

## **St. Mary of the Knobs Catholic School**

3033 Martin Road

Floyds Knobs, IN 47119

Phone 812-923-1630

Fax 812-923-0310

[smkcatholicschool.com](http://smkcatholicschool.com)



## **Parent/Student Handbook**

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Dear Parents,

Welcome to St. Mary of the Knobs Catholic School! We're honored that you've chosen our school for your child's education. We are confident that your child will receive not only an excellent academic education while here, but also an education in friendship, spirituality, and service to others.

Our purpose is to give your child the best academic and Christ-centered education possible along with a feeling of safety, security, love, and a challenge to become even better!

We strongly encourage you to become actively involved in our school and your child's education. St. Mary of the Knobs Catholic School community recognizes that parents are the first teachers of their children. You are encouraged to be good role models by practicing first and foremost, our Catholic traditions of daily prayer, reception of sacraments and regular attendance at Mass on Sunday.

We've written this handbook to help familiarize you with our procedures and expectations. We know that educating children is a joint venture between home and school. Please help us improve by communicating often and offering your questions, suggestions, or concerns.

On behalf of the administration, faculty, and staff of SMKCS, Welcome!

In Christ,

Tracy Jansen, Principal

# **St. Mary of the Knobs Catholic School**

## **Mission Statement**

St. Mary of the Knobs Catholic School shall nurture the spiritual, academic, and individual potential of our students.

## **Guiding Principles of Our Mission**

- Providing a strong academic, Christ-centered Catholic education
- Instilling in each child a sense of self-worth, mutual respect, independent thinking, and self-discipline
- Recognizing and developing the unique, God-given talents, gifts, and diverse nature of each individual
- Maintaining a nurturing, caring environment which fosters Catholic, Christian values, attitudes, traditions, and celebrations
- Developing a sense of life-long learning and service to others

## **Vision Statement**

The vision of St. Mary of the Knobs Catholic School is to be the leading example of Catholic Education, called to educate with excellence in the spirit of Jesus Christ, helping to develop children who are hope for our future.

## **SMKCS Pledge**

Minds inspired

Hearts of Christ

Hands that serve

To give back more

## **Purpose of Parent Handbook**

The purpose of this handbook is to answer some of the questions asked by parents regarding school regulations and operation, but certainly, all areas of concern may not be covered. Please call the school office at 812-923-1630 if you have questions or concerns not answered in this handbook. The administration reserves the right to amend policies at any time for clarification and the benefit of the students and the school, in general.

## **Absences/Attendance**

The state of Indiana considers regular daily attendance vital to a quality school experience. It is also an important component of our school accreditation process. It is impossible to make up every experience that students miss in the classroom instruction and discussion when they are absent from school. Students who are on time and attend school regularly benefit from the instructional program and develop habits of punctuality, self-discipline and responsibility. Much of the work that is done in the classroom simply cannot be made up or completed as homework. As long as your child is well and healthy, your child's presence is important every day! Students who have good attendance generally achieve higher grades and are much happier in the school setting. Parents are asked to make every effort to get children to school on time each day and to have good health and nutrition practices at home.

Excessive absence is deemed by the state as more than 10 or more, or 10% of school days. State agencies may be contacted if your child has excessive absences. These policies may be waived in light of the COVID-19 pandemic.

However, if a child is ill with fever, nausea, etc., during the night or the morning of classes, please do not send him/her to school, for the child's sake, and in consideration that others not be exposed to the illness. Students with a temperature will be required to be picked up by a parent/guardian. **Students may not return to school until they've been fever-free, without the intervention of fever-reducing medications, for 24 hours.** Whether your child is attending school or Child Care that day, we are expecting your child, so please call to let us know of all absences, or we will be contacting you. Should the absence extend beyond one day, parents are asked to call each day of the absence. If you know ahead of time that the absence will be extended (major illness or injury) a daily call is not required, but parents should inform the school when the child is expected to return. This is done in the interest of safety so the school and home know the whereabouts of each child at all times.

An excused absence, as defined by the Indiana State Law, is allowed in case of a student's illness, the serious illness of a member of his/her immediate family, the death of a close relative or emergency situation. When a student is going to be absent from school, the parents are expected to do the following:

- 1. Please complete the online absence form by 8:30 am each day that your child is absent:**  
<https://forms.gle/wQjhS1QTYf9UBcqW6>
- 2. Make arrangements for homework to be sent home with a sibling, other student, or picked up from the school office between 3:00-3:30 PM.**

Students who expect to be absent for five or more days will connect daily with the child's teacher and/or virtual learning coordinator.

If your student is absent, he/she may not attend any school special events or athletic activities that day as well, for the health of all.

Students will also be excused for brief partial day absences for medical or dental appointments. A note should be sent to the classroom teacher stating the reason and time your child will be leaving. Parents must sign students out and then sign back in on return. **A verification note from the doctor or dentist upon return is required. Please make every effort to schedule such appointments outside of school time whenever possible.**

**Excused/Unexcused Absences:** In case of an absence, make-up work and tests will be accepted in most cases. Class work can be given for excused absences, and in most cases, unexcused absences. Certain types of work such as art, seasonal activities and special area classes cannot be made up. Students may need to make-up missed work during special area classes or recess. The loss of grades due to an unexcused absence may compromise a student's progress in the class or grade point average.

**Tardiness:** Any student arriving to the classroom after 8:30 AM or leaving before 3:20 PM for any reason will be counted as tardy. When tardy, students must get a pass from the office before going to class. In keeping with Archdiocesan policy, a student must be present for at least 2 1/2 hours of instructional time to be considered present for a half day, otherwise, the student is marked absent for a full day. (Ex.- A student arrives at 1:00; this constitutes only 2 hrs. 15min. of instructional time, so the student is marked absent.) If a student is tardy 5 times per quarter, parents will be notified and the student will serve an early morning detention. Time on task is very important; tardiness disrupts the child's routine and the classroom environment. Child Protective Services may be notified in the event of excessive tardies or absences.

**Missed work:** Communication between home and school is important in making up missed work. Generally, students are given the same number of days to make up work as they have missed. (Ex. - A student is absent Mon. and Tues., so work to be made up is done on Wed. and Thurs. and must be turned in Fri. morning.) Ultimately, it is up to the student to make up any work missed due to absence from school.

**Vacations during school time are strongly discouraged.** This sends your child the wrong message about the importance of school and may affect accreditation of our school. The school calendar is published for families far in advance, allowing ample time for families to plan vacations during the many breaks in the school calendar. Parents who choose to disregard this and take a vacation during school time assume all responsibility for school work missed by the student. You're also putting your student at risk of falling behind, as much of the learning that happens in school cannot be adequately duplicated at home and tests missed during an unexcused absence may not be made up. Teachers may not be able to give missed work ahead of time. Parents must submit a Request for an Excused Absence Form at least two weeks prior to the scheduled absence (available by request from the school office).

### **Admission Policy**

The Catholic Schools of the Archdiocese of Indianapolis welcome students who wish to apply for admission regardless of race, sex, or national origin. The School Commission at each Archdiocesan school establishes policies for admission of Catholic and non-Catholic students.

The intent of this policy is to be clear, concise and fair. Please contact the school principal with questions you may have. Any policy discrepancies will be decided by the SMK School Commission.

Within the limits of class size, each class will be filled in the following order assuming families' good financial standing in accordance with published parish financial requirements.

Classroom size, student/teacher ratio, instructional assistants, and learning needs of individual students are all factors when considering how many students to allow in each grade. Therefore, classroom caps are not policy and will be determined each year at the discretion of the School Administrator and School Commission.

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teaching of the Catholic faith and the values to be found in Christian service, offered at the school except those that are intended only for Catholics (reception of the sacraments).

The administrators reserve the right to determine individual class placements outside of the enrollment policy in the best interest of the child.

Enrollment of a student transferring from another school will be made on a probationary basis. Parents and students in 1st-8th grade must meet with the principal and provide appropriate documentation prior to admittance.

#### **Priority Ranking**

1. Children of families who are registered parishioners, in order of time in the parish, with siblings enrolled. (First priority is given to those with the most children enrolled; the highest grade level is the next premise.)
2. Children of families who are registered parishioners, in order of time in the parish, who attended Little Hawks Academy.
3. Children of families who are registered parishioners, in order of time in the parish, with no siblings enrolled.
4. Children of administrators and teachers at St. Mary of the Knobs Catholic School.
5. Catholic, non-parishioners, with siblings in St. Mary of the Knobs Catholic School. First priority is given to the earliest date of completed registration and admission fee.
6. Catholic, non-parishioners, with no siblings in St. Mary of the Knobs Catholic School. First priority is given to the earliest date of completed registration and fee.



