



# HANDBOOK

2023-2024

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# SCHOOL DATA

Address: 9 South Jefferson Street, Alexandria, KY 41001

Phone: (859) 635-9539 Fax: (859) 448-4824

School Day: 7:25 a.m. - 2:00 p.m.

Enrollment: Approximately 585 (Preschool - 8)

Avg. K-8 Class Size: 18.5 Students

Faculty: Principal, Asst. Principal, 37 Full-Time Teachers, 2 Part-Time Teachers, 2 Part-Time Counselors, 4 Instructional Aides, 1 Part-time Aide, 5 Part-time Kitchen Staff, 2 Secretary/Office

Standardized Testing: MAP Testing - Grades 1-8  
ARK Religion Test - Grades 1-8  
High School Placement Test - Grade 8

District: Diocese of Covington

Accreditation: Kentucky Non-Public School Commission  
Renewed, February 2018

Enrichment/Specials: Art, Media, Music, Phys. Ed., Spanish

School Colors: Blue and Gold

Uniform Colors: Navy, tan/khaki, blue, white, and blue/plaid

Facilities: 29 classrooms, resource rooms, media center, music room, art room, gymnasium, cafeteria, modular unit.

This handbook is offered as a help to foster cooperation between home and school. Parents are asked to study this handbook with their children and to keep it at hand for reference. In this handbook the word "parent" refers to birth or adoptive parent, legal guardian, or anyone who is responsible for sending a child to St. Mary School.

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## ACCREDITATION

The Kentucky Non-Public Commission accredits St. Mary School. Our educational program meets the requirements set by the Kentucky Department of Education and Diocese of Covington. Accreditation was most recently renewed in February of 2018. The next renewal date will take place during the 2022-23 school year.

## OTHER POLICIES

St. Mary School follows the Policies and Guidelines established by the Diocesan Board of Education. These are contained in the Diocese of Covington Education Policies Handbook. The Parish Policies are included in the back of this handbook.

## CONTACT INFORMATION

School	859-635-9539	Fax 859-448-4824
	E-mail	principal@saintmaryparish.com
	Website	saintmaryparish.com/school
	Data System	app.sycamoreeducation.com
	Facebook	facebook.com/SaintMarySaints
	Forms/Fliers	Parent Flier Page (via e-mails)

Parish Office	859-635-4188	Fax 859-635-4189
	E-mail	stmaryalex@fuse.net
	Website	saintmaryparish.com

Undercroft 859-635-9856

Campbell County Schools Transportation Dept. 859-635-2161

# HISTORY OF ST. MARY SCHOOL

Saint Mary School opened its doors in 1867 when 70 students enrolled for classes. Mr. Andrew Maschinot began conducting school in a single room adjoining the church building. As the number of students increased, a building was constructed in 1875 for the parish school.

On October 1, 1876, the Sisters of Notre Dame of Covington took over the teaching duties of the school. For over 100 years, the sisters provided excellent religious and academic training for the children of the parish. Sisters continued to serve as principals through 1992. The Notre Dame Sisters still maintain an important presence in our school.

Over the years, the student population grew and more space was needed for the elementary school. Also there was a growing need for a Catholic high school in this area. In December 1949, the parish purchased a building some blocks away from the parish property. The building had been one of the Campbell County schools. In 1950, the newly renovated school building was opened as St. Mary School. St. Mary High School was founded in the same building with 32 freshmen that first year.

In 1952, the parish purchased 52 acres of ground adjacent to the parish property. An elementary school was constructed in 1961. On September 4, the 1962 academic year began in the new St. Mary Elementary School building. The former building remained home to the St. Mary High School. Renamed Bishop Brossart High School in 1961, it became a district high school for southern Campbell County serving the six parishes in this area.

In 1988, because of increasing population in the area and updated methods of teaching, plans were approved for the construction of nine new rooms and a library. The construction was completed in 1990. The present facilities of St. Mary School include the kindergarten, 24 regular classrooms, library, computer room, music room, reading resource room, gymnasium, kitchen, cafeteria, and school offices.

In 1961, Ms. Ann Groeschen and Ms. Imogene Schneider joined the teaching staff at St. Mary School, starting a new chain of lay faculty members. Since that time, dedicated lay teachers have increasingly assumed the teaching responsibilities of the school. In 1992, Mr. Raymond Hildebrand was named principal, becoming the first lay administrator of the school since the 1870's.

In September of 2016, St. Mary School was one of fifty private schools in the nation to be named a National Blue Ribbon School of Excellence by the U.S. Department of Education.

For over 150 years, St. Mary School has been a vital part of the St. Mary Parish community. Our dedicated teachers and staff have fostered a spirit of academic excellence and Catholic values in our students, challenging them to become life-long learners guided by the Light of Christ.

# ST. MARY VALUES

## PHILOSOPHY

The *Declaration on Christian Education* states, "Parents must be acknowledged as the first and foremost educators of their children." In support of this statement, the faculty and staff of Saint Mary School partner with the parents to see that each child is given the individual attention needed to succeed. We strive to develop a child's faith and education through both religion classes and active participation in liturgy. Our belief is that our students are children of God and should be given the gifts to help them develop both intellectually and spiritually. Our teachers collaborate to ensure that we are creating a nurturing environment that encourages our students to have faith in the Gospels and to become responsible stewards of our community.  
(Updated: February 2013)

## VISION

Saint Mary School upholds the Gospel of Jesus Christ as the standard for its teachers and students. In collaboration with the parish and home, we challenge all students with the possibility of becoming all that God has created them to be, while encouraging them to share their gifts throughout their lives.

## MISSION

Saint Mary School encourages students to learn, lead, and serve by embracing the Gospel message of Jesus Christ. St. Mary provides a welcoming and challenging environment to meet our students' needs and to develop their abilities and Catholic faith.  
(Updated: January 2012)

## GOALS

- **Religious training** will provide for faith and moral instruction as defined in Catholic doctrine and character development as reflected in Christian values.
- **Academic program** will provide for a challenging, well-rounded curriculum to develop the whole child.
- **Community service** will provide for an opportunity to give witness to the Gospel of Jesus Christ and make a positive difference in the community.

# **ADMISSION**

## **NON-DISCRIMINATION POLICY**

St. Mary School admits students of any sex, race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of educational policies, admission policies, school-administered programs, and employment practices. Please see parish school policies on pages 33-37.

A child must turn 5 by August 1 in order to enroll in kindergarten. (Diocesan policy allows schools to establish policies that differ from the state deadline of August 1.) Parents and teachers of a student whose birth date is close to the school deadline are advised to maintain consistent communication regarding the child's academic, behavioral, emotional, and social progress.

## **PLACEMENT**

A child entering kindergarten at St. Mary School must be five years of age by the last day of August of that school year. Children who have been promoted from a kindergarten program, and who are six years of age by the end of August, may be admitted to the first grade. Admission into preschool follows similar policies and procedures with corresponding dates/ages. Those entering other grades must have successfully completed the previous grade. Grade level placement of transfer students will be determined by an academic screening conducted at St. Mary, standardized testing data, and recommendations from the previous school.

## **REGISTRATION**

Registration for new students typically begins in December or January. Registration is offered to current parish and school families before being opened to the general public. In some cases, advance registration may be offered in grade levels when a high level of interest is expected. The birth certificate and social security card must be presented for verification at this time. A current immunization certificate and copy of the baptismal record (if a student has been baptized) must be on file before the first day of class. A non-refundable registration fee is charged.

Registration forms will be sent home through school with all current students. The completed form and non-refundable registration fee must be returned by the date requested to guarantee placement for the following year.



# **FINANCIAL MATTERS**

## **TUITION**

St. Mary School is supported in part by the contributions of the parishioners. Each registered family of St. Mary Parish is required to contribute on a regular basis. Information about required financial contributions will be distributed at the time of registration in January/February. Families whose children attend St. Mary School are charged a tuition that is approved by the Parish Finance Committee, in compliance with diocesan policies. A non-refundable registration fee is charged to each family for the upcoming school year. This fee is credited toward the family's tuition payments. St. Mary School uses FACTS Management, Inc. for collection of all tuition.

