
10:46 am—11:17 am	7th Period
11:17 am—11:48 am	8th Period
11:48 am—12:19 pm	LUNCH

2 HOUR DELAY SCHEDULE

9:40 am—10:10 am	1st Period
10:10 am—10:40 am	2nd Period
10:40 am—11:10 am	3rd Period
11:10 am—11:40 am	4th Period
11:40 am—12:20 pm	LUNCH
12:20 pm—12:50 pm	5th Period
12:50 pm—1:20 pm	6th Period
1:20 pm—1:50 pm	7th Period
1:50 pm—2:20 pm	8th Period

MASS SCHEDULE

Friday - Grades K-8

STUDENT ENTRY

In order to make the child's entry into school as smooth as possible we ask that the school be presented with a copy of the following at the time of registration for children grades K - 8:

1. A certificate of the student's birth.
2. Records pertaining to him/her maintained by the school he/she most recently attended.

If the birth certificate is not provided, the Principal is legally required to notify the police department of the possibility that the student may be a missing child.

Children are accepted for entrance into kindergarten who have reached the ages of five or six by September 30. We encourage parents with children having late birthdays to give them an extra year of preschool. Research has shown that waiting does not hurt a child, but early entry can.

State law requires that all entering children be immunized. All children entering school must present written evidence of having received immunization against DPT (4 doses), POLIO (3 doses,) RUBEOLA, RUBELLA AND MUMPS (1 dose each given after the first birthday), and VERICELLA (chickenpox vaccine). **Students entering grade 7 need a second MMR immunization.** Parents may appeal these immunizations for medical and religious reasons. **Students in kindergarten must also have a completed physical examination form, signed by a physician on file in the fall before they can be enrolled.** Students new to St. Mary's have 14 days from the first day of school to secure health records. If proper records are not on file, the student will be ineligible to attend St. Mary's.

St. Mary's School does not discriminate on the basis of race, sex, national origin, age (in accordance to the law), and handicapping condition (if, with reasonable accommodation on the part of the school, the handicapped person could be accommodated).

This school gives preference in admission to Catholic students living within the parish boundaries, secondly to Catholic students living outside the parish boundaries, thirdly, to non-Catholics.

We will request the firm authorized to take student photographs to provide a photograph of each student for inclusion in his/her file to help fulfill the requirements in the Missing Child Act.

CUSTODY PAPERS

Custody documents should be filed at the office at the beginning of the school year. This is for your child's protection. Only the section that relates to custody is requested. If custody documents are not on file then either natural parent has a legal right to pick the child up from school

TRANSFERRING TO ANOTHER SCHOOL

The parents of any child who is transferring to another school is requested to notify the principal and sign a Parent Release Form so that records may be sent by mail to the receiving school.

STUDENT ATTENDANCE

Attendance and punctuality are very important for our students. Regular school attendance provides the best opportunity for students to understand new material and practice material that has already been presented. It is our objective to encourage every child to achieve regular attendance by example and instruction. We want students to know that they are responsible, with their parents, for school attendance.

TARDY REGULATION

A student arriving after the tardy bell rings (7:40) and up through the first hour of the school day (8:40) shall be considered tardy. Students arriving after this time shall be considered a **half day** absent. **Students must bring a signed statement from their parent or guardian to cover the tardiness, unless the parent or guardian has contacted the office by telephone.** After 5 tardy slips, primary students' (K thru 3) parents will be notified of this infraction. Students in grades 4 thru 8 will have to serve an hour detention.

ABSENCE REGULATIONS

Excused absence will permit the student to make up any work missed. **Please call the school (548-2345) by 8:00 a.m. to explain the reason for absence.** An excused absence includes a personal illness (please be specific especially with communicable disease), doctor appointments, an illness or death in the immediate family, or representing St. Mary's school in any approved activity with prior approval by principal. An unexcused absence is an absence without the required excuse and will be considered unexcused or truant. A truancy can result in a zero on work missed. Repeated absence from school without an acceptable excuse is considered a serious offense and shall be investigated. **Absences of 12 or more days within the grading period** could be reason for no grade given. Parents or guardians must provide the school with their current home and work telephone numbers and home address, as well as emergency telephone numbers.

If a student is absent due to illness for several days or longer, the following procedure should be followed:

1. Please call the school **by noon** to make arrangements to pick up textbooks and assignments.
2. If you are unable to come to school to pick up assignments, you may want to make arrangements for a friend to bring them home.

