



# **SCHOOL HANDBOOK 2025-2026**

## *Mission Statement*

**Mary Carrico Catholic School strives to provide an environment for a quality faith-based academic education that prepares its students to become successful in living the Gospel of Christ and capable of success in all aspects of life.**

# **FOREWORD**

The purpose of this student-parent handbook is to make you fully aware of the educational goals, objectives, programs, policies and practices of Mary Carrico Catholic School.

The primary purpose of the school is to transmit moral principles and culture. As the new school year begins; we offer you our assistance in the education of your children. In keeping with the trust that you place in us to teach, guide, and correct your children, we renew our intention to do our very best for them during the coming school year.

With the cooperation of each faculty member, parent and student, each student will progress spiritually, physically, emotionally, culturally and morally in an academic atmosphere, conducive to positive choices.

Since parents are the first and foremost teachers of their children, we strongly urge every parent to read all the rules and regulations in this handbook. The home and the school should be partners in the process of educating children.

May God reward you for the sacrifices you are making to provide your children with a Catholic education. We pray daily for you and your children and ask you kindly to remember us in your prayers.

Sincerely,

The Principal, Faculty and Staff

**GOAL STATEMENT:** The purpose of this school is to teach a value-oriented education by providing an orderly learning environment in which the student can develop a sense of God, a sense of direction, a sense of responsibility, a sense of service. These qualities are developed in the atmosphere of a Catholic Christian Community at worship, at work, and at play. We recognize the dignity and worth of each person and strive to enable each student to be the best he or she is called to be.

**SPECIFIC GOALS AND OBJECTIVES:** We at Mary Carrico Catholic School seek to foster positive positive Christian values and attitudes in our students by developing the whole person--spiritually, morally, intellectually, socially, culturally, emotionally, and physically in the light of Christian faith. We endeavor to reach these goals through formal religious classes, liturgies, prayer services, Christian service, classroom situations, and by example in everyday living.

In promoting academic achievement our goals are to:

- Develop good study habits to aid in further education
- Enable students to acquire basic skills
- Draw out the full potential of each student
- Foster personal development according to Gospel principles

Further, we seek to promote such characteristics as:

- Self-Discipline
- Self-Esteem
- Accountability
- Initiative
- Self-Reliance
- Independence
- Honesty
- Integrity
- Fairness

Development of character and self-control is essential to the growth of every student. It occurs on three levels:

- **MENTAL-** Intellectual discipline helps children increase their ability to concentrate, to think abstractly and use imaginations.
- **PHYSICAL-** Recreation and physical education activities help develop coordination, confidence, and spirit of cooperation.
- **SPIRITUAL-** Children are encouraged to respond personally to God, grow in faith, and participate in religious celebrations.

**DIOCESAN COMPLIANCE:** Mary Carrico School's Handbook is in compliance with the Diocesan Code of Conduct. Any issues not addressed within Mary Carrico's Handbook will be dealt with according to Diocesan policy.

**STATEMENT OF NON-DISCRIMINATION:** No person shall be refused admission into or excluded from this school on the account of race, color, or national origin. Children from other parishes or religious beliefs may be enrolled. They will be required to pay the set tuition rate. The school reserves the right to refuse admittance in special instances at the judgment of the principal and pastor.

**ADMISSION POLICY: Pre-School - 8<sup>th</sup> Grade**

**State Requirements:** All students must meet the necessary health requirements established by the State of Kentucky.

**Pre-School admission policy:** Children are accepted based on age requirements (must be at least three years of age) and must be fully potty-trained.