Questions regarding tuition accounts should be directed to Laurie Marzullo, parish secretary: 635-4188, [stmaryalex@fuse.net](mailto:stmaryalex@fuse.net).

## **UNPAID SCHOOL BILLS**

Consult Parish Policies in back of this handbook.

## ATTENDANCE

An absence or tardy from school burdens the student to attain information missed that day. Regular or accumulated absences and tardies increase this burden. Much in-class discussion information may never be fully gained or integrated. Please make punctual daily attendance a top priority.

**Hours**-The school day for all students in Grades K-8 is from 7:25 a.m.-2:00 p.m. To ensure supervision of the children and adequate preparation time for teachers, please only bring your child to school after 6:45 a.m. Students must be in their classroom and assigned seats at 7:25 a.m. to avoid being marked tardy.

## ABSENCE

1. Please call the school office at 859-635-9539 or email [angela.siry@saintmaryparish.com](mailto:angela.siry@saintmaryparish.com) before 8:00 a.m. when your child is absent. You can leave a voice message if you need to call before the school office is open. You will be contacted if we do not hear from you.
2. Parents are encouraged not to take children out of school for appointments.
3. Students arriving at school after 10:00 a.m. will be considered absent for half of the day. Students who leave school prior to 12:00 p.m. will be considered absent for one-half of the day.
4. A tardy will be assessed for students who arrive late or leave early.
5. Children must make up their work to the satisfaction of the teacher. Unless extended due to unusual circumstances, students will have the number of days they were absent to make up work without penalty (except vacations, as described on page 9).
6. Arrange for pick-up of homework assignments. These can be taken home with siblings or neighbors or picked up in the school office between 2:15-3:00 p.m.
7. Assignments made before a student's absence that are due during or upon the student's return will be expected when the student returns.
8. Students counted as absent may not participate in extracurricular activities for the day. Exceptions can be approved by the principal and Boosters' president.
9. The limit for parent excused (also referred to as unexcused) absences is 10. Beyond ten absences, the student must have a physician's or court note, or the absence will be counted as unexcused. Extended absences or numerous tardies/truancy will require a conference to determine an appropriate course of action (retention due to inadequate instructional time for a grade level, tutoring, etc.)

## **TARDINESS**

Students are expected to be in the classroom before the 7:25 bell rings. Students who have ridden the school bus and are tardy because the bus arrives late will be excused.

Any students who are not in their classroom at 7:25 are tardy. Parents must accompany tardy students into the building and report to the school office for an "admit to class" slip that will determine whether the tardy is excused. Parents will receive an electronic notification if a child is tardy.

The final decision as to whether the tardy is "excused or unexcused" shall be made by the principal. Excused tardies generally include:

1. A car accident that blocked traffic
2. Severe weather
3. A child leaves school ill
4. Medical appointments with a doctor's note

## **VACATIONS**

The school calendar provides extended weekends and several week-long breaks throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process and maintain educational continuity within the curriculum. If parents choose to take their children out of school, the absence is unexcused, and the following guidelines must be followed:

1. Parents should provide the notice at least two weeks before the absence if asking the child/children's teachers to give assignments that are possible to complete outside the classroom environment. Assignment availability depends on the duration of the absence and the nature of the lessons. Work given is at the discretion of the teacher.
2. Parents assume all responsibility for seeing that material during the absence is presented to the child/children and that all assignments received prior to the absence are completed by the day the child/children return to school. Late homework protocols go into effect the day upon return.
3. Parents are assuming responsibility for their child/children's completion of assignments that could not be completed outside the classroom setting or were not given previously to the absence and were therefore assigned upon the child's return within one week of their return.
4. If, upon returning to class, the child/children appear to be struggling with the material that was missed during the unexcused absence, the parents may be urged to provide a certified tutor until the material has been mastered. Teachers are not responsible for reteaching missed instruction due to unexcused absences.

## **EXCUSED ABSENCES**

The following events are deemed excused absences:

1. Personal illness or injury accompanied by a doctor's note
2. Medical or dental appointments (partial days, in most cases) accompanied by a doctor's note
3. Illness or death in the family accompanied by a note from a parent/guardian
4. Funeral of immediate family member or relative accompanied by a note from a parent/guardian
5. Quarantine accompanied by a doctor's note
6. Appointment from court accompanied with documentation
7. Emergencies and other reasons deemed good and sufficient by the principal

## **UNEXCUSED ABSENCES**

Absences not covered in the section above are deemed unexcused unless preapproved by the principal. If a student accumulates more than ten unexcused absences, a meeting will be scheduled with the parents and administration.

## **EARLY DISMISSALS & ANTICIPATED ABSENCES**

A parent should contact the office and homeroom teacher ahead of time if it is expected that a student will miss any part of a school day. A written or e-mailed note should be given, including dates, times, and reason for absence. No student is permitted to leave the school premises unless the office has been contacted by a parent/guardian. A student leaving earlier than the regular time must be met at the school office by the parent or other individual authorized by the parent who will sign him/her out. Students will not be released to anyone other than the custodial parent or to a person previously designated by the parent. The same procedure is followed when a parent is called to pick up a child because of illness.

## **RETURNING TO SCHOOL AFTER ABSENCE/ILLNESS**

A student's temperature must be below 100 degrees in order to attend school. CDC quarantine guidelines must be followed if a student is diagnosed with COVID-19. Symptoms of illness such as vomiting, diarrhea, severe cough, etc. must be absent for 24 hours before returning. A member of the school staff will conduct a lice screening to determine if CDC guidelines are met in order for a student treated for lice to return to class.

## **TRUANCY**

Punctual student attendance is a critical element of academic success. Kentucky School Law requires every parent and guardian of a child 6 to 21 years old to send that child to school. Five-year-olds are considered under compulsory education after enrollment in Kindergarten.

The school office will notify parents/Guardians once their child accrues ten unexcused tardies.

Parents of a student will be scheduled for a conference with the administration after ten unexcused absences or ten unexcused tardies.

Saint Mary School used KY School laws 159.150, 159.180, and 159.990 when creating truancy guidelines for our community. A student is considered truant at Saint Mary School under the following circumstances:

1. Three consecutive days absent without an excuse (parent or doctor)
2. Three successive days tardy without an excuse (parent or doctor)
3. Eleven unexcused absences, regardless of timing or sequence
4. Eleven unexcused tardies, regardless of timing or sequence
5. Parents of students who are truant will be referred to the appropriate officials.

## **VISITORS TO SCHOOL**

Everyone who enters the building must report to the school office to register. Volunteers must report to the school office, sign in, obtain a visitor's badge, and sign out at departure.

Any driver who visits school during a recess period (10:30-12:30) may not drive through the front lot.

Parents or other designated persons who come to school to pick up a child for early dismissal must report to the office. They may not go directly to the classroom. The office staff will offer assistance. No teacher may let a student leave until he/she receives permission from the office.

Items forgotten by students such as glasses, medication, and other essential materials must be brought to the school office. Students can charge lunch if needed. Parents are not permitted visit a child's classroom to drop off supplies, as this could be disrupting to the classroom routine and the students' learning.

# **SCHOOL MATERIALS**

## **SCHOOL BOOKS**

Students are provided textbooks and workbooks as part of tuition. All books are to be covered at all times. Students are expected to return all hardback books at the end of the school year in good condition. Children will be charged for lost or severely damaged books. St. Mary School uses textbooks that are approved by the Diocese of Covington Education Department. Textbooks are adopted on the same cycle as the state. All books and papers are to be carried to and from school in a backpack.

## **SUPPLY LISTS**

Each grade level has a list of supplies that every student needs to provide at the beginning of the school year. They should be brought to Welcome Night in August. If a family can't attend Welcome Night, a parent should drop off supplies to the office or classroom before that date. Supply lists will be distributed during the summer. Consumable items should be clearly marked with the child's name.

## **PERSONAL ITEMS**

Students bring personal items to school at their own risk. Electronic devices and other personal items that are not pre-approved by faculty/administration should not be in a student's possession during the school day. Such items will be confiscated and a parent may pick them up from the office after 24 hours. Students should not bring expensive items or large amounts of money to school. The school cannot assume responsibility for the damage or loss of such items. Birthday gifts, flowers, balloons, etc. cannot be delivered to your child or sent to school during the school day.