Missed work should be done within the number of days that were missed. The student is responsible for requesting the missed work from the teachers upon their return to school if arrangements have not been previously made.

OVERSLEEPING IS NOT AN EXCUSED ABSENCE.

SCHOOL BULLETINS

At the beginning of each month a bulletin will be sent home to keep you informed of school related news and to provide you with a calendar of upcoming events.

BUS TRANSPORTATION

Students attending St. Mary's School are transported to school by the Greenville School busses using the same criteria as those students attending public schools. For information concerning pick up points, etc. contact the Transportation Department at 548-4464.

EMERGENCY CLOSINGS

Announcements of school closings or starting time delays due to inclement weather or other emergencies will be made over local radio, television stations and **ONE CALL NOW**. One Call Now will call each home number and/or cell phone (if provided). **Please do not call the school.** You can also listen to the following radio stations: **Z93 Radio 92.9 FM, WHKO Radio 99.1 FM, WMMX Radio 107.7 FM, WHIO Radio 1290 AM, or TV channels 2, 7 and 22.** The stations will announce either a closing or a delay. If we operate on a delay, buses will run a normal route, one hour later (or whatever the length of the delay is).

If no announcement is made for Greenville Schools, it can be assumed that our school is open and operating on the regular schedule.

Parents, please make arrangements with your children as to what to do in the event school is dismissed early. One Call Now will be calling with that announcement also.

WHEN YOU SUSPECT YOUR CHILD IS NOT WELL

Parents are encouraged to examine their children each morning before sending them to school to see if any sign or symptom of serious illness is present. They are encouraged to watch especially for the following:

- *Sore throat
- *Fever or severe pain
- *Red, watery eyes
- *Head cold
- *Vomiting and /or diarrhea
- *Swollen glands
- *Skin rash
- *Unusual or persistent coughing
- * Pain or stiffness of back, neck or extremities

Following an illness, students should not return to school until they have had a normal temperature and do not exhibit any of the above symptoms for a 24 hour period. If your child exhibits any of the above symptoms at school you will be notified at home/work to pick up your child.

MEDICINE

In order to promote your child's safety, we are prohibited from administering medicine to any child without special arrangements with your doctor. If it is necessary for your child to take a medication at school, you must bring the medication to school in the original container and have the necessary form completed by the doctor. **A copy of the form is at the end of the student hand-**

book. * Also, please let us know if you have given your child medicine at home so we can watch for any possible side-effects.

SPECIAL MEDICAL NEEDS

It is important that you make us aware of any special physical problems your child may have or may develop during the school year. Also please notify us in case of a reaction to insect bites or stings so we can be aware of the steps to be taken in case a problem develops. Please keep us aware of any changes in phone numbers where you, or someone designated by you may be reached. We cannot stress how important this is and that it is your responsibility to have numbers available to us.

HEAD LICE

Signs and symptoms: Irritation and itching of scalp, presence of small, light brown insects, and/or their eggs or ‘nits’ which are attached to the base of hairs, especially at nape of neck and around the ears. What to look for: Lice are small insects about the size of a sesame seed. They move quickly and shy away from light, making them difficult to see. Head lice should be suspected when there is intense itching of the scalp and back of the neck. Diagnosis is more often made on the basis of finding nits (eggs). Nits are tiny, whitish oval specks attached to the hair shafts. As she deposits her eggs (3-4 per day), the female louse cements them to the hairs and unlike lint or dandruff. **THEY WILL NOT WASH OFF OR BLOW AWAY.** Nits may be found throughout the hair, but are most often located at the neck, behind the ears, and on the crown of the head. It helps to use magnifying glass and natural light to look for them. Red marks can be seen on scalp and neck. Severe, swollen glands may develop in neck and under arms. **Children will be excluded from school until all treatment is obtained.** This includes shampooing the hair and washing/cleaning all clothes recently worn or used. There is special shampoo which does not require a doctor’s prescription. Regular shampoo does not kill the lice or eggs. After shampooing, solution of vinegar and water can be applied to the hair to help loosen the eggs. The eggs are attached along the hair shaft with a gelatinous substance. The vinegar helps dissolve this substance. A fine-toothed comb should be used to remove the eggs. It does take some time to remove all of them. One important thing to remember: lice are not particular; they will live off anyone regardless of cleanliness. **Children should be urged not to wear other children’s clothing or use other’s combs.**

TORNADO DRILLS/FIRE DRILLS/RAPID DISMISSAL/LOCK DOWN

Tornado drills are held during the months of March, April, May and June. Fire drills are held once a month and Rapid Dismissals are held at least once a year. A Lock Down drill is required once a year as well.