7. Non-Catholic, non-parishioners, with siblings in St. Mary of the Knobs Catholic School. First priority is given to the earliest date of completed registration and fee.
8. Non-Catholic, non-parishioners, who attended Little Hawks Academy. First priority is given to the earliest date of completed registration and fee.
9. Non-Catholic, non-parishioners, with no siblings in St. Mary of the Knobs Catholic School. First priority is given to the earliest date of completed registration and fee.

### **Definition of a Parishioner**

A parishioner is defined as follows:

One or both parents must be practicing Catholics who:

- Attend Sunday Mass each week at St. Mary of the Knobs.
- Regular use of contribution envelopes or electronic contributions—regardless of the amount contributed.
- Encourage participation when able in parish ministries or services appropriate to your family.

For parents to receive “parishioner rates” for tuition, they must be registered in the parish prior to Aug. 1st of the year their child is entering school.

In order to enroll in the Little Hawks Academy preschool program, a child must be at least three years of age on or before Aug. 1 and fully potty trained, unless special permission is granted by the school principal and preschool teacher.

In order to enroll in the Kindergarten program, a child must be at least five years of age on or before Aug. 1<sup>st</sup>. Age must be verified by a birth certificate. A thorough physical and dental examination by the family doctor and dentist are part of the registration requirements for a child entering school for the first time.

In accordance with state law, all students must be immunized against measles, diphtheria, whooping cough, tetanus, polio, chicken pox and any other additional immunizations deemed necessary by state law. Also required are a rubella/rubeola vaccination and a tuberculin skin test.

### **Arrival and Dismissal Procedures**

**Arrival Procedures:**

We ask that all parents follow these procedures for the sake of safety, and to ensure an efficient and positive start to the school day. Morning drop off will begin at 8:10 and end at 8:30 when the tardy bell rings. All parents **Pre-K thru 8<sup>th</sup> grade** will enter through St. Mary's Rd. by the church and pull up to where the school parking lot begins.

- All parents dropping off **Pre-K thru 5<sup>th</sup> grade** students should pull straight ahead to one of the 4 marked spots in the drop off zone as they become available. Children will dismiss out the left side of their vehicle and walk up the crosswalk and in through the gym doors. Note: Any middle school students with a younger sibling will walk with them and cross through the gym and head towards the middle school.

- Parents dropping off only **6<sup>th</sup> thru 8<sup>th</sup> grade** students will turn left and drop students off at the bottom of the middle school stairs. Students will exit to the right of their vehicles and head up the stairs and into school.

- Temperatures may be taken upon arrival.

-All **preschool** parents who wish to walk their child in must enter on St. Mary's Rd. near the rectory and park in the school lot. Parents must hold their child's hand and head to the front of the drop off zone to cross safely when given the signal or when cars are unloading. Preschool children are not required to have an adult accompany them into the building and may be dropped off in the car line if the parent wishes to do so.

#### **Afternoon Dismissal Pick Up Procedures:**

Little Hawks will dismiss at 3:00PM from gym doors S2 and S3. Only individuals picking up preschool and pre-k students will be permitted in the parking lot until 3:10. **All parents** will enter from St. Mary's Rd. by the church. Fill the numbered rows of the school parking lot and turn off the engine.

Announcements will begin at 3:15 and the dismissal bell will ring at 3:20. Parents picking up school-aged students may not enter the parking lot until 3:10 (after Little Hawks dismissal). If you arrive prior to 3:10, please wait in the church parking lot. **All parents** will enter from St. Mary's Rd. by the church. Those picking up K – 5<sup>th</sup> grade students will go straight to fill the rows of the school parking lot and turn off their ignition. Those picking up 6<sup>th</sup>-8<sup>th</sup> grade students and younger siblings will turn left and fill the rows of the middle school parking lot and turn their ignition off. At 3:20 the dismissal bell will ring and cars will be stopped from entering either parking lot.

One class at a time will be dismissed. When each vehicle is loaded rows will exit onto Martin Rd. one at a time.

Students in 6th-8th grade will exit down the middle school steps and into the middle school parking lot. When each vehicle is loaded rows will exit past the playground and onto Martin Rd.

As a security measure, students will be released only to parents or guardians on file in the office. If you carpool with another family or allow another relative or babysitter to pick up your child, the school office must be notified.

Students will not be released to parents from the front office unless previous arrangements have been made. If you have not picked up your child by 3:35, you will be required to pick them up from the school office as soon as possible.

Note that dismissal for Little Hawks Academy morning classes will be at 11:30am for MWF preschool and pre-k classes, and noon for the Tu/Th preschool class.

### **Athletics and Extra-Curricular Opportunities**

Volleyball, Cheerleading, Cross Country, Track, and Basketball begin at the 3rd grade level. Students may participate in Cross Country prior to 3<sup>rd</sup> grade with special permission. Students may participate in Boys Tennis, Girls Tennis and Football as members of the Floyd Co. Deanery League. Flag Football and cheerleading are also available for K-2nd through the Floyd County Deanery League, Southern Indiana Catholic. Student athletes wishing to participate need to have a complete physical examination and medical release on file each year before engaging in any sport and **must maintain a "C" average and no "F" in any subject, including Special Area classes or Conduct.** For students who receive standards-based grades, an "M" average and no N in any subject. Students must maintain good conduct in and out of school in order to participate in athletics. Students must attend school at least ½ day to participate in any athletic activities that day. Students who leave school early because of illness may not participate in any athletic activity that day. Students, as spectators at games and events, are the responsibility of their parents. As Christian athletes, students represent our school and Deanery and should model good sportsmanship at all times. Likewise, SMK students and parents are expected to represent St. Mary of the Knobs Catholic School appropriately. Siblings of student athletes must be under the supervision of their parent at practices. If practices are held after school, siblings of players must remain in Child Care if their parent is not present at the time of practice. **If student athletes attend childcare after school, coaches may sign players out for practices ONLY with written permission from the parent.**

### **Awards and Recognition**

St. Mary of the Knobs Catholic School strives to recognize the successes of all students, whether in the classroom or outside of school. Formally, at nine week grading periods, a student from each class is recognized for demonstrating an outstanding Christian Spirit. Additionally, academic achievement, exceptional effort, good conduct, and outstanding improvement recognitions are given to deserving students. At the end of the year, we have the Proud Parent Parade and middle school Nesties in which teachers recognize each child for his/her gifts, strengths, and accomplishments. In addition, when students are honored for achievements outside of school, or for special events or activities, St. Mary of the Knobs and the Hawk Squad would like to recognize and acknowledge them through announcements, newsletters, bulletin board displays, certificates, or assemblies. We are proud of our students and their accomplishments!

## **Behavior Expectations**

Students are expected to display courteous, respectful, Christian behavior at all times. All students are encouraged to “be HAWKS” by being **H**onest, having a positive **A**ttitude, **W**orkmanship, **K**indness, and the **S**pirit of Christ. The following rules are general school-wide guidelines to be followed by all students:

- Be respectful to others and self (no name-calling, teasing, disrespectful language, whether written or oral)
- Be respectful to church and school property-- in all areas inside and outside the buildings (repair/replacement costs of damaged articles is required of responsible student or his/her family)
- Follow directions given by administration, faculty, staff, or adult in supervisory position
- Be honest (lying, stealing or cheating are serious offenses)
- Be prepared for class
- Be in proper uniform
- Report problems, incidents of bullying or emergencies to the teacher or responsible adult
- Don't chew gum on school grounds
- Be quiet in hallways or crossing the gym during class time to avoid distracting others
- Walk in hallways and crossing gymnasium; no playing in the restrooms

Students proudly represent St. Mary of the Knobs Catholic School by their actions and words on or off school property. Teachers have specific classroom expectations along with this school-wide code of Christian conduct endorsed by all classes.

## **Birthday Celebrations**

Celebrations of birthdays, within the school, will be kept simple. Each child is recognized with her/his name announced during the daily announcements, and the student may choose a small gift or incentive coupon from our Birthday Box.

Personal student gifts or deliveries of flowers, balloons, etc. are not appropriate during the school day. Likewise, invitations for home birthday parties may not be sent through the school unless all classmates are invited or if all boys/all girls are included in the student's class. Due to our wellness policy and student allergies, birthday treats are not allowed.

## **Books and Fees**

A book fee of \$250 per student for grades K-8 and \$100 for Preschool/Pre-K is required to offset the cost of books, technology and materials for your child. This is paid along with tuition for the school year.

Books may not be defaced, marked with pen or pencil, water-damaged or torn. They are maintained by the student. If a student loses a book, the replacement cost must be paid. Damaged books will be checked by the classroom teacher at the end of the year, and a damage fee assessed, if necessary.