\*If a child brings one of these personal items to school for use at the after-school program (if permitted), it may not be removed from his/her backpack until he/she arrives at the after-school program. There is a phone in the office if a child needs to contact a parent. Personal cell phones should not be used.

Please mark all personal items, including clothing, with the child's full name. Articles will be kept for several weeks after which time any unclaimed items will be donated to a local charity. There is a box for lost and found items in the gym lobby.

Personal items kept at school are subject to search by school staff.

## **SCHOOL PICTURES**

Individual pictures are taken in the fall. Parents may purchase pictures if they wish. Students are out of uniform on individual picture days.

# CALENDAR AND SCHEDULE

## SCHOOL DAY

St. Mary School follows state law for the number of school days per year (177) and the length of the school day. With a few exceptions, we also follow the Campbell County school calendar. The calendar indicating the exceptions and adjustments is given to parents prior to the opening of school each year.

The lunchroom doors are open at 6:45 a.m. The school day begins at 7:25 a.m. Students will not be permitted into the building before 6:45 a.m. K-8 students who arrive before 7:00 a.m. go directly to their grade level's "A" homeroom to be supervised until the teacher or adult monitor on duty releases them to their homeroom teacher. Preschool students are dropped off in the cafeteria.

Dismissal from school takes place from 2:00-2:05 p.m. Students should not typically stay in the building after dismissal unless they are attending a function supervised by an adult. This function must start immediately after dismissal. In isolated cases when a student is waiting for transportation, he/she will be directed to sit quietly in the faculty room. After 2:15, he/she will be sent to the After School Program.

Half-day preschool students are dismissed at 11:00 a.m. All kindergarten students attend for a full day.

Occasionally adjustments are made to this schedule for special events. Parents will be advised of schedule changes ahead of time if at all possible.

## CAR RIDERS

Diagrams are provided to assist drivers with entering and exiting the school campus in a way that is safe and conducive to a smooth traffic flow. In the morning, K-8 students will arrive in the back lot and enter the ramp doors, while preschoolers will enter via the front lot and cafeteria. In the afternoon, families will be assigned to either the front or back lot for pickup.

## CALENDAR

The master school calendar is prepared each spring, in cooperation with partner schools within our Catholic feeder district, after the Campbell County Schools calendar is published. Some differences among these schools' calendars will typically exist, although differences are intended to be limited.

## EMERGENCY CLOSING

Closing of school, due to inclement weather or some emergency such as a power failure, will be announced at the earliest possible time through an all-call. An announcement will also be posted on the TV. Listen to the announcement for St. Mary School—Alexandria. Do not call the school or parish office.

# TRANSPORTATION

Students sometimes need to contact a parent during the school day to confirm or adjust transportation arrangements. There is a phone in the office if a child needs to contact a parent. Personal cell phones should not be used.

## TRANSPORTATION FORM

A form will be sent home the first day of class. This must be signed, completed and returned to school. The form states how your child will be transported in the afternoon from school.

## BUS TRANSPORTATION

Bus service for St. Mary School is provided by the Campbell County school district. Any information concerning bus service can be obtained from the Campbell County bus garage. To assure the safe and efficient operation of school buses, the students are required to follow the regulations already established by the bus driver and/or bus district. Disruptive or distracting student behavior is a hazard to the safe operation of the bus and jeopardizes the safety and welfare of all passengers. Misbehavior and/or irresponsible acts by students will be sufficient reason for refusing transportation services to any student.

Buses drop students off in morning in the school parking lot and pick students up in the afternoon in the school parking lot.

If a student needs to ride a different bus than usual, a signed note/email must be sent from the parent and delivered to the school office and homeroom teacher on the day of the change. The information will be transferred to an official Campbell County Bus Change form and signed by the principal or secretary. The note to the office must have the following information:

- First and last name of the student,
- First and last name of the student they will go home with,
- Complete address of house they will be going to,
- Bus number (if known)

These procedures are taken for the protection of the child. The official form will be returned to the child and he/she will give it to the bus driver.

**Drivers will not transport a child who does not normally ride their bus without the information on the Campbell County form signed by the principal/secretary.**



## **BUS RIDERS**

Good behavior while riding the bus is imperative to the safety of everyone. Consequences for receiving a behavior referral will be as follows:

- 1st Offense: Verbal Warning
- 2nd Offense: Conference with parents
- 3rd Offense: 2 days off the bus
- 4th Offense: 1 week off the bus
- 5th Offense: Student is suspended from the bus for the remainder of the school year.

## **CAR TRANSPORTATION**

Anyone who picks up the students at the end of the school day must park in the appropriate area and wait for the student to arrive. No one may move his/her vehicle until the teacher signals that it is safe. Only those drivers indicated on the Transportation Form may pick up a child. If a short-term change is necessary, a written or e-mailed note must be sent to the office and homeroom teacher granting the exemption. Parents must communicate beforehand with their children and any person designated to pick them up so that students get to vehicles quickly and safely.

## **WALKERS**

Parents whose children will be walking home from school should individually contact the school office before the school year begins. Walkers are dismissed as a group and exit by the front of the school building. They will not be released until the flow of traffic of the buses and cars has been reduced to a safe level. The Transportation Form must be on file signed by the parent before a student will be allowed to walk home from school.

## **PRIVATE TRANSPORTATION (NO BUS SERVICE)**

Private transportation days occur when St. Mary School is in session and the Campbell County School system is not. Adjustments to traffic and parking routines may be necessary.

# **CURRICULUM**

## **GUIDELINES**

St. Mary School meets state regulations requirements as designated in the Kentucky Program of Studies. Our school follows the Curriculum Guidelines of the Department of Catholic Education.

## **LITURGY, PRAYER, SACRAMENTS**

Recognizing that faith is passed on and nourished in community, the community of the family and the community of school, St. Mary School strives to offer experiences of faith through opportunities for liturgy, prayer, and sacraments. The student body participates in Mass each Friday.

## **INSTRUCTION**

A well-rounded curriculum is provided in academics, fine arts, and technology. Textbooks are updated on the same cycle adopted by the state. Instruction is provided in the following areas:

Art, Library/Media/STEM Skills, Developmental Education, Enrichment, Handwriting, Language Arts, Math, Music, Physical Education, Religion, Science, Social Studies, Spanish

## **CLASS PLACEMENT**

The teaching staff works together to develop class lists for the upcoming school year. Academic, social, and personal needs of each student are considered in this process. Parent requests for teachers and/or classmates are not accepted.

The school places students in leveled classes for mathematics and one other subject (typically literature or science) in grades 7-8. Criteria for placement include standardized (MAP) assessments and teacher recommendations.

## **STUDENTS WITH LEARNING NEEDS**

The Inclusive Education Department of the Diocese of Covington states:

Children with exceptional needs requiring special placement services will be included in the educational programs of a school, if their needs can be adequately met with reasonable accommodations.

Students with a diagnosis of a learning need are eligible for an Alternative Learning Plan. ALPs outline accommodations and modifications that will take place in the classroom, but they are not equivalent to IEPs or 504 Plans in public schools. St. Mary School also provides intervention to address students' needs through the Response to Intervention Program (RTI). In addition to the daily tier II RTI, students may receive additional tier III assistance if needed. A parent, teacher, or administrator may request a meeting to discuss and evaluate a student's progress, including the potential need to adjust plans for the student's academic success.

The administration should be notified if a diagnosis is made or if medication begins or is changed.