DRESS CODE

BOYS:

Pants and **mid thigh length shorts** of navy, khaki and black - preferably 4-pocket only.

Tops both short and long sleeves are to be polo shirts, turtle necks or oxford cloth shirts in navy, light blue, yellow/gold, white, red, forest green, black, pink and royal blue solid colors - no trim. If your child wears an undershirt (white only) it must be tucked in and not larger than the outside shirt.

Shoes can be dress, tennis or sandals with socks. No shoes with wheels.

GIRLS:

Slacks, mid thigh length shorts, and Capri’s of navy, khaki, and black - twill or cotton material only.

Skirt/Jumper of navy, khaki, and black.

Tops both short and long sleeves are to be polo shirts, turtle necks or oxford cloth blouses in navy, light blue, yellow/gold, white, red, forest green, black, pink and royal blue solid colors - no trim.

Shoes can be dress, tennis or sandals with socks. No shoes with wheels.

Dress code shorts may be worn on Mass days. Thursdays are spirit days so students may wear jeans and St. Mary’s T- shirts or any top within the dress code. Sweat pants can be worn for PE class or outside recess only. The principal reserves the right to make the judgment of appropriate dress. Gym shoes are required for PE classes on Tuesdays and Thursdays.

Sweatshirts other than Spirit Wear sweatshirts may not be worn during class time.

LUNCH PROGRAM

Lunch is available this year for St. Mary’s students. The lunch program will be run at the public Junior High cafeteria and the menu is sent home monthly. Children may also pack their lunch and purchase milk if they wish. **(Milk cost 50 cents)** Children forgetting lunches or money are to report to the office. There they may call parents. Parents will be responsible for getting the lunches

or money to the office. The lunch program, which is governed by Federal and State regulations, has no provisions for loaning students money. Therefore, it is imperative that parents see that their children are provided with lunches or lunch money. The lunch fees for the coming year are as follows: **Daily meals are \$2.50. You may purchase weekly tickets for \$12.50. Students may not go home for lunch.**

We stress that children take responsibility for cleanliness in the cafeteria and proper manners. Children are encouraged to talk in a conversational tone.

Information on free lunches and reduced-price lunches is sent home at the beginning of the year. Any student that was on the free or reduced lunch program last year is automatically on the program until new applications are approved. But you must hurry and fill out the applications correctly because there is an early deadline date. If you feel you qualify for either a free or reduced lunch, please contact the office.

BICYCLES

There is a bicycle rack for parking bicycles at the North end of the modular building. All bicycles should be marked with some permanent form of identification, are to be locked and placed in the rack during the day. For their safety children should observe the safety rules when riding their bikes to and from school.

USE OF THE TELEPHONE

Students are permitted to make only calls judged to be urgent. Students are not permitted to call during school hours without their teacher's permission.

CELL PHONES

Cell phone **may not** be carried by the students during the school day. They must be kept in the office during school hours and picked up at dismissal. **If a student has a cell phone and a staff member sees it, he/she will turn it in to the principal.**

BRINGING THINGS TO SCHOOL

We ask that all items, other than regular school materials brought to school by the student, be cleared ahead of time with the classroom teacher. This includes animals, toys and extra money. This avoids a great deal of frustration and confusion when someone tries to claim someone else's item. Money and toys seem to cause the most confusion, and for this reason we ask that students not bring them or keep the items in their desk if they have received permission to bring them.

PLAYGROUND

All students are to report to the playground in the morning and during recess unless they have a note from their teacher to stay inside. No child is permitted to stay in a classroom unattended. If a teacher cannot be with a student, the student will report with a note to the principal in the cafeteria or office. Sometimes children beg their parents to stay in for recess and write a note for them. If you find this happening a lot we will need to talk about health and/or social issues that might be part of the concern. Please give me a call and together we can find out what's happening.

LOST AND FOUND

Students are encouraged to respect the property of others. If they find money, articles of clothing, lunch boxes, books, notebooks, etc. they should bring them to the office. We maintain a LOST AND FOUND BOX. Frequently items are found but never claimed. It would be very helpful if items such as coats jackets, lunch boxes, etc were marked in some way with the child's name. This would help us find the owner and perhaps avoid inconvenience and expense to you.

STUDENT PARTICIPATION

We at St. Mary's encourage student participation. If your child is eligible to join in these activities, please encourage him/her to do so. It promotes pride in the school and is a service to others.