## **Bullying**

Bullying is considered when offenses against a student are repeated and intentional. If bullying is determined, appropriate disciplinary action will be taken and the offense will be documented.

### **Calendar of School Events**

We encourage parents to read the weekly school newsletter and classroom newsletters for any changes in the school calendar that may be warranted throughout the school year. The school calendar is located on the school website. Please read the weekly school newsletters for dates, times, and locati

ons of events. ***Note: Calendar subject to change! Indiana requires 180 student days. Please don't make vacation plans until June!***

### **Change in Residence/Information**

It is essential that all information collected and maintained by the school regarding your child is kept current, in case of an emergency. If a change of address, phone, cell phone number, etc. occurs during the year, please contact the school office immediately. Temporary information changes due to business trips or family matters should also be reported to the school. We must be able to reach you at all times.

### **Childcare Ministry**

For the care of SMKCS students and the convenience of families, the Childcare Ministry is available from 7:00 a.m- 6:00 p.m. to families who have registered for the service. The Childcare program is registered with the State of Indiana and offers your child an extension of their education with structure, socialization time, and diverse activities outside of the school day. Snacks are provided, while lunch may be brought in from home on childcare days. A sack school lunch may also be purchased. Please bring a small pillow and small blanket for your child's rest time for those in p.m. childcare. This will be sent home on Friday for you to wash and return the next week. Thank you for not sending any toys, electronic games, software, playing cards, etc. without special permission. If a child brings a toy or item from home it is their responsibility. SMK is not responsible for items that are lost or damaged.

Before and after school childcare is available for Grades K-8 from 7:00-8:15 a.m. and 3:35-6:00 p.m. at a cost of \$5 per hour per day. Snacks are provided. Parents or caregivers must sign-in and sign-out students upon arrival and as they're picked up. Students are prohibited from bringing in food from home to eat during before or after school childcare.

The Childcare Ministry closes promptly at 6:00 PM. A **\$1.00 per minute** charge is assessed for each minute past 6:00 p.m. The direct number to the Childcare room is 812-923-2482.

Billing for Childcare will be updated in Headmaster at the first of the month to reflect dues for the month prior. Payment is due by the 15<sup>th</sup> of the following month. If payment is not received by the deadline, children may be denied Childcare attendance until the balance is paid in full. Contact Debbie Polston, Childcare Coordinator, if you have any questions.

### **Child Protective Services**

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

### **Civility Policy**

At SMKCS, students, parents, and school faculty, staff, and administration work together in the best interests of children and our school as a whole. Christian behavior and principles are endorsed as part of our school's philosophy. Civility, the act of treating all individuals with respect, is required of all parents or guardians who communicate with any school staff member in writing or conference. All staff members are required to afford the same courtesy to parents/visitors. In keeping with Christ-centered values, we expect:

1. Parents and guardians work courteously and cooperatively with the school to assist students in meeting the academic, moral, and behavioral goals established in the classroom and school.
2. Students and parents/guardians to respectfully express their concerns and suggestions about the school operation and personnel in a constructive, helpful manner.
3. Students and parents/guardians to model respectful behavior at all school-sponsored programs and events in and outside of school (ex.- field trips, athletics, etc.)

Conversations, conferences and participation in school functions will be terminated if individuals cannot maintain civility in word, manner and action. (Use of raised voices, anger, insults, threats or vulgarity will terminate conferences and communication immediately.) As a Catholic school, we promote an attitude of mutual respect and professionalism; one that mirrors our Christian beliefs through communication and cooperation among students, teachers, parents and administration.

### **Closings and Delays**

During times of inclement weather, St. Mary of the Knobs Catholic School will notify parents using the Jupiter system with regard to school closings, delays, early releases, or e-learning days. If we are operating on a two hour delay, we will begin 2 hours later at 10:30 AM for school and with a 9:00 AM opening for the Childcare Ministry. **For this reason, it is important that families have an alternate plan of child care for their children during inclement months. Morning Preschool and Pre-K will automatically be canceled on a delay.** Afternoon Preschool/Pre K will meet on a regular schedule on a delay day. The school has included snow makeup days on the calendar. E-learning days (school work completed at home on a snow day) or additional school days in late May may be added to the school calendar if necessary in order to meet the 180 day state requirement.

### **Communication**

St. Mary of the Knobs Catholic School believes in fostering excellent communication between the home, the classroom, and the school. We publish weekly newsletters from the office regarding school-wide information, while each classroom teacher also issues classroom news each week. The newsletter will be emailed to you midweek via the Jupiter system. You can refer to our website at [www.smkcatholicsschool.com](http://www.smkcatholicsschool.com) for these newsletters as well. The voicemail and email systems offer further avenues to talk to administration and staff as needed. Please do not take advantage of this open communication by emailing daily. In the operation of the

school, important issues are at stake regarding the education of our students and a daily flow of email hinders that concentration. Please address the classroom teacher for any concerns, questions or suggestions regarding discipline, class work, or classroom procedures. If your concern, question, etc. regards school policy or school-wide events, please communicate with the office manager or principal.

Please be certain to communicate any change of your student's regular plans in writing. For instance, if your child will be dismissed to childcare or a different caregiver than usual, we need this in writing for the classroom teacher. Also, if your child has plans to go home with a friend after school, you need to send a note to the school office confirming this arrangement.

Also, thank you for following proper channels when communicating. If you've gone to the classroom teacher and still have questions, concerns, or a problem not satisfactorily resolved, then arrange a time to speak with the principal next. A conference among parents, classroom teacher, and the principal may be best to meet the needs of the student and our school. If a problem persists, Pastor, Fr. Bill Marks, may be consulted to help offer resolution.

Please seek accurate information from the teacher or school officials to eliminate misconceptions. Clarify school news and information through the school office, communicating needs and concerns so that improvement, not criticism, is fostered. **Promote the good name of your child's school, St. Mary of the Knobs, through your words and actions.**

### **Curriculum**

St. Mary of the Knobs strives to provide an academic program of study of the highest quality. We follow curriculum guidelines to meet Archdiocesan and State standards. Students participate in a full array of studies, including Religion, Language Arts (integrated English, Reading, Phonics, Spelling, Vocabulary, and Poetry) Mathematics, Science and Health, Social Studies, Music, Art, Physical Education, Library and Computer Science. Extracurricular activities including Archery, Athletics, Scouts, Robotics and Academic Clubs are available for students. At St. Mary of the Knobs, we believe all children can and will find avenues for success!

### **Custodial Rights**

In compliance with State Statute IC-20-10.1-22-4.2 regarding non-custodial parent rights, non-custodial parents have access to their child's educational records unless limited by a court order. A copy of the court order must be on file at the school office. Keep us informed of any situation that could affect your child while at school.

### **Daily Schedule**

7:00 Child Care Ministry opens

8:10 Drop off begins

8:10-8:30 Students may enter classrooms for full day or AM session

8:30 Start of school day

8:35 Prayer and morning announcements

11:15-1:15 Lunch (schedules vary)

11:30 AM Preschool and Pre-K dismiss (Tu/Th Preschool dismisses at 12:00)

12:15 Preschool and Pre-K students are dropped off for PM session

3:00 PM Preschool and Pre-K dismiss

3:15 Prayer and afternoon announcements

3:20-3:35 Dismissal of students

6:00 Child Care Ministry closes

### **Discipline Code**

Appropriate school behavior is an integral part of an effective school climate. Students are expected to display courteous, respectful, Christian behavior at all times. Gospel values should be reflected in student behavior and should be modeled by their parents and school personnel. St. Mary of the Knobs Catholic School students' behavior should reflect personal discipline and respect for self and others. These family values are reinforced at school. The school has the right to call students to accountability when they display conduct contrary to Christian values and Catholic school policies.

The entire staff helps establish an atmosphere throughout the school in which children will be safe, secure, happy, and have a maximum opportunity to learn. In order to maintain a respectful, orderly, and safe environment for all, students and their parents are expected to know and abide by all school rules and procedures. Classroom teachers establish expectations and develop discipline plans for their individual classrooms. A copy of which will be sent to you by your child's teacher.

Expected behaviors of St. Mary of the Knobs Catholic School students include:

1. Students are to treat each other and school staff with respect and dignity and to be a positive role model for younger students.
2. Students are to display courtesy and respect in their language and physical contact.
3. Students are to fully participate in classroom activities, school Masses and spiritual activities, special events and programs at SMKCS.
4. Students are to follow classroom, cafeteria, hallway, gym, parking lot, and playground safety rules as reinforced by staff and administration.
5. Students are expected to complete all academic, attendance, and testing requirements.