## EXTRA-CURRICULAR ACTIVITIES

A variety of experiences are offered students to contribute to their personal growth and well-rounded education. These extra curricular activities include, but may not be limited to:

SERVICE	CLUBS
Server.....4-8	Robotics..... 5-8
Saints with Capes.....6-8	Drama Club.....8
Scout Program..... K-8	Student Council.....6-8
	Scrapbook Club.....8
SPORTS	ACADEMIC
Soccer ..... K-8	Quick Recall.....6-8
Cross Country.....1-8	Governor's Cup.....6-8
Basketball..... K-8	
Cheerleading.....2-8	

## TEAM PARTICIPANT GUIDELINES

St. Mary School provides and oversees team competitions in both sports and academics. These programs not only aid in physical and mental growth but also help to teach good sportsmanship, cooperation, and teamwork. The Boosters Club is responsible for the formation and organization of the school sports programs. Academics should always be a student's top priority. Before the opening of the various playing seasons, the coaches are requested to submit to the principal a list of the students selected for team membership.

## EXTRA-CURRICULAR ELIGIBILITY

It is a privilege for students to represent St. Mary School in all extra-curricular activities.

In order for any student to participate in a extracurricular activity, it will be necessary for the child to maintain a passing grade of 70% in all academic subjects. Ineligibility may take place under the following circumstances:

1. The child has a failing average in one or more subjects.
2. The child has a conduct/responsibility grade below a C.
3. Significant disciplinary action (pp. 20-1) has been implemented.

A student who is declared ineligible will not be permitted to practice, play or attend that activity during a time period determined by the administration. In order to be reinstated in the sport or activity, a student must obtain and present to the coach a written evaluation from the teacher and administrator attesting to his/her current standing in class. The responsibility for checking eligibility rests with the activity moderator or coach.

A student who misses a half (arriving after 10:30 or leaving before 10:30) or entire day of school on the day of a practice or game may not participate or play that day. Absences on a Friday do not preclude participation on Saturday or Sunday.

## PARENT/VISITOR ELIGIBILITY

Parents may be required to sign a Code of Conduct in order to attend extracurricular activities.

# STUDENT SERVICES

## SPEECH THERAPY

Students in grades K-8 who meet the criteria may receive this supplemental instruction. A teacher or parent may refer students who have speech problems to the Campbell County School system for testing. Once the necessary steps have been taken to determine the eligibility of a student, arrangements are made for the student to meet with the speech therapist.

## LIBRARY/MEDIA CENTER

Valuable educational opportunities and resources are available to students through the services of the media specialist and classroom teachers. Students are taught to make use of the resources and are encouraged to improve their reading abilities through the Accelerated Reader Program in grades 1-5. Everyone who makes use of the library is expected to be responsible by signing out material according to the proper procedure, caring for the material, and returning it on time. There is a fee charged for lost or damaged books.

## TECHNOLOGY

Computers and electronic devices are incorporated into daily instruction. Students in grades 4-8 will be designated a school-owned Chromebook. Students in grades K-3 will be designated a school-owned iPad for use throughout the school day. All students are required to sign an Internet access agreement to ensure proper digital citizenship. Students in grades 3-8 will use Google Drive/G-Mail passwords to save documents electronically. These documents are accessible wherever there is an Internet connection. Parents should inform themselves of students' login information in case they need to access documents. Classrooms are equipped with updated computers, projectors/touch screens, and other devices. Flash drives or other personal drives should not be brought to school. Students who wish to bring a personal device for educational purposes (ex: reading, note-taking) must request an Electronic Device Form. It must be signed by the principal and teachers before the device can be used at school. Students may not wear or carry devices with cell/data service during the school day (ex: Apple watch).

## AFTER SCHOOL PROGRAM

After school care is provided by St. Mary School in the cafeteria from 2:10-6:00 p.m. each school day. For program, fees, handbook, and registration, contact Mrs. Dee Manning at [msdeemanning@fuse.net](mailto:msdeemanning@fuse.net) or call the school office at 635-9539.

## GUIDANCE COUNSELING

The counselors are available at the request of parents, students, teachers, and administrators. Students may wish to see the counselor for a variety of reasons: school difficulties, homework hassles, family changes, concerns about mood or anxiety, or discipline issues. Parents are encouraged to call with any questions or concerns about their child. Please know there are a variety of books, articles, pamphlets and referral sources available in the guidance office to assist families.

Students are encouraged to use the counselor as a resource at school; someone in addition to parents, teachers, and friends in order to deal with conflicts or difficult feelings. At the beginning of each year, the counselor visits each classroom introducing services to students of all grade levels. Please know that the students may access the counselor at any time and parents will be notified if the problem is one that cannot be dealt with in one or two informal sessions.

## **FIELD TRIPS**

Field trips are used to extend the learning experience. Written permission from the parent is required for any student to accompany the class on a field trip. Usually there is a fee charged to cover transportation and admission costs. When a parent goes on the field trip, a Chaperone Interest Form must be submitted before the teacher forms the approved chaperone list. All adults who drive students in their vehicles must complete a Field Trip Driver Information Sheet and present proof of insurance. Chaperones must be in Virtus compliance.

## **LUNCHROOM PROGRAM**

St. Mary School participates in the federally funded National School Lunch Program. We are committed to providing well-balanced and nourishing lunches that strictly follow the Federal Government's nutrition guidelines. An extra entrée or snack may be purchased. Students are limited to one per day. Students do have the option to pack their lunch and can purchase milk or bottled water through the cafeteria. Lunchboxes should be clearly marked with the child's name.

Students are permitted to charge the lunch account up to three times. Parents will be notified the day a charge is made and asked to send in the money the following school day. In the event a child's charges exceed the cost of three lunches, the child will not be permitted to receive a hot meal, but will be provided an alternate meal.

St. Mary School utilizes the Mosaic Lunch System, which is an automated meal tracking system. Each student has a unique identification number and can deposit cash or check into a personal account any morning before school. Parents may restrict what a child purchases through their accounts. Applications for federally funded free or reduced-price lunches are sent home on the first day of school and forms can be obtained at any time during the school year from the office. Any families that believe they are eligible are encouraged to apply.

The cafeteria staff welcomes any questions or concerns. You can contact Ms. Laura Bucher at [cafeteria@saintmaryparish.com](mailto:cafeteria@saintmaryparish.com).

## **OTHER FOOD GUIDELINES**

Allergies: Parents of children with severe allergies should meet with the principal and/or homeroom teacher before each school year to provide updates and discuss procedures.

Nut products should NOT be brought in for classroom snacks. Peanut butter is permitted only as a packed lunch item.

Birthday treats may be brought to school. However, items should not be large, expensive, elaborate, or contain nut products.

Fast food lunches may NOT be brought to students for lunch. Students may not pack soft drinks.

# DISCIPLINE

## STANDARDS OF BEHAVIOR

St. Mary students are expected to demonstrate the following behavior at all times:

- 1) Respect for others, self, and property
- 2) Commitment to faith
- 3) Love of learning

Discipline systems vary according to the age of the class/child. If a disciplinary violation has occurred, a parent will be notified by the teacher. In the case of younger students, this often takes the form of an e-mail, phone call, or note. In the case of older students, and/or when issues persist, a Student Violation form will be sent home. Student Violation forms must be signed by a parent and returned to the homeroom teacher before school the next day. Student Violation practices are as follows:

### Academic Violations will be received for the following:

- Failure to obtain signature
- Lack of materials
- Incomplete assignment
- Missing assignment
- Failure to properly complete project
- Any action or inaction that presents a significant concern about a student's learning

### Behavioral Violations could be received for the following:

- Mistreatment of others
- Disrespect and/or insolence
- Dishonesty
- Disruption of class
- Lack of cooperation
- Misuse of property
- Inappropriate language
- Dress code violation
- Use of electronic device during class
- Tardiness to or unauthorized absence from class
- Chewing gum (\* also results in a \$2 penalty)
- Anything that a teacher sees as inappropriate behavior of a student of St. Mary School

### Automatic After-School Detentions will be received for the following:

- Physical contact with another student
- Non-compliance with cell phone policy
- Insubordination
- Anything that a teacher sees as grossly inappropriate behavior of a student of St. Mary School

### **Consequences for violations (per trimester):**

**Academic:** meeting with parent(s), student, teacher(s), and principal for every 5 violations. An academic detention will take place for each subsequent violation.