**Kindergarten admission policy:** Any child who is five years old by August 1 is eligible for enrollment into Kindergarten. Students entering first grade must be six years old by August 1. Kentucky state law requires completion of kindergarten before entering the first grade. Proof of attendance from a certified kindergarten, i.e., report card is necessary when enrolling a first grade student. Students **entering Kindergarten** must have the following on file in the school office by the first day of the school year: **(1) Physical Exam (on state form), (2) Eye Exam (on state form), (3) Current immunization record (on state form), (4) Copy of original Birth Certificate (hospital form not allowed), (5) Copy of Social Security Card, (6) Baptismal Certificate.**

**Six Grade requirements:** All students entering the sixth grade must have an **updated physical and immunization record on file.**

A Baptismal certificate (if not baptized at St. William or St. Lawrence), copy of Birth certificate and medical reports are to be presented at the time of registration.

**ATTENDANCE / TARDY:** For reasons of safety and good communication **(a parent is required to call the school office (281-5526) by 8:30 a.m.)** on the day a student is absent because of illness or other imperative obligation. **If the school is not notified the parent may be called at home/work regarding the absence.** When your child is absent from school please send a note to his/her teacher explaining the absence on the day the student returns. Please arrange with the teacher to make up any homework.

If your child must leave school during the day, you must send a note with the child and the **child must be signed out by a parent or parent approved adult** by reporting to the school office. If a parent/guardian delivers a student to the school after normal arrival time, the parent/guardian must sign the student in at the main office.

**Please make every effort possible to make all doctor appointments after 2:40 p.m. and or on a Saturday.**

Attendance for all students in Kentucky will be calculated based on the actual percentage of time the students are present or absent from school.

**GUIDELINES:** A student will be considered **tardy** if he/she misses up to 60 minutes of the day by arriving late; leaving early; leaving and returning during the school day; or any combination there of. If a student misses 61 minutes or more of the school day, he/she will be counted as **absent** for the amount of time he/she is not in school. This absence will be recorded as a percentage missed of the day.

The Kentucky legislature has made a change in the law addressing student attendance. The legislature amended the "compulsory attendance law" (KRS 159.150). A student will be considered a "**habitual truant**" if he/she has six unexcused absences during a one-year period as defined by KRS 600.020(28) of the unified juvenile code.

The law does not make any differences between an **absence** (missing more than an hour anytime during the school day) and a **tardy** (missing less than an hour anytime during the school day). This means that if a student has six unexcused absences...OR six unexcused tardies ... OR any combination of unexcused absences and tardies equaling six .... The student will be considered a "habitual truant" and truancy or educational neglect charges may be filed with the court system.

Attendance at school is very important. We appreciate the support of parents who understand the value of education. Thank you for your cooperation, as we work together to ensure that your child benefits from the great education available at Mary Carrico Catholic School.

## **ASBESTOS NOTIFICATION**

Please be advised that our school is in compliance with the Federal Asbestos in Schools (ASHERA) rule established by the Environmental Protection Agency (EPA). Parents are hereby notified that asbestos is present in Mary Carrico Catholic School. Mary Carrico Catholic School has an Asbestos Management Plan on file in the school office. This file is available for inspection by parents at any time. The Plan shows the location of asbestos in the school and contains other pertinent information.

**ACCIDENT INSURANCE:** The school **does not** furnish student accident insurance for the 2023-2024 school year. The school **does not** pay doctor or medical costs for students injured at school, on school trips, or while participating in any school or school activity. All students participating in sports or cheerleading are required to have insurance or parents must purchase student accident insurance.

**AFTER SCHOOL ACTIVITIES:** If a child plans to stay after school for any activity, *that child must stay in the classroom* until all other children have been dismissed. Plans for transportation after practice must be taken care of before school. All students should leave the premises at dismissal unless checking into the After School Program or staying after school for specified reason with staff.

**BICYCLES:** Those who ride bicycles to school *may never ride them on the playground during school times.* The school cannot be held responsible for stolen bicycles. All bike riders shall have a permission slip on file in the office.

**PARENT CONCERNS:** Parent questions and concerns about grades, assignments, tests, class projects/activities and conduct should be directed first to the involved teacher. When, after contacting the teacher, additional assistance is needed you may contact the Principal. A conference can be arranged when needed.