The following is a list of universal school-wide behaviors expected and practiced by all students:

- Follow directions



- Listen carefully
- Be honest
- Be respectful
- Keep the school building and grounds clean
- Be prepared for class
- Do not chew gum or candy in school
- Be in proper school uniform
- Report problems or emergencies to the adult on duty
- Maintain a quiet, respectful atmosphere in the gym and hallways during class time
- Walk, don't run; follow school safety rules
- Soar like HAWKS!

When students break school rules or violate general rules of conduct, the teacher may use a variety of responses to modify behavior. Talking to the students is the first course of action. Proactive measures will be taken to encourage cooperation and consequences that remedy the problem are encouraged. Parents will be notified if a problem continues and the teacher may request a conference. If the cooperative efforts of the parent, teacher, and child do not solve the problem, the principal will provide further support and possible administrative action.

In most situations, unwarranted behavior is corrected by consequences designed to teach and reinforce expected behaviors. However, repeated disregard of school rules, blatant disrespect for students, faculty, staff, or property, or a single serious infraction may jeopardize a student's status and he/she may be suspended or expelled from school.

The following behaviors are never permissible and would result in serious consequences, possibly including suspension or expulsion:

Fighting, bullying or threatening another student

Blatant defiance of school staff, policies, or practices

Profanity or verbal abuse

Cheating

Continuous refusal to prepare assignments or participate in class

Vandalism or willful destruction of school property, building or grounds

Possession of a weapon or other dangerous object

Possession of or use of tobacco products, including vaping

Possession of or use of alcohol, drugs, or inhalants

\*\*\* Possession of a firearm or buying or selling of drugs or alcohol at school/ any school-related event is immediate grounds for expulsion from St. Mary of the Knobs Catholic School & law enforcement officials will be contacted.

**Detention:** After 5 tardies per quarter, 5 behavior notices or 5 dress code infractions, students will serve an early morning detention, supervised by a classroom teacher. Students will complete a “Detention Packet” including a written essay while in detention. Students are detained from 7:45-8:15 a.m. at the inconvenience of families and displeasure of students to make the point that a change in behavior is necessary. Parents will escort students to the office to report to detention. Detention need never be served if school policies are being followed. Detention takes precedence over other student commitments or responsibilities that morning. Students arriving late for detention will be required to serve an additional detention.

**Procedure for Serious Infractions:** When a student is in serious violation of school policies, a fair process is in place directing subsequent actions. The student will be sent to the office and parents will be contacted. The student may be sent home for the remainder of the day and will not be readmitted to class until a conference can be held with the principal, the teacher, and parents. If caregivers cannot be contacted, the student will be placed in an in-school time-out area for the rest of the day. Readmission to class will be allowed only after a parent conference. It will be determined at that time if further disciplinary action is necessary.

**Suspension:** When normal corrective measures do not change student behavior or in the event of a single serious incident, the principal may place the child in an out-of-school suspension for a period of one to five days. During this time, an intervention plan will be devised for the student which may include school consequences, counseling, and/or a behavioral contract. Failure to abide by the terms of the suspension would result in the dismissal of a student from St. Mary of the Knobs Catholic School. During a suspension, the student is required to complete assigned class work but will not receive instruction or credit for missed classroom assignments or tests. Students suspended from classes may not participate in field trips or any other school-related activities during the suspension period.

**Due Process for Suspensions includes:**

1. Investigation of misconduct.
2. Oral or written notice to the student of the intent to suspend.
3. An opportunity of an informal hearing before an administrator to allow the student to explain his/her actions and to learn the reasons for the suspension.
4. Written notice to parents as soon as possible after the hearing noting the reasons for the action and the length and conditions of the suspension.

**Expulsion from School:** In extreme cases or when other measures of the behavioral program have not corrected unwarranted behavior, St. Mary of the Knobs Catholic School reserves the right to dismiss a student from school. In fairness to students and their parents, due process will be followed in accordance with Archdiocesan policy. The decision to expel a student will be made only by the principal.

**Due Process for Expulsion includes:**

1. A thorough investigation of the misconduct.
2. Notice in writing to the student and parents listing the charges, possible penalty and offering an opportunity of a hearing within 5 days.
3. Opportunity for a hearing before an administrator which provides, at minimum, a recitation of the charges and presentation of the evidence. The presence of the parents is encouraged, but not mandatory.
4. Opportunity for the student and parents to tell their side of the story, to present new evidence and question the reasons for the intended expulsion.
5. A written record of the hearing will be maintained.
6. Determination of fact and decision on the intended expulsion after the hearing.
7. Written notification to the student and parents detailing the findings of the hearing and the final determination, length and conditions of the expulsion will be forwarded.
8. Opportunity to appeal this decision to the pastor within 10 days following expulsion notification.

(During an appeals process, the student will not be allowed to attend St. Mary of the Knobs Catholic School. The student is not entitled to legal counsel at the hearing. If the child is readmitted to the school, counseling, a behavioral contract, or other intervention plan may be required.)

**Dress Code/Uniform Policy**

The purpose of the school uniform is to promote neatness, discipline, and to build a sense of school identity. When students are well-groomed, they feel good about themselves and optimal learning can take place. Competition and comparison are also extinguished with attention given to the person, not the clothing. The enforcement of the dress code is a joint responsibility of students, parents, teachers, and administration. Parents must see that children leave the home properly attired, teachers and administrators must see that students follow the uniform policy.

Uniforms may be purchased only from these companies: Land's End, RiverCity Workwear in New Albany, or Shaheen's in Louisville. The quality and fade-resistant nature of uniforms carried by these vendors meets the expectations of St. Mary of the Knobs Catholic School dress code. Rivercity has most uniform apparel items available in the store now! You may also shop SMK's online store through RiverCity at this link <https://www.rivercityworkwear.com/smk-store-nop>. When ordering from Land's End by internet or phone, you must enter the school priority code of 9000-7650-6 or say St. Mary of the Knobs to receive the correct merchandise. Likewise, at Shaheen's you must give our school name to get the right uniform. Uniform shirts with the SMKCS logo can be purchased through any of these providers. New uniforms are no longer sold at school. Uniform shirts must contain the church steeples logo (the Mary logo is no longer allowable) for grades

K-5, grades 6-8 will have a different logo. Students' uniforms must be clean and in good repair, without holes or stains. Uniforms should fit the student properly, are not to be baggy, cut-off or rolled up.

### **Boys**

1. Pants- Uniform chino fabric navy blue. Pants are to be worn at the waist with hem at least one inch from the floor, not dragging.
2. Shorts- Uniform navy blue walking shorts of chino fabric not jersey or corduroy. Shorts are to be worn at the waist, no longer than one inch below the knee nor shorter than 2 inches above the top of the kneecap.
3. Shirts- K-5<sup>th</sup> grade: Uniform white or red with collar, long or short-sleeved with school logo. 6<sup>th</sup>-8<sup>th</sup> grade: Uniform grey or red with middle school logo.
4. Sweaters- Navy blue or red, cardigan, pull-on with round collar or V-neck, vest. Grey zip up fleece with logo available at RiverCity.
5. Sweatshirts- St. Mary of the Knobs uniform sweatshirt, navy or red. A white or red uniform logo shirt or a turtleneck must be worn under the sweatshirt or sweater. (Middle school logo is not required on sweatshirts for Gr. 6-8, but is allowable) Students in grades 4-8 may wear red quarter-zip sweatshirt with school logo.
6. Socks- Solid white, red, or navy, plain with no logos, designer labels, stripes, or trim. **Socks must cover the ankles and should be seen above shoes; no footies.**
7. Shoes- Athletic shoes or dress shoes with rubber soles. **Boots, cleats, heelies, crocks or sandals are not permitted.**
8. Belt- Plain or braided navy, brown, or black, without grommets or designer-look buckle. Must be worn with uniform pants or shorts with belt loops. (Only the smallest sizes (4-6x) shorts or pants may have an elasticized waist; all other uniform pants or shorts require a belt.)
9. Hair- Personal cleanliness is a must. Hair should be neat, clean, and kept at a short length, off the collar and out of the eyes. Unnaturally bleached, dyed hair or colored hair gels are unacceptable. Students may not have symbols, letters or numbers shaved in their haircuts.
10. Other- Earrings, gauges, facial or body piercing, real or fake tattoos are not permitted. Jewelry (rings, necklaces, bracelets, etc.) should be kept to a minimum. Only simple necklaces such as a cross or medal are allowed. Hats, scarves, non-uniform sweatshirts, or jackets may not be worn in the classroom. Shirttails must be tucked in. Jackets and sweatshirts may not be worn tied at the waist.
11. For Physical Education Class- The SMKCS Phys. Ed. uniform of navy jersey, elasticized-waist SMK shorts or navy SMK sweatpants, red SMK PE T-shirt and athletic shoes with rubber soles are worn on PE

days only. The PE uniform serves as the school uniform for the day, so students are dressed appropriately, can be comfortably active and don't need to change clothes. For safety's sake, high-heeled, slip-on or open-heeled tennis shoes are not allowed. Athletic shoes should tie securely with shoestrings. Families may purchase Phys. Ed. uniforms from Rivercity Workwear including t-shirts, shorts, and sweatpants. The '20-'21 school year is the final year that the older PE uniform is allowable. PE is on Wednesdays. Gr. 6-8 PE pants are to be purchased through RiverCity or Shaheen's.