**Behavioral:** Every 3 violations = detention, 10 violations = detention + meeting, 15 = suspension + meeting

Meetings will be requested for any chronic or concerning issues

## **BULLYING**

Incident Reports may be filed for allegations of bullying to collect witness accounts. Bullying is a relationship that threatens the safety and/or well-being of another, characterized by the following:

- A) Physical, social, or emotional harm;
- B) Imbalance of power (physically, socially, intellectually, or other);
- C) Consistent pattern of mistreatment.

Bullying behavior may include:

1. Hurting someone physically by hitting, kicking, tripping, pushing, etc.
2. Stealing or damaging another person's belongings.
3. Ganging up on someone.
4. Teasing in a hurtful way.
5. Using insults or name-calling.
6. Insulting or harassing someone because of race, gender, sexual orientation or disability.
7. Spreading rumors.
8. Deliberately excluding a classmate or attempting to damage someone's reputation.

## **CONDUCT/RESPONSIBILITY GRADE**

Report Cards for grades 1-8 will include a conduct/responsibility grade. This grade will be determined by the homeroom teacher in grades 1-5.

Junior high teachers will collectively determine the conduct/responsibility grades for 6th-8th graders.

## **ACADEMIC DISHONESTY**

Academic dishonesty includes, but may not be limited to:

- Cheating on a test or quiz
- Copying homework
- Allowing another student to copy work
- Failure to do one's fair share of group work
- Plagiarism, or using someone else's ideas as one's own
- Writing any test/quiz content onto one's person or clothing, or onto any item not normally intended for note-taking.

Cases of academic dishonesty will result in disciplinary action, ranging from detention to possible suspension. Academic penalties will occur, but will vary depending on the nature of the assignment and the offense. **The penalty for plagiarism is a 0%.**

## **SIGNIFICANT DISCIPLINARY ACTION**

Disciplinary action will typically follow this sequence:

1. Written notification/violation
2. Detention
3. Meeting with parent(s), teacher(s), principal, and possibly counselor
4. Suspension
5. Probation
6. Withdrawal or expulsion

### **DETENTION**

**Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Detention will be held after school based on the principal's schedule for:

1. Accumulation of violations
2. Significantly disruptive or inappropriate behavior such as physical altercations or insubordination
3. Non-compliance with the school's cell phone policy
4. Academic reasons (if detention is deemed necessary for student to complete work)
5. **Plagiarism/Cheating**

Detention will last approximately 60 minutes, and usually consists of a written penalty.

### **SUSPENSION**

Students who are given an in-school suspension will be required to report to the principal's office at 7:00 a.m. The student is to be picked up from the office at 3:00 p.m. The student will complete a packet of materials submitted by the teacher(s). This work may include assignments that will be missed in class. However, the student may also be required to complete additional work to make up for the absence.

Suspension will typically occur on an in-school basis. Out-of-school suspension is reserved for situations in which the student's presence in school is considered a potential threat to self or others.



Reasons for suspension include:

1. Accumulation of violations and/or detentions.
2. Severely disruptive or inappropriate behavior.
3. Harmful or potentially harmful behavior (ex: fighting, threatening, bullying, vandalism, etc.).

A suspended student is not eligible to participate in or attend any school events on the day(s) of suspension. Further conditions may be set by the school on a case-by-case basis.

Suspension is not meant to occur multiple times. If disciplinary issues persist following suspension, the student is subject to probation and/or withdrawal/expulsion.

## **PROBATION**

If a student is placed on probation, a disciplinary contract must be signed by the student, homeroom teacher, parent(s), principal, and pastor. Unless otherwise stated, the period of probation lasts until the end of the school year.

After probation is enacted, any commission of a serious offense, repeated occurrences of minor disciplinary issues, or violation of the specific terms in the disciplinary contract will constitute grounds for withdrawal or expulsion from school.

## **EXPULSION**

Expulsion is the permanent dismissal of the student.

This disciplinary action may follow cases of:

1. Extreme misconduct.
2. A pattern of behavior that consistently violates the school's standards of behavior.

**A STUDENT MAY BE EXPELLED WITH OR WITHOUT PRIOR SUSPENSION OR PROBATION.** The family, student and parent(s), will be given a verbal or written statement describing disciplinary issue. Next, the family, teacher(s), and the principal will meet for a hearing, at which time the family may present his/her case. Following this hearing, expulsion may be recommended. The pastor must approve expulsion. The student may appeal the decision of the school to the Superintendent of Schools of the Diocese of Covington. Such action must be filed within 5 days of the judgment to expel. No refund of tuition is awarded if a student is expelled from the school.

## **DRUGS, ALCOHOL AND TOBACCO**

The possession, use, or transfer of an illegal substance poses a safety threat to the student(s) involved. For minor children, illegal substances include: over-the-counter medications\*, illegal drugs, all tobacco products, and any alcoholic product. Anytime a student possesses, uses, or transfers an illegal substance while at school or a school-related activity, the student will be held accountable by the discipline code described above and possibly turned over to the police for criminal action. In all cases, parents will be notified of the program. If the student is perceived by school authorities to be under the influence of drugs or alcohol, the parent(s) will be notified by the office to remove the child at once.

**\*All medications — including aspirin, inhalers, etc. — need to be kept in the school office at all times. Only office personnel or designated teachers may give medications to a child during the school day.** Students, parents, and visitors may not bring drugs, alcohol, or tobacco onto school grounds or to any school or extra-curricular event.

## **FIREARMS, WEAPONS, THREATS, ETC.**

According to Kentucky Statues, it is illegal to possess a firearm or weapon on school property. KSR 527.070 states, “Unlawful possession of a firearm on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine.”

To guarantee the safety of all, no firearms, weapons, or items that might be misconstrued to be firearms or weapons may be brought onto school property. This includes guns, knives, pocket knives, Chinese stars, bombs, etc., any replicas of the above, functional or nonfunctional. Toys that imitate the above are not permitted. Pictures or paper models of such items are not appropriate for inclusion as props for reports, class projects, etc. Any exception to this ruling must have the written prior consent of the principal. In addition, no one may ever state or suggest that they will physically harm another person. Whether in anger or in jest, no threats will be tolerated. Any student who breaks these rules will be disciplined appropriately. Expulsion and arrest are possibilities for extreme situations.

## **CELL PHONES**

No students are permitted to use cell phones while in the school building. Non-compliance with this will result in a detention and confiscation of the device for parents to retrieve in the office. Parents of students in grades 6-8 must complete and turn in Cell Phone Policy Agreement stating that cell phones will be collected each day.

# PARENT-TEACHER PARTNERSHIP

## SOURCES OF INFORMATION

The school makes information available to parents in the following ways:

Sycamore: contact info, grades, calendar, mass e-mails

Google Classroom (grades 6-8): assignments, worksheets, test/quiz information; parents should keep/save the student's login information.

SeeSaw (grades K-5): announcements/reminders, student and parent interaction with teacher

Flier Page: diagrams, videos, policies, forms, links, and frequently used documents

Teachers also distribute weekly or monthly newsletters.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held on an evening shortly after the end of the first trimester to review the progress made by students.

Throughout the rest of the school year, conferences may be requested by parents or teachers if a need arises.

If a problem arises or a clarification about a classroom issue needs to be made, parents are to speak directly with the teacher first. If an understanding or resolution cannot be reached, a meeting involving the administration may be necessary. Parents who would like to speak with a teacher or the administration are asked to set up an appointment first. Unannounced visits by parents to their child's classrooms or phone calls during the school day are not permitted.

## PHONE CALLS

A phone is available to students during the school day to manage transportation or other urgent items (ex: medication, etc.). Students are not to use their cell phones for these purposes. Students must receive permission before using the school phone. Calling home during the school day for homework, P.E. clothes, or projects is not permitted. Arrangements for transportation should be made in advance if at all possible.

## RIGHT TO AMEND

The principal, as head administrator of the school, retains the right to adjust any of the procedures or information in this Parent/Student Handbook for reasonable cause. **The principal shall use his/her discretion in handling any situations not directly covered in this handbook.** Amendments to the handbook will be distributed at the beginning of the school year or as notification becomes necessary.