**BUS TRANSPORTATION:** Bus drivers have a serious responsibility in transporting students to and from school. (**Students who ride buses must comply with the regulations set down by Daviess County School System**). To

ride a different bus or to a different destination requires a parent note. The note must state the following information:

- Date requested for the student to ride a different bus
- Name & address where student is requested to go to
- Bus number the child will be riding

### **Guidelines for Pupils Riding Daviess County School Buses**

Kentucky law governs the behavior of students who ride school buses. In one word students are expected to BEHAVE.

We in the Daviess County Public Schools Transportation Department have three goals: safety, service and efficiency. We provide you and your children – our customers – the best-maintained buses and the best-trained drivers to insure the safest program possible.

The next three sections summarize what is expected of students who ride our buses. Please read each section carefully and then discuss these expectations with each child individually. We need your support and cooperation to provide the safety, service and efficiency you deserve and expect from our organization.

#### **Waiting for the Bus**

Arrive at least five minutes before the bus is scheduled to arrive at your designated pickup point. **THE DRIVER CANNOT WAIT FOR YOU AND WILL NOT COME BACK FOR YOU.**

- Do not damage the property of others while waiting and do not make excessive noise.
- Keep the roadway clear of books, clothing and other articles. Do not play in the path of traffic.
- Wait until the bus comes to a complete stop before attempting to board. Do not push and shove while waiting or boarding.
- Remember that students living on the opposite side of the street must wait on their side until the bus arrives and the driver gives the signal to cross in front of the bus.

#### **Riding the Bus to School**

- Obey the instructions of the driver, who is in complete charge. Please do not talk to the driver unless necessary. Discipline problems will be reported to the principal.

- Remember that the driver may assign seats.
- Take your seat immediately and remain seated. Do not exchange seats or open/close windows without prior approval. Do not extend any part of your body out of a window.
- Hold books, clothing and other objects in your lap. Objects too large to be held in your lap must be transported privately. Items larger than 13 inches by 26 inches are not allowed. Do not block an aisle in any way.
- Remember that balloons, ball bats, glass, skateboards, animals, radios/tape/CD players, and electronic games are not allowed. The driver's decision is final.
- Cell phones, radios, tape players, CD players, iPods or other electronic devices are not allowed to be used on the bus. The driver's decision is final.
- Do not tamper with the emergency door, fire extinguisher, radio or other equipment on the bus.
- Do not tear up or damage any part of the bus. Anyone who damages a bus will be subject to disciplinary action and/or restitution.
- Do not fight or scuffle, use tobacco products or profane language, display obscene signs, or eat or drink on the bus.
- Do not throw objects from the bus.

### **Riding the Bus Home**

Ride your assigned bus. If you need to ride another bus, YOU MUST HAVE WRITTEN PERMISSION FROM YOUR PRINCIPAL.

Leave the bus only at your regular designated stop. Any change must be approved in writing by your principal first.

Do not cross the street in front of the bus until your driver gives the signal. Never cross behind the bus.

### **SCHOOL SAFETY**

School Safety is the school's top priority. The school will train annually all staff in safety/disaster procedures and help students practice all required safety drills in compliance with state laws.

**LOCKDOWN:** Mary Carrico School doors are locked at all times. Entrance to the school is through the front doors. A visitor must ring the front bell to

obtain entrance. Classroom doors are locked and closed at all times during the school day in accordance with KY SB-1 safety law.

**EMERGENCY LOCKDOWN PROCEDURES:** The school is given notice of a dangerous situation such as: "There is an armed and dangerous person in the vicinity."

The principal or secretary will immediately announce: "Teachers, please initiate lockdown procedures." Teachers will immediately check locked interior doors and close window shades. They will move students to a wall away from the main classroom door.

Everyone will remain in your class room until the principal or secretary opens the door and informs each group that the lockdown has concluded.

If students are on the playground they shall be promptly brought into the building and placed in appropriate classrooms without discussion or question. The schools main concern during these times is the immediate safety of our students.