### **Girls**

1. Pants- Uniform chino fabric navy blue. Pants are to be worn at the waist with a hem at least one inch from the floor, not dragging.
2. Shorts- Uniform navy blue walking shorts of chino fabric, not jersey or corduroy. Shorts are to be worn at the waist and no longer than one inch below the knee or shorter than 2 inches above the top of the knee cap. Plain navy, black, or red bike shorts may be worn under jumpers. These should not be longer than the jumper length.
3. Shirts- K-5<sup>th</sup> grade - Uniform white or red with collar, long or short-sleeved. Peter pan-collared white blouses, long or short sleeve under jumpers. Red or white turtlenecks may be worn under sweatshirts or sweaters. 6<sup>th</sup>-8<sup>th</sup> grade - Uniform grey or red with middle school logo.
4. Sweaters- Navy blue or red cardigans. Grey zip-up fleece with logo available at RiverCity.
5. Sweatshirts- St. Mary of the Knobs uniform sweatshirt, navy or red. A white or red uniform shirt with a collar or a turtleneck must be worn under the sweatshirt or sweater. (Middle school logo is not required on sweatshirts for Gr. 6-8). Students in grades 4-8 may wear a red quarter-zip sweatshirt with a school logo.
6. Socks or tights- Solid white, red, or navy, plain with no logos, designer labels, stripes or trim. **Socks must cover the ankles and should be seen above shoes; no footies or socks with pompoms are permitted.**
7. Shoes- Athletic shoes or dress with rubber soles. **Boots, cleats, hee-lies, high-heels, sandals, clogs, crocks or other open-toed or open-heeled shoes are not permitted.**
8. Belt- Plain or braided navy, brown, or black, without grommets, sparkles or designer buckle. Must be worn with uniform pants or shorts with belt loops. Girls may wear uniform-print plaid belt. (Only the smallest sizes (4-6x) shorts or pants may have an elasticized waist; all other pants or shorts require a belt.)
9. Jumper- (Kgn –Gr. 3) Skort (Grades 3-5) Girls must be in grade 3 to wear a skort, and may continue to wear jumpers, if desired, past grade 2. SMKCS uniform plaid from Shaheen's, Land's End, or RiverCity.

Grades 6-8 may wear a navy skirt available from our uniform suppliers. Appropriate skirt length is no shorter than two inches above the top of the knee cap.

10. Hair- Personal cleanliness is a must. Hair should be neat, clean, kept at an appropriate length and out of the eyes. Unnaturally bleached or dyed hair or colored hair gels are unacceptable. Hair accessories should be unobtrusive, kept to a minimum and match the school uniform or hair color (ex.- braided brown headband.)

11. Other- Makeup, gauges, facial or body piercings, real or fake tattoos are not permitted. Girls may wear one set of simple stud or small hoop earrings. Jewelry (rings, necklaces, bracelets, etc.) should be kept to a minimum. Only simple necklaces such as a cross or religious medal are allowed. Acrylic or long nails are not permitted. If nail polish is worn, it should be clear or a natural light pink. Hats, scarves, non-uniform sweatshirts, or jackets may not be worn in the classroom. Shirttails must be tucked in. Jackets and sweatshirts may not be worn tied at the waist.

12. For Physical Education Class- The SMKCS Phys. Ed. uniform of navy jersey, elasticized-waist SMK shorts or navy SMK sweatpants, red SMK PE T-shirt and athletic shoes with rubber soles are worn on PE days only. The PE uniform serves as the school uniform for the day, so students are dressed appropriately, can be comfortably active and don't need to change clothes. For safety's sake, high-heeled, slip-on or open-heeled tennis shoes are not allowed. Athletic shoes should tie securely with shoestrings. Families may purchase Phys. Ed. uniforms from Rivercity Workwear including t-shirts, shorts, and sweatpants. PE shirts and shorts are available at Rivercity. The '20-'21 school year is the last year that the old PE uniforms will be permitted. PE is on Wednesdays or Thursdays. Gr. 6-8 PE pants are to be purchased through RiverCity or Shaheen's.

### **Early Entrance for Preschool/Kindergarten**

If class size permits, a student may be considered for entrance to Preschool if he/she turns three years of age between Aug. 2 and Oct. 1, is potty-trained, can separate from parents, and is able to keep up with classmates academically and socially. Early Entrance Preschoolers may need to attend Little Hawks Academy for three years. They are not automatically entered into Kindergarten early. We follow Early Entrance procedures as outlined by New Albany/Floyd County Schools for entrance into the Kindergarten program.

If class size permits, a student may be considered for entrance to Kindergarten if he/she turns five years of age between Aug. 2 and Oct. 1. (Students with a birthday after Oct. 1 will not even be considered for early entrance by New Albany-Floyd County or St. Mary of the Knobs Catholic School.) The child will be assessed by the school principal and Kindergarten teacher. Parents must fill out a form indicating their reasons for desiring early entrance for their child and attend a parent meeting at NAFC Administrative Services Building. The child will then be assessed by a team of Early Childhood educators to determine readiness to begin Kindergarten and families will be notified of their findings.

### **Emergency Procedures**

In the event of an emergency, each student is required to have on file in the school office an Emergency Information Form with current information on how we may contact parents or guardians as well as any medical or special information.

Fire, tornado, earthquake, intruder, and disaster drills are held on a regular basis in accordance with state guidelines. Detailed exit plans are posted inside each classroom doorway. Students will not be dismissed from class during a tornado warning or severe thunderstorm warning until the threat has passed. During a weather emergency or disaster alert, parents should stay tuned to the radio or weather channel for guidance or information on school closings. Necessary information will be communicated to parents via the Jupiter notification system. Parents must sign out their children through the school office before we can release students from school.

### **Enrollment**

Enrollment for new students and Kindergartners will begin in September, and is also held on the last Sunday in January in the school gym. Immunization records, birth and baptismal certificates are required along with a nonrefundable enrollment fee. School age student enrollment is contingent upon receipt of previous student records, including most recent report card and IEP (if applicable), and will be on a probationary basis for the first semester.

Students who are currently registered will complete a form indicating their desire to continue enrollment at St. Mary of the Knobs Catholic School and pay the enrollment fee. Continued enrollment is based on student achievement, attendance, behavior, parental cooperation, and meeting financial obligations to the school. Continued admission of students is not guaranteed, but is the decision of the school administration.

Parents withdrawing students are asked to submit an exit interview form to the office. These parents may also be asked to speak with the principal and/or Pastor before records are forwarded to the school the child will be next attending.

### **Faculty/Staff**

Pastor - Fr. William Marks

Principal - Mrs. Tracy Jansen

Office Manager – Mrs. Brenda Lilly

Office Assistant - Tara Libs

Preschool - Mrs. Brandi Sherrell

Pre-Kindergarten – Mrs. Brooke Lang

Mrs. Debbie Polston

Kindergarten - Mrs. Stefany Bragg

Mrs. Brandi Dreher

1st - Mrs. Connie Bierman

Mrs. Katie Shoffner

2nd - Ms. Mindy Koerner

Mrs. Michelle Denison

3rd - Mrs. Kimberly Paris

4th - Ms. Megan McNew

Ms. Jessica Pinnick

5th - Mrs. Maggie Banet

6<sup>th</sup>- Mrs. Brittany Geswein (homeroom)

7<sup>th</sup>- Mrs. Angie Tevis (homeroom)

8<sup>th</sup>- Mrs. Andy Kraft (homeroom)

Special Education/Reading Specialist Mrs. Julie Libs

Instructional Assistants – Mrs. Maggie Walker, Mrs. Tara Libs, Mrs. Sara Jones, Ms. Alicia Popson, Ms. Kayla Brooks, Mrs. Mary Jean Patterson, Mrs. Wendy Routh, Mrs. Patti Elias, Mrs. Karen Shaw

Music/Arts/Foreign Language - Mrs. Jenna Foster

Technology - Mr. Jonathan Lozon

PE – Mr. Jonathan Lozon

Counselor Mrs. Michelle Frossard

Custodian - Mr. Terrance Fitzgerald

Cafeteria – Mrs. Jan Jennings and Mrs. Cathy Reed



Child Care Ministry –  
Aftercare Team

Mrs. Debbie Polston Mrs. Jackie Rosenberger, Mrs. Ruth Kutemeier, and

### **Faith Expectations**

Make yourself a powerful example of Christ's light in our school community through: encouraging prayer, attending Mass, modeling respect, celebrating human dignity at all times, refraining from gossip and the spread of negative talk, sharing your God-given gifts and resources, teaching and loving as shown by God's example, our Savior, Jesus Christ.