# DRESS CODE

## PERSONAL APPEARANCE

St. Mary students are expected to dress modestly and display a neat appearance at all times. Hair should be well-groomed, not distracting, and appropriate for school. Make-up and other accessories (artificial fingernails, hair extensions, etc.) may not be worn in school. Students are not permitted to write on themselves. Jewelry, though not forbidden, must be appropriate for school. It should be small and inconspicuous, and not likely to be a distraction. The final decision as to what is and is not appropriate in regard to student attire rests with the principal.

## UNIFORMS (K-8)

Sweater	Solid navy or white cardigan or pullover. May not be fleece or sweatshirt material.
Sweatshirt	Only the sweatshirt(s) available for purchase from Spirit Wear sales may be worn during school. Hoodies are not permitted with the exception of 8th-grade sweatshirts.
Slacks	Navy blue or tan/khaki dress pants. No denim, corduroy, stretch pants, pants with patches, cargo pockets or rivets.
Shorts	Navy blue or tan/khaki uniform shorts. The length is above the knee, but long enough to be touched by the fingertips when one's hands are held at the side.
Shirts	These may be worn from Aug.-Nov. and March-May Undershirts – students may wear only white undershirts beneath their uniform shirts. Regular t-shirts are not permitted.
Belt	Belts are recommended to ensure that pants are worn at the waist. Must blend with pants/shorts if worn.
Shoes	Shoes which are appropriate for running and playing. No Crocs, sandals, slippers, or backless shoes are permitted. Shoes should be clean
Socks	Socks must be worn.
Hair	All haircuts and styles must be deemed school appropriate. No unnatural colors or distracting styles (mohawks, etc.) permitted.

## DRESS CODE (cont.)

<b>BOYS</b>	Shirt	Plain light blue/white polo style shirt.
	Hair	Hair must be above the eyebrows in front so face is visible, and kept neat and clean. If longer hair hangs over the face, it must be pulled back into a tight and neat ponytail or bun.
<b>GIRLS</b>	Shirt	Plain light blue/white polo style shirt.
	Jumper	Grades K-3: plaid uniform jumper
	Skort	Grades 4-8: plaid uniform skort. The length must be at least at the fingertips when one's hands are held at the side and no longer than just below the knee.
	Leggings	Navy, black, gray, or white leggings or tights may be worn with the jumper or skort. They should extend to the socks.

When in uniform, blouses and shirts are to be neatly tucked. They should not be rolled over. Only the top button of the blouse or shirt may be unbuttoned. Uniform slacks should not be faded. Uniform clothing may be purchased from the Schoolbelles Company or from area stores that carry items that conform to the St. Mary School dress code.

All K-8 students are required to wear the appropriate uniform to school except on selected days.

Smart Watches are not permitted.

### OUT-OF-UNIFORM DAYS (“DUDS DAYS”)

On designated days, students may come to school in casual clothes instead of the uniform. Students may come to school in denim pants as long as they are not torn or have holes in them. T-shirts may be worn. However, printed material on the t-shirt must be appropriate for school (no inappropriate or disrespectful wording or symbols, no references to tobacco, drugs, or alcohol). No spaghetti-strap tank tops, crop tops, or sleeveless shirts are permitted. Shorts may be worn on an out-of-uniform day if the day is within the time of year when uniform shorts are permitted. Shorts must be long enough to be touched by the fingertips when one's hands are held at the side.

### DRESS CODE FOR PHYSICAL EDUCATION CLASS

Gym shoes are required for students in all grades.

Students in grades 4-8 are required to wear a gym uniform, which consists of blue or black gym shorts (of appropriate length) or pants and a St. Mary or blue/gold t-shirt. On days when they have PE class, students in grades 4-8 may wear their gym uniforms for the entire day.

Students in grades K-3 are not required to change into gym clothes. However, girls who wear a jumper to school should wear shorts to PE class.

### DRESS CODE NOTIFICATION

In the event of a minor violation of the dress code, a notification will be sent to the parents as an alert/warning. If this occurs, subsequent uniform violations will result in a behavioral violation.

# ACADEMIC POLICIES

## HOMework/CLASS ASSIGNMENTS

The purpose of individual assignments for class and home is to strengthen understanding of material presented and to develop independent study habits. Assignments may also be designed to develop initiative and creativity or to strengthen skill through practice.

Independent assignments help students acquire good study habits and self-discipline. Group assignments, for which individual evaluation is also given, develop a sense of mutual respect and responsibility.

Assignments that are given for home are not always written assignments. Assignments may center on studying or reading which require a time of silence. Students are expected to spend time daily studying independently. The time spent on daily homework varies from student to student. Parents are encouraged to establish routines for homework whenever possible, as consistency leads to maximized results.

Late homework penalties will be enforced based on the grade-level's policy.

## TESTING

A variety of tests are used to assess a student's mastery of material or to diagnose needs. Some of these are tests designed by the teacher. Other tests are developed by textbook companies. Some are published or electronic tests designed to check for mastery of specific concepts or skills.

In addition to these, the Measure of Academic Progress (MAP) Tests are administered to students in grades 1-8 (1-2: Reading & Math; 3-8: Reading, Math, Language). The scores are shared with parents at the end of each trimester. Eighth grade students take the High School Placement tests in December if they are considering attending a Diocesan high school.

## REPORTS AND GRADING

Report cards are issued at the end of each trimester and are used to inform parents of children's achievements and/or needs. Students are assessed in academic achievement as well as in the areas of personal development, behavior, and study habits.

After the first trimester, a parent-teacher conference is scheduled. At this time, parents are asked to meet with the teacher to plan for the continued good progress of the child. In addition to the formal report cards, reports will be available through Sycamore throughout the trimester.

These reports are to alert parents of any areas of concern so that proper corrective action can be taken before the end of the grading period. Good communication between teachers and parents is essential. The lines of communication can be kept open through written messages, phone calls, sending students' papers home, and scheduling additional parent-teacher conferences if necessary.

The following grading systems are used:

### **Preschool**

Checklist of skills and developmental checkpoints.

### **Kindergarten**

E	(Excellent)
G	(Good Progress)
S	(Satisfactory Progress)
I	(Improving)
H	(Help Needed)
NA	(Not applicable)

### **Grades 1 - 8**

A (93-100)	B (85-92)	C (77-84)
D (70-76)	F* (69 and Below)	

If a student fails a subject for the year, he/she may be required to complete coursework in order to be promoted to the next grade level. A meeting with the administration and parents will be necessary to determine an appropriate course of action for promotion.

## **FIRST HONORS**

Students in grades 4-8 are eligible for first honors if they meet the following qualifications:

- A grade of "A" in the core subjects, plus conduct.
- 3 or fewer total violations (academic and behavioral).

## **SECOND HONORS**

Students in grades 4-8 are eligible for first honors if they meet the following qualifications:

- A grade of "A" or "B" in the core subjects, plus conduct.
- 5 or fewer total violations (academic and behavioral).

## **PROMOTION/PLACEMENT/RETENTION**

Students are promoted to the next level on an annual basis if they make satisfactory or better progress as indicated on the report card. If a student cannot achieve satisfactory progress, the student may be PLACED in the next grade conditionally or RETAINED in the current grade. If, against the recommendation of the teacher and principal, the parent insists on placement in the higher grade, then the child's progress will be evaluated after the first trimester. At that time, the principal will determine if the child is making satisfactory progress. The parent will be informed, a parent-teacher conference scheduled, and arrangements made for the new placement if needed.

If a student receives a failing grade for the year in a subject, the principal will determine a list of criteria that must be met in order for the student to return the following year.



# **ACCESS TO STUDENTS & RECORDS**

## **REVIEW OF RECORDS**

Parents have the right to inspect and review records and any data directly related to their child with reasonable notice to the school office. This material is contained in the cumulative record folder and consists of level of achievement, grades, standardized test scores, attendance, intelligence aptitude and health screenings. A separate file contains the immunizations forms.

For the contents of a record to be released, a waiver must be signed. Student records may be released to other agencies only when the parents authorize and sign a release form.

The Department of Catholic Schools uses the Buckley Amendment (Family Education Rights and Privacy Act) as a guideline regarding access to student records.