**PARENT PICKUP OF STUDENTS IS PROHIBITED UNTIL AN ALL CLEAR SIGNAL IS ISSUED.**

**COMMUNICATIONS:** Communications between all facets of Mary Carrico Catholic School is vital to the spiritual and educational growth of Mary Carrico students. Parents are always welcome to visit our school during regular operating hours. Please report to the office and pick up a visitor's pass.

Parent/Teacher Conferences are to be considered the primary source of communication between the parents and teachers about the students. A required conference is scheduled at the end of the first quarter. Other conferences may be scheduled as needed. Parents are strongly encouraged to call if they feel there is a special problem or need that may require attention.

School Council Meetings are open to the parents of school children and parishioners and are held on a monthly basis. Only subjects on the agenda will be discussed. The secretary must be notified at least five days prior to the meeting to have an item placed on the agenda. Meetings will be scheduled monthly with consideration given to each member's calendar.

#### **COMMUNICATIONS WITH STUDENTS**

The Kentucky General Assembly recently passed Senate Bill 181, which is now codified as KRS 160.045. This law governs how school staff communicate with students, requiring all

two-way electronic communication to be traceable through school approved platforms.

The Diocese of Owensboro fully supports the law's intent - to protect all involved by

ensuring accountability and transparency in all communication.

Diocesan recommendation:

Do not use text messages, private messaging apps, or any other unmonitored or non-

traceable means to communicate with students or athletes.

Use only platforms that are approved by your school administration and can be

archived/monitored if needed.

When in doubt, err on the side of caution and keep communication professional,

appropriate, and transparent.

The diocese expects everyone to act in the spirit of this legislation. Please always use good

wisdom and good judgement to protect yourself and your students. Due to our current

Safe Environment Policies, there will not be an opt-out provided to parents concerning this policy.

**DAILY SCHEDULE:** School doors open at 7 a.m. on a daily basis. Students will stay in the gym, until prayer time and school morning meeting at 7:30 From 7:00 AM- 7:25 students are asked to eat breakfast, and follow morning arrival expectations. **The first bus arrives approximately at 7 a.m. Parents bringing children by car are asked to let children out by gym doors for grades K-8. Please also make sure to allow for bus drop off and stay behind the bus when stop arm is out and wait for children to exit and the bus to leave before pulling your car forward.**

**Preschoolers must be walked to the cafeteria door by the parent/guardaian in the morning and can begin at 7 AM. Park your car along the path and walk your student up to the presiding worker.**

Dismissal of car riders in the afternoon will be via the sidewalk at the side entrance of the gym. Students will walk up the the appropriate cone number and wait for the car to stop to load.

**BREAKFAST:** Bus riders and K-8 car riders will enter through the gym doors and then inform the teacher on duty that they are going up to the cafeteria to eat breakfast. Students in K-8 will place backpacks in their assigned area in the gym and then walk up to the cafeteria. Students should be in the breakfast line by 7:15.

**MEALS:** The school cafeteria offers breakfast and lunch on a daily basis. Those students who choose to eat breakfast at school must arrive and be in the breakfast line by 7:15.

**DISCIPLINE AND FAIRNESS:** The goal of Christian discipline is self-discipline and fairness. The student is free to choose one form of behavior over another and must learn to accept the consequences of that chosen behavior. In guiding the student's growth in habits of virtue and in Christian attitudes, we try to emphasize positive approaches; well prepared and conducted classes reduce disciplinary problems; motivation for learning and sharing in school activities; communication between students, teachers, parents, and administration.

Here are some ways that students can be unfair:

- 1.) Being cruel
- 2.) Being disrespectful
- 3.) Being inconsiderate
- 4.) Being rude
- 5.) Being unkind
- 6.) Being selfish
- 7.) Being mean
- 8.) Being hurtful
- 9.) Showing off

Fair thinkers know it isn't always easy to be fair to others. "They question their behavior." They ask, "How fair, how just, am I being? Good thinkers see that lots of problems happen when we are unfair to others.