### **Field Trips**

Many valuable educational activities are important enough to take students away from the school grounds during the day. These field trips provide many excellent hands-on and often real-world experiences. They are considered educational and students are expected to participate. If students do not participate, they are required to remain at school and complete appropriate coursework to enhance learning during the time of the field trip.

Parents may volunteer for particular trips to chaperone students. **It is not permissible for parents to bring younger siblings of students on field trips or to meet the group there with younger children.** Chaperones have an important role and their attention should be directed to the teacher and the class. In the younger grades, we will focus on trips where the class stays together instead of splitting into smaller groups and separating. In this way, the field trip will be a similar class trip for all, with the teacher offering direct supervision.

### **Grading Policy**

Student grading is coordinated along Archdiocesan guidelines and is designed to reflect a student's achievement. Report cards are sent home at the end of each nine week grading period, and formal parent conferences are held twice a year. Parents may request other conferences with the teacher to chart student progress or to discuss concerns. If a student does not meet academic and effort standards, St. Mary of the Knobs may retain the child in the current grade level for the next year. A parent conference will be called by the principal prior to a student being retained.

#### **K-3rd Grade Grading Scale**-(Archdiocesan scale followed by Catholic schools in the New Albany Deanery)

E (4) Exceptional

M (3) Mastery

P (2) Progressing

N (1) Not Progressing

#### **4th – 6th Grade Grading Scale**-(Archdiocesan scale followed by Catholic schools in the New Albany Deanery)

A-93-100

B-85-92

C-76-84

D-70-75

F-69 or below

## **Health/First Aid/Medication Policy**

### **Health**

Please keep your child home from school if he/she is ill. If your child is under a doctor's care for any reason, please inform the school office. This includes skin rashes & discolorations, irritated eyes, ear aches, etc. Often, students are brought to the office with concerns only to find out that parents are well aware of this and students are being treated. We really appreciate this information to best meet your child's needs.

Students will be sent home if:

- a. Running a fever of 100.4degrees or more. Children should be **fever-free for 24 hrs.** before returning to school.
- b. An unexplained rash, redness, or itching, red, watering, or irritated eyes. Often review by a physician is necessary before the student can return to school. A note from the Dr.'s office must be brought in by the student or faxed to the school (812-923-0310) so the student may return to classes.
- c. Any condition meriting doctor review (ex.- injury, severe headache, stomachache, pink eye, chest pain)
- d. Vomiting
- e. Head lice or nits

### **First Aid**

If an accident occurs, or if a child needs to be sent home because of an illness, parents or emergency contacts will be notified. Parents are asked to alert the school, in writing, of any physical or emotional or medical condition a student may have. School personnel will administer first aid, clean wounds, or apply direct pressure to stop bleeding. Staff members may also take a student's temperature or apply an ice pack as warranted.

### **Immunizations**

All students must be up-to-date on immunizations to attend school. Each dose of vaccine should be denoted by complete month/day/year in our school immunization records. The Indiana Department of Health Code states that a child is not permitted to attend school if immunizations are not current.

### **Medication Policy**

Indiana laws require that school personnel observe certain safeguards in overseeing the administration of prescription or over the counter medications to pupils. The school staff is prohibited from dispensing medications unless a prescription signed and dated by the physician and a medication form signed by the parent is on file. Students taking prescribed medications must come to the school office to take their medication. Also, medications may not be transported to and from school via the student's backpack. Parents must deliver the medication to the office or a staff member and likewise, staff members must hand the medication directly to parents. Any student with a life-threatening condition may carry medication such as an inhaler, epipen, glucose tablets, etc. provided a doctor's statement is on file in the school office.

Nonprescription medications, such as pain relievers, are not overseen by school staff unless these nonprescription drugs have a doctor's orders for administration. Parents must bring in their own supply of nonprescription drugs for their students; the school does not dispense Tylenol, calamine lotion, Benadryl, etc. If desired, parents may come in and give a nonprescription medication to their child personally.

Students with severe allergies requiring the use of an EpiPen must have one both in the office AND Childcare.

### **Environmental Safety**

SMKCS is in compliance with the Indiana Pesticide Use at Schools Rule (357 IAC 1-16). When and if the school uses any pesticides (weed killers, fungicides, rodenticides, etc.) in or around the school, it will be in the absence of children. Please contact the facilities manager if you would like to be notified about pesticide applications.

St. Mary of the Knobs of the Archdiocese of Indianapolis has complied with the EPA School Rule (1982) and AHERA (1986). The management plan for meeting the requirements of AHERA is available upon request in the school office. The initial required inspection of this school was completed on June 2001 by an accredited inspector/planner. The asbestos-containing building materials identified, if left undisturbed, do not present an immediate danger to building occupants. Furthermore, periodic surveillance of asbestos-containing building materials is completed every six months to ensure that the materials are undisturbed and in good condition. The building is re-inspected by an accredited inspector/planner every three years after the initial inspection.

### **Homework**

Homework is an important component of academic success. It is designed to be a constructive tool in the learning process. Homework is given to support the mastery of Indiana Academic Standards while developing critical thinking skills and self-expression. Homework helps students develop independent work-study habits, reinforces the learning that takes place in school, aids parents in observing their child's progress, and is a connection between school and home. Students are expected to complete homework assignments on time and as directed by the classroom or Special Area teacher. Failure to properly complete assignments will negatively affect grades and academic progress.

Beginning in the third grade, students are required to use a planner to record homework assignments. It is recommended that students in the Kindergarten and first grade level have approx. 10 min. of homework per

night and this increases incrementally with each grade. (Second grade, approx. 20 min. per night; 3rd grade, approx. 30 min., etc. per night) These homework times are subject to your child's individual pace, concentration and homework habits. Reading time and/or IXL may be assigned in addition to the regular homework requirement. As with all learning, some of us need more time than others. Be sure to communicate with your child's teachers about any homework concerns. We encourage every child to read approximately 15-30 min. per night in addition to the class homework.

Homework is primarily to be done at home; it is not up to the classroom teacher or Childcare staff to supervise or give time for homework. Parents, please provide a work space and quiet time for your child. Show a positive interest in homework and all schoolwork. Support and encourage learning, practice, and neatness, but homework is to be completed by the student.

### **Internet Use**

We endorse the responsible use of the internet as a learning tool and research device to bring the world to our students. We monitor internet use closely and have each family sign an internet policy agreement before students use this important educational tool. If you allow your child to utilize the internet at home, please actively monitor their use and limit the time they spend online. Please be aware of online personal sites such as Facebook, Instagram, and Twitter that are readily available and used by some students. In this technological age, it is imperative that we teach our children about online safety so that they realize the dangers of posting personal information on the internet. Incidents of inappropriate use of the internet including threats, bullying, derogatory references to self, other students, teachers and others or any sexual or inappropriate content will not be tolerated and may result in disciplinary action, even expulsion. Most incidents originate on home devices and then "carry over" into the school. Parents need to take an active role in knowing what their children are doing online. Home and school must work together to teach our children to be aware of the dangers, to be responsible information seekers and to prevent inappropriate use of technology. It is a valuable educational tool when used appropriately.

### **Liturgies**

Students will have an active role in weekly Masses at St. Mary of the Knobs. Masses will be held for school students, their families, all parishioners and guests on Fridays at 9:00 AM in the church throughout the school year. Any deviation from the Friday Liturgy schedule will be communicated through the weekly newsletter and school website. We welcome you to attend these Friday masses, and invite a guest!

### **Lost & Found**

Any clothing or items left in Lost & Found without a name will be sent to charity after a reasonable amount of time. Please label all articles of clothing to avoid this. Currently, Lost & Found is located in a bin inside the cabinet outside of the school office. Parents are encouraged to check this area if they have a missing item.

### **Lunch Procedure**

Students may bring lunches from home or order a hot lunch from the cafeteria each day. Bringing both food from home and ordering a lunch tray is not permitted. We prepare our hot lunches here at St. Mary of the

Knobs. Parents begin a lunch account for their students by remitting \$50. When a student's cafeteria account shows a negative balance, the school office will invoice so that the account may be replenished. The cost of a student lunch is \$3.25, including milk. Milk alone is \$0.50. Adult lunches are \$3.65 **Lunches must be called in by 9:30 AM each day.**

During the designated lunch time, students sit at tables in the gym to eat lunch and visit with friends. Instructional assistants will provide supervision at this time. Students are asked to follow lunchtime etiquette and talk quietly with friends. The adults will dismiss students by table to discard food items and paper goods then line up for recess. Please take into account the importance of a nutritious lunch and snacks. Fast food lunches and soft drinks are prohibited.