## **NONCUSTODIAL PARENTS**

The responsibility for the student and the confidentiality of information about student progress at St. Mary School and the noncustodial parent's rights regarding the child's education are subject to the provisions of state law. Kentucky law stipulates that the custodial parent has the right to "determine the child's upbringing, including his/her education..."

Therefore, St. Mary School will not grant the noncustodial parent, or his/her agent, access to the student while at school, will not release the student to anyone other than the custodial parent, except as directed by the custodial parent, and will not permit the noncustodial parent to inspect student records, receive progress reports or participate in teacher conferences unless one or more of the following intervene:

The divorce decree specifically authorizes such release and/or participation to the noncustodial parent;

Specific, written permission is granted by the custodial parent and is on file in the school;

A court order is issued granting permission to release the student, or information about the student, to the noncustodial parent.

Divorce and separation from participation in the life of one's offspring can be traumatic and emotional. St. Mary School and its teachers will not be put in the middle of disagreements between divorced parents. The school will be given written instructions by the custodial parent on how the school is to proceed with respect to requests from the noncustodial parent. The principal and teachers are not to take sides, to arbitrate familial disagreements or to circumvent the stated instructions of the custodial parent.

# HEALTH & SAFETY

## IMMUNIZATIONS & VACCINATIONS

Pursuant to state regulations KRSS: 158:035 an updated Kentucky Immunization Certificate is required to be on file at the school a child is attending. The state Health Department informs St. Mary School each spring as to what Immunizations, Exam Forms, TB Forms, etc. are needed to be completed before the next school year begins. During the summer months, parents will be notified if the Immunization Certificate currently on file is out of compliance. Representatives from the Health Department examines new student files each year and can do random checks of our files at any time. Corrections to your certificate must be made within 30 days of the notice. Students may not attend school without this information on file.

## MEDICATION

**ALL** medications must be sent to the school office and NOT kept in the child's classroom, schoolbag, or purse. Only school personnel may administer medicine. Only medicine brought from home may be given to the student. Topical solutions and bandages are kept in the office if needed.

Since it is recognized that some students are able to attend school only because of the effectiveness of medication and to insure the safe administration of medications at school, the procedures below must be followed:

### **DAILY PRESCRIPTION MEDICATION:**

A Medication Permission Form can be obtained from the office. The parent and student's doctor must sign this form. ALL prescription drugs must be delivered to the office by a parent. Exact time the medication is to be given and dosage amount marked on the form. It will be kept on file in the school office. The container **MUST** be the prescription bottle clearly marked with the student's name and name of medication. Any extra medication must be picked up from the office by the parent. School personnel give medication and record the date and time it was administered.

### **SELF-MANAGED MEDICATION (inhalers, insulin, epinephrine):**

A medication Permission Form (as previously described) must be on file in the school office. ALL medications must be kept in the school office and not with the student.

### **PRESCRIPTION MEDICATION and OVER-COUNTER MEDICATION**

Temporary usage of medicine, for example antibiotics, anti-inflammatory, etc., that will be used for occasional illness must be brought to the school office each morning. Over-the-counter remedies must be in a sealed package. The parent must send a signed and dated note. *The note must clearly state the student's name, medication name, dosage amount and the time the medication is to be given.* Send medicine for ONE DAY only. Any extra medications must be picked up from the office by the parent.

The administration, office staff, teachers, parents, and student are all expected to work together to ensure that medication and other medical interventions are administered properly.

Parents are responsible for contacting the school regarding new or updated medical information, as well as arranging any meetings that may be necessary to inform school staff members regarding their roles in maintaining student health. The Medication Permission Form can be obtained in the school office.

## **HEALTH SCREENINGS**

Volunteers will conduct vision, hearing, and scoliosis screenings on a designated date during the school day. Parents receive a Permission to Screen form and information before the day of screening. If a problem is suspected, a notice will be sent to the parent advising them to seek an exam from their own physician.

## **EMERGENCY CONTACT INFORMATION**

A form will be sent home at the beginning of the school year. Parents are asked to complete this form and to keep it up to date throughout the school year. This information will include the names of the parents with daytime phone numbers and any other adult listed who could take responsibility in case of a medical or other problem. It is important that any unusual medical problem or other needs of each child be noted on the form. Prompt notification is necessary when any of these names or numbers are changed. Children should NOT be sent to school if the parents suspect that they may be ill. When not sure, a parent should be sure someone on the emergency list is available so that the office can contact him or her quickly if necessary. If changes will be applicable for one day only, a parent should send a signed and dated note with the children that they may keep with them in their schoolbag.

## **ALLERGIES**

Parents should inform the school of all student allergies. The school will make adjustments to protect the health of each child and will maintain a list of student allergies that is accessible to all staff members.

## **INJURIES**

When a student incurs a minor injury during recess, PE class, or other activities, the school will make its best judgment regarding medical care for the student. If an injury appears to be significant, a school employee will attempt to contact a family member to inform him/her, and to seek approval for care if necessary.

Following a significant injury, the school will complete an accident report and submit it to the Diocesan office. The school is not responsible for accidents that occur on its premises unless negligence was present.

## **DRILLS & INSPECTIONS**

Emergency drills for fire, tornado, earthquake and other safety situations are held at required intervals and practiced periodically. It is essential that when the signal is given, everyone follow directions promptly and silently. Instruction concerning the action to be taken will be given in each room at the beginning of the year, reviewed at the time of drills and posted in each room.

The school has established a partnership with NaviGate Prepared, which specializes in maximizing school safety/security.

Inspections by the Health Department, Fire Department and local Police Department are routinely performed.

## **PARENT/VOLUNTEER INVOLVEMENT**

For the protection of the students, the following trainings/screenings are required:

Virtus training

- Includes one 3-hour in-person training, plus 1 online bulletin per month
- **Accompanied by background check (\$50 fee paid by volunteer)**

Each of these is governed by the Safe Environment Office of the Diocese of Covington.

## **PARENT ORGANIZATIONS**

### **PARENT-TEACHER CLUB (PTC)**

All parents, grandparents, or friends of students in St. Mary School are encouraged to join and be active members of the Parent-Teacher Club. This organization provides service and support for our school programs and activities. PTC issues its own handbook describing in detail some of the activities and introducing some of their officers each school year.

Meetings are held in the school cafeteria at 7:00 p.m. on several Tuesdays throughout the school year. The dates are TBD, but will be published and publicized on school emails, Parent Flier page, etc.

### **BOOSTERS**

The Boosters Club membership is open to all parents and other adults who are interested in promoting athletic activities and opportunities in sports involvement for the students of our school. Meetings will be the 1st Thursday of each month at 8:00 p.m. or listed in the parish newsletter and weekly bulletin.

The Boosters Organization sponsors teams and provides playground equipment and physical education equipment for the students of St. Mary School.

Both the Parent-Teacher Club and the Boosters endorse the philosophy of the school, as stated in the body of the Handbook. Collectively, over the years, they have supported the educational endeavors that foster the development of the whole child.

### **ALLERGY COMMITTEE**

The parent-led Allergy Committee works with teachers, cafeteria staff, and parent organizations to ensure that parents are well-informed of food ingredients, and that allergy-friendly treats are available for school parties and event.

# PARISH/SCHOOL POLICIES

## PARISH EDUCATION COUNCIL (PEC)

The St. Mary Parish Education Council (PEC), consisting of the pastor, school principal, director of religious education, and nine parishioners, is the policy-making body for all educational programs of the parish. The Board works in conjunction with the Diocesan Board of Education and follows all regulations set up for diocesan programs. Monthly meetings are held 5-6 times each year, typically on the first Tuesday of the month. Anyone wishing to address the council should request to be placed on the agenda at least one week in advance of the meeting by contacting the parish office. Nominations for new members are taken each spring.