**DISRUPTION THROUGH ELECTRONIC COMMUNICATIONS:** Students' home and personal Internet and cell phones can have an impact on the school and on other students. If students' personal electronic communications expressions-such as a threatening message to another student or a violent Web site-create a likelihood of material disruption of the schools' operations, students may face school discipline and criminal penalties.

Mary Carrico Catholic School takes bullying and harassment by electronic communications very seriously. Students shall not use any Internet or other electronic communications device or social networking sites, including but not limited to FaceBook, YouTube, etc. to intimidate, bully, harass, or embarrass other students and staff members. Students who engage in such activity on school grounds or who engage in such activity off-campus and create a material disruption of school operations shall be subject to penalties for bullying and

harassment, as contained in the Student Handbook, as well as possible criminal penalties.

### **CODE OF CONDUCT:**

1. The students will come to class on time and be prepared to participate fully.
2. The students will use their time at school productively.
3. The students will be truthful and honest in all matters.
4. The students will give themselves and all persons the respect and care due to all as children of God.
5. The students will respect the property of others and the school.
6. The students will actively promote a spirit of Catholic Christian Community at all times.
7. Cell phones: Students are not permitted to use cell phones at school. Outside communication is to be done by school phone.
8. Electronic media devices are to be used only with the teachers expressed permission.

### **MARY CARRICO SCHOOL WIDE DISCIPLINE PLAN**

We are excited to begin the 2025-2026 school year with a fresh start and an optimistic attitude! At Mary Carrico, we strive to ensure that your child has a positive experience every day at school. In order to do so, we will implement Positive Behavior Interventions and Supports (PBIS). PBIS is a framework to teach and reinforce behaviors that we want our students to exhibit at school. Students and staff share clear and consistent expectations about how students should act in different settings (classroom, hallways, cafeteria, restrooms, etc.). We have created a PBIS Handbook for the new school year, in which you can find more information about PBIS, our school-wide behavior plan, acknowledgement system, etc. A copy of this will be made available online by the principal.

The school-wide expectations that we will require all students to know, understand, and follow are:

**SPARTAN RESPECTFUL**

**SPARTAN RESPONSIBLE**

**SPARTAN SAFE**

Working together to promote positive behavior helps increase student achievement and get our students ready for the 21st Century Skills and working to help our students live the Gospel of Christ through their daily actions. Research shows that when the home and school work together, student learning is more successful. With that said, you will get more information on PBIS throughout the school year. Practice the school-wide expectations at home and encourage your child to BE RESPECTFUL, RESPONSIBLE, and SAFE. We look forward to an exciting school year full of new learning. Below you will find a basic overview of the components of our system:

In order to help students uphold the Code of Conduct, a school wide positive behavior program will be implemented. This system is called Positive Behavior Intervention Supports and will include the following components:

**School Wide Expectations:** A consistent system of expectations will be established for all common areas of the school such as cafeteria, hallways, restroom, etc. The expectations explain how to be responsible, respectful and safe in all aspects of our school. All students will be taught the expected behaviors in each area in morning meeting/school family time as well as by teachers before going to that area until they are understood and then will be reviewed as needed.

**Positive Points for Behavior/Feedback:** Students will receive positive feedback points in K-4 when the teacher observes students demonstrating the correct expectation and chooses to reinforce the expectation. This will help students accumulate points towards a reward that will be issued once a month. All students who maintain 85% positive percentage at each reward cycle will participate in the reward.

**Needs Work on Behavior/Feedback:** Students will lose points toward their behavior after the teacher has attempted to intervene and give the student a chance to correct the behavior. Some behaviors will have immediate consequences in loss of points such as hitting, shoving, etc. Loss of points will be accumulated in the reward cycle and if the student falls below 85% positive points on the reward day, the student will not participate in the reward and be given an opportunity to think about what behaviors need to improve in order to get the positive reward in the next cycle. Middle School students will have a Behavior Marks card each marking period, which will normally be 2 weeks. Different levels of behavior concerns will be recorded as marks that will lead to disqualification of rewards at the end of reward period when excessive or exceeding the determined limit.