We welcome families to apply for free and reduced lunches. Applications are available to all families at the time of registration and from the school office year-long.

### **Mascot**

Our school mascot is the red-tailed hawk. Once, hawks flourished in our area, often flying over the spire of St. Mary of the Knobs Catholic Church. For a while, they seemed to disappear. They returned to the grounds of St. Mary of the Knobs around the time that the school reopened in 2001. With pride, we've chosen this intelligent bird to depict our spirit and to be our school's mascot as we soar with our strengths, especially attributes such as **Honesty, Attitude, Workmanship, Kindness, and Spirituality.** Let's show our positive HAWKS spirit in action!

### **Nondiscrimination Clause**

St. Mary of the Knobs Catholic School serves St. Mary of the Knobs Parish and the larger Southern Indiana community. St. Mary of the Knobs admits students of both gender and any race, color, national or ethnic origin to all the 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 or ethnic origin in administration of its policies, admissions, or school-sponsored programs.

### **Office Procedures**

The school office is open from 8:00 AM-4:00 PM. Our School Office Manager, Mrs. Brenda Lilly, is available for assistance and receiving payments. Questions and concerns are more easily clarified during school office hours. For other correspondence, please remit in an envelope labeled with your name, child's name, subject of transaction and amount to your child's teacher or childcare staff member. The school office phone number is 812-923-1630 and our fax is 812-923-0310. Mrs. Lilly may be contacted at [blilly@yoursmk.org](mailto:blilly@yoursmk.org).

### **Parent -Teacher Conferences**

We believe in developing a strong link between home and school for the benefit of each child. Parent-Teacher conferences are formally held twice a year, in Fall and Spring, for grades Kindergarten-8<sup>th</sup> grade. The October conferences are mandatory for K-5<sup>th</sup> whereas the March conferences are as needed. Parents or teachers may request a March conference. Students in grades K-2 may attend. Students in grades 3-5 may be asked to attend. Parent-Teacher Conferences for our Little Hawks Academy will be in January. Communication is always

encouraged. Informal conferences may be held at any time as requested by the parents, teachers, or administration.

### **Parish/Teacher Organization**

St. Mary of the Knobs Catholic School's Parish-Teacher Organization was established to assist and advise the school principal on matters concerning the expression of the educational ministry to youth through the Catholic Elementary School. The Parish Teacher Organization serves the students, faculty, staff, parents, guardians and parish members in providing services, volunteers, fund-raising events, and social activities. All parents, guardians of students, members of the faculty, and parishioners are encouraged to become members of the SMKCS PTO and to actively participate in PTO events. You'll make many friends and support our school at the same time!

### **Promotion / Placement / Retention**

Students are **promoted** to the next grade when they have achieved the grade level IN state standards and successfully met requirements on their own without any accommodations in the classroom setting.

Students are **placed** in the next grade when they have worked to the best of their ability, but have pervasive difficulties across the curriculum and have not progressed independently at an acceptable level. However, repeating the grade would not benefit the students or allow for mastery.

Students are retained when they have not shown readiness or have not progressed at an acceptable level in meeting IN state standards for their grade level. An additional year in the grade level will allow for mastery.

If a teacher perceives advantages in **retaining** a student, he/she will discuss these legitimate reasons with the principal and child's parents to attempt to arrive at a mutual agreement for the good of the child. Parents will be notified of these concerns by March 31. A form noting this process will be kept in the student's permanent record file.

### **Response to Intervention (RTI)**

The Response to Intervention (RTI) Team is a group of teachers, chaired by the principal and special education teacher whose purpose is to support teachers and parents to ensure the success of all students at St. Mary of the Knobs Catholic School. The team identifies and recommends strategies and /or school and community resources as necessary. Both teachers and parents may refer students to the Response to Intervention Team. The teachers will adapt classroom materials, methods and resources to meet the diverse needs of their students. There is much we can do first in the regular classroom to engage, assist, assess and adapt instruction for students. After 20 school days of RTI, the parents of students whose needs cannot be met in this way will be advised and referred to pursue testing through New Albany-Floyd County Special Education Services. At St. Mary of the Knobs, we work closely with the Special Ed. office and teachers to meet the educational needs of each individual child and provide the best education possible. All referrals and discussions of the team are strictly confidential as are all student records. Please speak to the principal for any clarification regarding the RTI process.

### **Recess Procedure**

Students will be taken outside for recess daily, weather permitting. Students are often taken outside twice per day. Teachers, childcare staff, and/or instructional assistants will supervise at this time. Students look forward to this time to play and socialize, yet some guidelines are given to provide safety. **We do go outside most days, so please be sure your child is dressed for the weather.** Appropriate shoes are very important for safety on the playground equipment. Requests to stay in at recess should be limited and must be approved beforehand by the teacher or principal. Most children respond better to fresh air and time to walk with friends than staying inside. Proper supervision is also a concern at this time, so arrangements will have to be made if your student is not at recess.

### **Report Cards / Progress Reports / Honor Roll**

Report cards and progress reports are distributed every nine weeks. The final report card will be sent home with your child at the end of the school year. Preschool and Pre-Kindergarten send progress reports in Jan. and May. Please sign and add your comments to the report card, returning it to the classroom teacher in the time specified. Completed papers, notes, observation, and homework offer ongoing informal reports of your student's strengths and areas needing improvement. Report cards are a way of communicating your child's progress in academics, social skills, school culture, work habits, attitude, and effort. This way parents and teachers can work to meet the student's needs and see that each child achieves success in his/her own right.

Students in Grades 4-8 may attain a spot on the Honor Roll by earning A's and B's or all A's for the report period. In order to be considered for the Honor Roll, students may not have an NP (Not Progressing) in any Special Area class or in Conduct. M (Mastery) or P (Progressing) must be earned in these areas as well. Students in grades K-2 will use a standards-based report card.

### **Roles and Responsibilities**

The Pastor has the ultimate authority for all educational operations in the parish. He delegates the administrative responsibilities of the school to the Principal. These responsibilities include, but are not limited to, the operation of the school program and building, management of all faculty, staff, volunteers, and students, providing instructional leadership, the hiring, support, and supervision of staff members, professional development and evaluation, establishment of educational programming, the management and evaluation of student behavior and spiritual leadership. Therefore, if a concern or complaint surfaces, this should first be brought to the attention of the classroom teacher if it is a classroom issue. If it is a school-wide concern, or needs further attention, the principal should be informed. The pastor is only notified if requested by the principal for consultation or if resolution has not been met by the school administrator and the parties at hand. Direct communication to the school administrator with questions, concerns, or compliments keeps the lines of communication open, alleviates misconceptions, and allows for the spread of accurate information regarding our school.

### **Sacramental Program**

At St. Mary of the Knobs, students will make the Rite of Reconciliation in grade 2 and receive their First Communion in grade 2. Preparation for reception of these sacraments is the responsibility of the parents working with the second grade teacher. Students in grades 3-8 are encouraged to participate in Penance Services

during Advent and Lent. The Director of Religious Education assists the teachers in the necessary sacramental preparations. The DRE will also conduct sessions for parents of students as they prepare to receive the Sacraments of Reconciliation and the Eucharist.

### **School Commission**

The parish governance structure incorporates a Pastoral Council and several Ministry Commissions. St. Mary of the Knobs Catholic School will operate under the guidance and policies set forth by the School Commission. The school principal is the professional leader of the School Commission as an ex-officio, (non-voting) member.

The St. Mary of the Knobs School Commission strives to promote and support the highest quality spiritual, academic, and developmental programs for all students. The Commission works in cooperation with the principal, pastor, Pastoral Council, Faith Formation Commission, and other organizations within the parish.

### **School Spirit/Good Name of our School**

We are very proud of our school and express our school spirit in positive, healthy ways. Occasionally, on selected dates, students will be encouraged to participate in school Spirit Wear Days. Acceptable Spirit Wear includes jeans and an SMK shirt or sweatshirt. No jean shorts, skirts, or skorts are allowed. If students prefer not to wear jeans, then school uniform bottoms must be worn with an SMK shirt or sweatshirt.

Students should always be mindful of the school they represent and the effect their behavior may have on the reputation of St. Mary of the Knobs Catholic School. Students are to set a good example and follow the SMKCS code of conduct whether in school or outside of school. The good names of our school and of each student are valuable assets we protect.