## SCHOOL POLICIES

### Admission Policy for St. Mary School

The following guidelines are for all admissions to St. Mary Parish School.:

1. School registration dates will be announced in the parish bulletin.
2. Ordinarily, no class in grades 6-8 shall exceed 28 students, and in grades K-5, 26 students. In some cases, because of special considerations the class size may be further adjusted upon the determination of the school principal and the pastor.
3. The listings below are in order of priority and will be administered by the school principal, the pastor, and the chairperson of the Board of Education to determine admission to St. Mary Parish School when enrollment must be limited.
  - A. Child(ren) of families who already have child(ren) enrolled in St. Mary School and are members of and active contributors to the parish. The family is to be current on all fees and tuition.
  - B. Child(ren) of families who are members of and active contributors to the parish, but who do not yet have children enrolled at St. Mary School.
  - C. Child(ren) of a parent who is a teacher at St. Mary Parish School or another school of the Diocese of Covington. The family must be a registered member of St. Mary Parish and an active contributor to the parish.
  - D. Child(ren) of families who already have child(ren) enrolled in St. Mary School but are not parishioners. Out-of-parish tuition applies.
  - E. All others will be considered on a first-come, first-admitted basis and will pay out-of-parish tuition.
  - F. All tuition balances must be paid prior to the next school year for a student to be re-enrolled.

# PARISH/SCHOOL POLICIES (cont.)

## APPLICABLE DEFINITIONS AND DESCRIPTIONS

**“Family”** includes custodial parent or a home base parent under a joint custody arrangement; does not include a non-custodial parent.

**“Active Family”** means that a parish registration form has been filled out and is on record in the parish office.

**“Regular Contributor”** means the use of the parish envelopes for support of the parish on a regular basis and regular attendance at Mass as determined by the frequency of use of the parish envelopes.

### ***Policy Number 1***

In all cases where a judgment must be made concerning the history of contributions, the judgment will be made by a committee composed of the principal, the pastor, and the chairperson of the Board of Catholic Education.

## UNPAID OR DELINQUENT BILLS

The status of each family’s tuition/fees account will be reviewed prior to the end of each academic trimester (November, February, May). Any family with an account that is not current on payment must contact the parish office.

The family must:

- A) Submit payment needed for the account to be declared current; OR
- B) Establish a written agreement with the pastor and/or business manager. This agreement will be shared with the school principal.

Item (A) or (B) must be completed in order to maintain eligibility for the following:

- 1) Priority registration of children at the school for the following year;
- 2) Access to online grading/assignment system;
- 3) Potential transfer of student(s) to another school in the Diocese of Covington;
- 4) Participation in St. Mary School extra-curricular activities;
- 5) Participation in culminating events or ceremonies such as 8th Grade Promotion, 8th Grade Banquet, Kindergarten Celebration, etc.

No family will be admitted to St. Mary School if there are outstanding debts to the school from the past and no appropriate arrangements have been made for such payments. No grades or academic records of children of families with outstanding debt to the school will be forwarded to any other school until all debts are paid.

## **CRITERIA FOR SOCIAL ACTIVITIES AND EVENTS SPONSORED BY AND FOR ST. MARY PARISH CHILDREN**

When an event or activity involving children of St. Mary Parish uses the name of the Parish or is officially sponsored by the Parish and is held off the property, the following criteria will apply:

- ❖ The sponsoring group must designate at least one adult to be in charge of the event or activity.
- ❖ A minimum ratio of one (1) adult to ten (10) children must be provided.
- ❖ All attendees must provide the name and phone number of an adult who may be contacted in the event of an emergency.
- ❖ Appropriate dress must be required.
- ❖ No smoking/drugs/alcohol permitted by anyone in attendance or supervising the activities.
- ❖ All children must stay within the parameters of the activity or event.
- ❖ Adults designated to supervise the event or activity have the authority to make any decisions regarding all aspects of the event, including appropriateness of behavior.

## **INCLEMENT WEATHER & OTHER EMERGENCIES**

The principal of the school will determine whether any school-sponsored event may be held on school property in the case of inclement weather or other emergency. This also applies to after-school, evening, and weekend activities.

## **PARISH/SCHOOL POLICIES (cont.)**

### **USE OF SCHOOL PREMISES DURING W.E.R.E.**

On the evenings when Wednesday Evening Religious Education is held on the premises, no sporting activities (games, practices, etc.) will be allowed in the school between the hours of 6:00 - 8:30 p.m. during the months of September through April.

### **ST. MARY SCHOOL AND W.E.R.E POLICY FOR PREGNANCY**

In addressing the concerns of individuals and families in pregnancy situations, St. Mary Parish, in accordance with our Catholic faith, believes that premarital sexual activity is immoral and is not acceptable behavior. St. Mary Parish does not approve in any way of pregnancy outside of marriage. Moreover, the parish does not condone or support elementary age children being parents. At the same time, we also recognize our responsibility as a Christian community to provide for those in need.

When it becomes known that a student is pregnant or, in the case of a male, when it becomes known that he has fathered a child, and the student(s) wish(es) to remain in St. Mary School or Wednesday Evening Religious Education program, a conference will immediately be scheduled to explain the following conditions which must be observed by the student(s). Attending the conference will be the pastor, principal, guidance counselor, parent(s)/legal guardian(s), Director of Religious Education and the student(s). The parish educational administrators reserve the right to evaluate attitudes, cooperation, safety, etc., for male or female students as these factors relate to a student remaining at St. Mary School or Wednesday Evening Religious Education program.



Subject to the approval of the above committee, the student may attend classes at the discretion of the parish educational administrators.

The student and parent(s)/legal guardian(s) must meet on a regular basis with a professional counselor from Catholic Social Service or another agency approved by the educational administrators. The educational administrators will monitor.

In the event that the counselor, physician, and/or principal recommend that the student not attend classes, the school will recommend a program of appropriate alternative instructions.

**The following conditions will be met to ensure the health and safety of the female student:**

A physician's statement will be required monthly concerning the status of the pregnancy and the student's physical ability to attend classes and/or participate in extra-curricular activities.

After the birth, a medical release must be submitted in order for the student to attend classes.

# LIST OF CONTACTS

The following information may be helpful in contacting the appropriate person in charge of various tasks and organizations.

## School Staff (e-mails end with @saintmaryparish.com)

Principal	Jennifer Geiman	jennifer.geiman@...
Asst. Principal	Jennifer Paolucci	mrsp@...
Cafeteria	Laura Bucher	cafeteria@...
Counseling	Caitlin Litmer	caitlin.litmer@
	Christie Schroder	christie.schroder@
Intervention	Sarah Ash	sarah.ash@
Library/Media Office	Shanna Rauen	shanna.rauen@...
	Angie Siry	angela.siry@...
	Jen Clark	jennifer.clark@
Preschool	Megan Franzen	megan.franzen@...
	Juliet Schwartz	juliet.schwartz@
After School Program	Denise Manning	msdeemanning@fuse.net

*A full staff directory is available at [saintmaryparish.com/school](http://saintmaryparish.com/school).*

## Parish Staff

Pastor	Fr. Joseph Gallenstein	joseph.gallenstein@saintmaryparish.com
Tuition	Laurie Marzullo	stmaryalex@fuse.net
DRE/Sacraments	Jenn Ledonne	jenn@saintmaryparish.com
Parish Youth Minister	Susan Stewart	susans@saintmaryparish.com
Maintenance	Mike Jones	mike.jones@tdgfacilities.com

## Other

Bishop Brossart High School	859-635-2108
Campbell County Bus Garage	859-635-2161
Diocese of Covington	859-392-1500

Boosters Board

Manages school sports

President	Brandon Busby	busby.brandon@gmail.com
Vice President	Tim Webster	
Athletic Director	Michael Pangallo	
Asst. Athletic Director	Bill Blackburn	
Treasurer	Doug Wells	
Secretary	Chris Wells	
Ballfield Rental	Kraig Morgan	

PTC Board

Manages school fundraisers

President	Stacey Ruth	nursenp08@yahoo.com
Vice President	Amy Faulkner	amyfaulkner0122@gmail.com
Secretary	Lisa Holland	lisa.schabell@gmail.com
Treasurer	Becca Stadelmann	xugirl77@gmail.com
Room Parents	Elysha Hagis	
Scripts Gift Certificates	Kristen Hildebrand	

Parish Education Council

Oversees school & religious education

Megan Groat, Secretary	Erin Maggard
Jeremy Hildebrand	Amy Glaser
Heather Burt	Shannon Wells