**Major and Minor Behaviors:** Behaviors that need work will be categorized as either minor or major as determined by the teachers and the principal. Minor behaviors result in loss of DOJO points in K-4 or Middle School Marks 5-8. Major behaviors result in office write ups as well as loss of points and whatever consequences deemed appropriate by the principal in accordance with the Diocese Handbook.

**DOJO points:** To have a consistent system to track behavior points and communicate with families, we will use a system called CLASS DOJO for K-4. Parents will be encouraged to download the app on their

phone or check online to receive important information from your child's teacher and to see your child's points progress for behavior. This FREE system will be a great way for the school and teacher to communicate with you.

**Middle School Marks Card:** A middle school mark card is issued every 4 weeks. Each 2 weeks students with less than 3 behavior marks receive an award. If a student gets 3 or more marks in a two week period, parents will be notified by the teacher. Additionally, all parents at MCCS should download the DOJO app in order to receive text like messages and information from teachers and the principal. The DOJO app also provides a text like system that can help in a conversation between one parent and the teacher that is private to others.

**Teacher Classroom Systems:** Teachers may also choose a positive reinforcement process for their classroom utilizing DOJO points as well as other means. This is determined by the classroom teacher.

Full information about this Positive Behavior Program will be available online through the school.

**Please note:** Multiple office referrals or loss of DOJO rewards/Middle School Marks will result in a parent meeting with teacher(s) and principal to create a new plan for success. . Students in middle grades run the risk of losing the opportunity to go on class field trip(s) if multiple offenses occur; this determination is up to the principal.

### **BULLYING DEFINITION:**

Bullying is a pattern of aggressive, repetitive, deliberate, conscious, systematic and /or premeditated behavior by an individual or group to inflict physical, verbal, graphic, emotional, racial, and/or sexual suffering on another individual or group. Some subjective language in this example.

Any behavior which displays improper use of power to intimidate, threaten, humiliate, distress, or hurt others is bullying behavior. Bullying includes, but is not limited to, physical, social, emotional and/or verbal/communication behavior such as assault, pushing, shoving, hitting, taunting, unwanted contact, extortion, intimidation, threats of harm or retaliation, racial or sexual jokes or slurs, exclusion, social isolation, starting rumors, name calling, continual teasing, offensive graphics, and/or purposeful false allegations.

**BULLYING POLICY:** The following guidelines are addressed by each teacher:

1. Bullying is not allowed in our classrooms.
2. We don't tease, call names, or put people down.
3. We don't hit, shove, kick, or punch.
4. If we see someone being bullied, we speak up and stop it (if we can) or go for help right away.
5. When we do things as a group, we make sure that everyone is included and no one is left out.
6. We make new students feel welcome.
7. We listen to each other's opinions.
8. We treat each other with kindness and respect.
9. We respect each other's property. (School property, too.)
10. We look for the good in others and value differences.

**One or more of the following disciplinary actions when bullying behavior is observed or reported will be followed depending on the severity of the incident:**

- A. Apology
- B. Complete a "Think About It" form.
- C. Detention
- D. Serious and/or persistent bullying could result in one or more of the following:
  1. Detention
  2. Parent/Principal conferencing
  3. In-School suspension
  4. Saturday School
  5. Out-of-School suspension
  6. Loss of school privileges

**SEARCH AND SEIZURE:** If a teacher or principal believes that a student is carrying a dangerous, harmful, or restricted item on his or her person, the principal or teacher will ask the student for it. If the student refuses, the student will be asked to empty pockets, book bags, backpacks, purses etc. If the student does not comply then the parent will be asked to come to school immediately to meet with the principal about the matter. The student will not return to the classroom until the issue is resolved.