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer/Chromebook, phone, ipad or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

### **Special Needs**

Students with special needs who apply for admission to St. Mary of the Knobs School will be determined on a case by case basis and will be accepted if St. Mary of the Knobs, with reasonable accommodations, can meet the student's programmatic needs. Our school recognizes that students learn differently, and some students have special needs which may require accommodations of traditional learning, teaching strategies, and/or content



material. Our Special Education Coordinator will work closely with classroom teachers to design an appropriate plan to differentiate and reinforce learning for students. Those children identified with physical, emotional, or learning disabilities must be assessed by a team of professionals and a case conference held with parents, administrators, and Special Services personnel to determine an individualized education plan, receive best placement, available special services, reasonable accommodations, or classroom adaptations.

### **Speech**

Speech services are available to students free of charge from New Albany/Floyd County Special Services. A Speech Therapist will meet with your child here at St. Mary of the Knobs Catholic School, usually during the school day. Parents may obtain speech referral forms from the office. This must be filled out by the parent to grant permission before the student can be assessed by the Speech Therapist.

### **Technology**

Age-appropriate technology is utilized at SMKCS to enhance every child's education. We believe the best instruction is often delivered through interactions and hands-on experiences, and occasionally through technology. Parents are asked to evaluate their own technology use in the home, as they are the models for their children. Many recent studies have proven the detrimental effect of too much screen-time for young children and adolescents, as well as the impact on the family unit. Parents at SMKCS are encouraged to go against some of today's cultural norms, including giving children hand-held devices until they are really needed, and children are mature enough to handle the responsibility. Cell phones, SMARTwatches, and wrist pedometers such as Fitbits are prohibited at school.

If technology devices are borrowed or rented from the school for educational purposes, any repairs or replacements will be the responsibility of the borrowing family/child.

### **Telephone Usage**

Students and teachers are ordinarily not called to the telephone during instructional time, except for emergency messages. **Student use of cell phones is not permitted on the school grounds during the school day.** If brought to school, cell phones will be confiscated and returned to parents. Students may use the telephone only with the permission of the teacher, office manager, or principal. Teachers have phones in their classrooms and can receive voice messages during the day or after school hours; they will then return calls on a planning period or the next day. However, an email or note may be the best way to get a message to a teacher. The school office answering system will receive messages or track attendance during and after school hours.

### **Testing and Evaluation**

Students in grades 3-8 will participate in the standardized testing services and schedules of the state of Indiana by taking the ILEARN assessment in the Spring. Students not acquiring the standards set by the State of Indiana will be offered remediation through New Albany-Floyd County's Summer School Program, private tutoring, or remediation program. Students in Grade 2 will take the CoGAT assessment which measures individual criteria helping teachers better assess the aptitude and achievement of students. Terra Nova testing will be administered in the Fall. Students in Grade 3 will also take the Indiana Reading Evaluation And Determination (IREAD-3)

Assessment. Based on the Indiana Academic Standards, IREAD-3 is a summative assessment that measures *foundational reading standards* through grade 3. IREAD-3 is administered during March. Those students who do not pass IREAD-3 will be required to participate in interventions prior to the mandatory re-take administered during the summer months.

Attendance during these testing periods is crucial and absence for any reason other than illness or a death in the family is strongly discouraged. It is very difficult to reconstruct the testing climate for make-up exams.

### **Threat Assessment Protocol**

Any student, parent or guardian, or school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:

- ÿ assume the threat is serious
- ÿ report the threat to the school administrator
- ÿ be available and cooperative in providing a statement of information, with the understanding that the information source will remain anonymous to the greatest extent possible
- ÿ immediately remove the person making the threat from the classroom and take to a secure area while investigating further
- ÿ notify law enforcement officials
- ÿ provide written statements regarding the threat of violence

### **Transfer Procedures**

In case of a student transfer to another school, the principal, teacher involved and school office should be informed in sufficient time to make the necessary arrangements and complete the needed forms. Student records are requested and transferred from school to school and may not be transported by parents. All financial commitments must be met at one school before records will be transferred to the next school.

If the student is transferring to another New Albany Deanery school, both schools will be in contact to confirm financial, academic and behavioral standing of the student before the transfer is complete.

If a student is transferring to SMKCS from another school, a copy of the most recent report card and IEP (if applicable) are required. Any transferring student is admitted on a probationary period.

### **Tuition Assistance**

Parishioner families may obtain an application for financial assistance from the school office. Eligibility will be determined by the pastor, principal, and finance committee. All families, regardless of need, are required to sacrifice and give of their time and talent to ensure the quality education St. Mary of the Knobs School stands for and to ensure the success of this institution.

### **Choice Scholarships (Vouchers)**

According to House Bill 1003, state funds may be utilized to pay for tuition at a private school through a choice scholarship. Qualifying students in grades K-8 could receive assistance through this program if eligible. For information on school choice scholarship eligibility, visit [www.doe.in.gov/choice](http://www.doe.in.gov/choice).

### **SGO (Tax Credit Scholarship)**

Tax-deductible contributions are collected from individuals and/or corporations, the revenues of which fund scholarship granting organizations. These organizations then give scholarships to children to cover the cost of private school tuition. In order to qualify, your family must meet the income eligibility requirements for your K-8th grade child.

Please see Mrs. Jansen if you are interested in our tuition assistance options.

### **Tuition Rates**

St. Mary of the Knobs Catholic School operates through the finances raised by tuition and fees, generous donations, PTO fund-raising, and a subsidy from SMK parish. For the benefit of all, it is imperative that parents keep current on their financial obligations to our school. Parishioners support all ministries by giving of their time, talent, and treasure, including volunteer service time and contributions to the Church. Every effort is made to see that students receive the highest quality instruction, materials, and school facilities. We appreciate the sacrifices families and parish members make to provide our children with an exceptional Catholic education and to support the various ministries at St. Mary of the Knobs.

Tuition rates are listed on our school website under the Admissions tab. Qualifying families are encouraged to apply for tuition assistance for tuition payments. Tuition payments are due by the 15<sup>th</sup> of each month either by check or through the Headmaster online system (<https://secure.headmasteronline.com/hmolweb/login.aspx?sitenumber=327979>). Failure to pay tuition may result in the denied re-admission to the second semester and/or denied pre-registration for the next school year. Additionally, the student may be denied the opportunity to participate in school athletics or extra-curricular activities. Re-admission will be subject to full payment of all amounts due.

In the event of unforeseen financial hardship during the school year, please contact the principal regarding financial assistance.

In accordance with St. Mary of the Knobs Catholic School Commission policy, **families must be active parishioners contributing regularly to be eligible for parishioner tuition status.** If a student withdraws before the end of a school year, the parent is responsible for paying the prorated tuition rate for the time that the child was enrolled at SMKCS. This may apply to students on scholarships as well.

### **Universal Precautions**

Faculty, staff and students are instructed not to handle bodily fluids. In the event of an accident or injury exposing bodily fluids, utmost care will be used, the student will be isolated, and the area evacuated until the fluids are no longer present. The child may be sent home or parents will be called if clean clothes are necessary.

Students cannot be readmitted to class in clothes soiled by bodily fluids. Teachers are provided emergency packets for each classroom and the playground in the event of an emergency. Faculty, staff, and administration will use proper precautions, such as wearing latex gloves, and will dispose of materials exposed to bodily fluids appropriately.

### **Vandalism**

Vandalism or willful tampering of/ destruction of others personal property, the school building, equipment, property or grounds is a serious offense punishable by school suspension and/or legal action. Students and their parents are responsible for repayment of damages for repair/reconstruction. Persons witnessing vandalism are asked to contact the school or parish office immediately. Students are taught to be good stewards of the space they occupy each day and to take responsibility and pride in maintaining a clean, well-kept, positive facility.

### **Visitors**

Visitors are typically welcome at SMKCS, but will be limited for the 2020-21 school year in accordance with the recommendations from the CDC and IDOE. Any school visits must be approved by the school office.

### **Volunteer Program**

In addition to our faculty and staff, many parent volunteers provide tremendous support to our academics and services. Please notify your child's teacher if you have time or skills you can donate to make our school a better place for students to learn and grow. Parents who volunteer are expected to be a positive influence and to support the administration, teachers, staff, and programs of St. Mary of the Knobs Catholic School. All volunteers must complete the Safe and Sacred online training accessible through [archindy.org](http://archindy.org) every five years. If a problem arises, volunteers should discuss this with the faculty or staff member in charge or the principal. If you can't make your scheduled appearance to volunteer, please call the school to let us know.

When volunteering in the library, at lunch, or field trips, etc., parents are asked to make arrangements for younger children. This is so that the volunteers help may be directed to the school children in her/his care. (Note- Younger siblings of SMKCS students may not attend field trips. This is to ensure that volunteer chaperones can safely supervise and give full attention to the school students in their care.) We look forward to these future students and their field trips, too!