Rosary Club - Grades three thru eight.
Safety Patrol - Grades five thru eight.

Photo Club - Grades four thru eight.
Mass Servers - Grades four thru eight.

MASS ATTENDANCE

All students attend Mass on Friday and also on Holy Days, First Fridays, Ash Wednesday, and on special occasions.

SACRAMENT OF RECONCILIATION

Students will have an opportunity to receive this sacrament at least twice during the school year. We encourage the students to receive this sacrament with their families during the summer months.

PARENT/TEACHER CONFERENCES

Individual conferences are conducted whenever the teacher or parents think there is a need. Parents may call the school to make an appointment with the teacher. Conferences for the entire school are held in the fall of the year after the first nine weeks grading period.

HOMEWORK

It is inevitable that the question of homework arises each year in the minds of parents. For this reason, we have some written statements concerning this matter. Each teacher weighs the pros and cons and makes the final decision as to whether an individual child can profit from homework assignments. Most of the time it is independent work that has not been finished in class. If homework is given it is limited to work already presented by the teacher, not formally assigned for holidays, at the students independent level, and aimed at furthering good study habits and a sense of responsibility. A guideline for amount of time is an average of 10 minutes per grade level, e.g. 1st grade - 10 minutes; 2nd grade - 20 minutes, etc.

EDUCATIONAL TRIPS

During the year teachers plan trips for the class that are educational in nature. These are a normal part of the curriculum and part of the official school day. Some times these involve the use of the bus and sometimes they are walking trips. When buses are used all students must ride the bus to and from the field trip. You are asked to fill out emergency forms at the beginning of the year, and these are used for all events that take students out of the building. That is why it is so important that they are filled out and returned to school as soon as possible.

Throughout the school year, many classes will take occasional walks within the area. These walks are activities that enhance and expand our curriculum. If you do not want your child to take part in these activities, let us know in writing and they will be kept at school with another assignment. For out of district events, permission slips need to be signed by the parent and on file. Adequate chaperones will be provided.

TEXTBOOK CARE

Every child must have a book bag in which to carry books to and from school. This regulation is necessary to take proper care of books and lengthen their period of use. All hardbound books and religion books must be covered. Covers on paperback books will prolong their use.

PARENT AIDES

Parent aides are a very vital part of the success of the educational program here at St. Mary's. Parents can volunteer to help the teachers by working with small groups to reinforce reading skills, drill math skills, or correct papers, etc.

PARTY INVITATIONS

Personal party invitations are not to be passed out during school hours unless the entire class is being invited.

PARKING LOT SAFETY

For the safety of the children, please do not park in the school parking lot at the end of the school day. Please park in the marked parking spaces near the Elks or park on the street. Morning drop-offs should be made in the front of school or in the alley entering from the bus drop-off side of the school.

EVALUATION

The process of evaluation is vital to meaningful and effective teaching and learning. Evaluation is an on-going process. Of primary importance to the process of evaluation is the fall parent-teacher conference. At this time, achievement goals are set for each child for the current school year and discussed with parents. Subsequent progress reports reflect back on these stated objectives. The spring conference time allows teachers and parents to reflect on the child's progress and plan for appropriate placement for the coming academic year.

Children's needs, as well as achievements are assessed through a variety of techniques. These include, but are not limited to:

- Daily work samples
- Teacher-made tests
- Pupil-teacher conferences
- Individual and group project
- Standardized and competency tests
- Group discussions
- Teacher observations

Grade cards are issued four times a year in grades 1-8 and three times a year in kindergarten. Music and art receive grades based on the effort code.

ACHIEVEMENT

Students in grades 4 thru 8 are eligible for the **Honor Roll** and students in grades K-8 are eligible for the **Excellence in Character** each of the grading periods when they meet the following requirement:

First Honors will be 93-100 (A) average in all major academic subjects and **Second Honors** will be 85-92 (B) in all major academic subjects.

For **Excellence in Character** the student may not have any check marks in the personal development section. In addition throughout the school year many of our students will be recognized for their personal achievements in the following areas:

Academic Skills

Extra-Curricular Participation

Effort

Good Citizenship

Perfect Attendance

Christian Action

Accelerated Reading Program (AR)

PROMOTION

Promotion is based on a student passing each of the major subject areas with a 70% year average. The major subjects are: Religion, Math, Language Arts (Reading & English), Social Studies and Science. Failure in any two subjects areas will result in the student's retention in that grade.