**Lockers and desks are school property. Students are granted their use and must care for them properly. School personnel may search lockers or desks at any time without notice.**

**FINANCIAL RESPONSIBILITIES:** An annual book fee is charged to assist in the cost of textbooks, art supplies, paper, current magazines, and resource materials, etc. The payment is due at registration at the beginning of the school year or when the student is enrolled.

Tuition will be handled through the School Office.

**TELEPHONE USAGE:** Students may use the telephone only *in case of an emergency* and only with permission from the principal or designated office personnel.

**STUDENT CELL PHONE POLICY:** Students in grades 5-8 may bring cellphones to school. Phones are allowed to be out in morning arrival time as long as used appropriately with school appropriate games. During the school day, students are REQUIRED to place their cell phone in a lock box that the homeroom teacher will then lock until the end of announcements each day. Students MAY NOT take cell phones out to recess or have them out during class unless permission is granted by the classroom teacher for a special reason or privilege . Students may not use cell phones to text or call parents or anyone during class time. Cell phones cannot be used at the end of the day until all students have been dismissed and the car rider line is over(this includes announcements). The staff of Mary Carrico are not responsible for student cell phones. Parents of 5-8 students will need to sign a form allowing their student to bring a phone, have it locked up throughout the day and returned at the end of the school day.

**SPORTS PROGRAMS:** Students are encouraged to participate in sport activities offered. Participation can be beneficial to the student's development. *It does not, though, come before academics.* Each participant is expected to maintain grades that are consistent with his or her own academic ability. When a student's academic performance is below par for his or her ability a suspension may be imposed by the principal. The student is expected to use this time to bring up his or her grades. The student's progress will be evaluated by the teacher and principal at the end of the two week period. A decision will be made as to whether or not the student has applied more effort and brought up his or her average. If the student has shown effort and progress, than the student will once again be academically eligible and allowed to participate.

**Any student/coach not at school on the day of game will not be allowed to participate in the game unless approved by the principal.**

Proper conduct is also expected from students. Appropriate conduct is expected at school, at games, and during practice. If there is inappropriate behavior then the same type of suspension will result as described above. A student may be suspended from participating in practice and games until given clearance by the principal and coach. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

Beginning in the fall of 2011, all coaches and athletes will be required to read and sign a "Good Sports" code of conduct. See the Athletic Director concerning this form.

**TESTING PROCEDURES:** The superintendent of Catholic Schools is responsible for the choice of the testing program of students used in our school. The testing program measures the growth and progress of students. It helps to identify the needs of all students and provides direction in relation to curriculum and to instruction. For academic measures, our students will take the Measures of Academic Progress (MAP) assessments in the fall, winter, and spring. Reports in fall and spring will be given to the parents. Students K-8 take Reading and Math. Students in 2nd-8th also take Language (English/Grammar/Writing) and grades 4-8 take Science. The ARK test is used in grades 5 and 8 to assess the effectiveness of a school religious education program and attitudes toward religion.

**MEDICINES:** Any child taking prescription medicine must have the medicine in the prescription bottle issued by the pharmacy. We also must have a note of instruction from the child's doctor. **NO PRESCRIPTION MEDICINE NOR OVER THE COUNTER MEDICINE CAN BE BROUGHT TO SCHOOL BY THE STUDENTS ON THE BUS.** The Daviess county Public Schools transportation department no longer allows this.

**NON-PRESCRIPTION MEDICATIONS (e.g.: aspirin, Tylenol, or cough medicine) MAY NOT BE DISPENSED THROUGH THE SCHOOL OFFICE.** Permission must be on file and the parent will be contacted.

**HEAD LICE POLICY:** It is school policy that any student with head lice remain home until effective treatment is administered. If live lice or nits within one-half inch of the scalp are discovered, the child will be sent home until effective treatment is administered. If diligence is practiced large scale spreading of lice/eggs can be avoided.

**PERSONAL EFFECTS:** Students are not allowed to bring toys or electronic devices to the school unless requested by the teacher. These items are often lost or damaged and also a distraction to the children in the classroom.

**PUPIL WITHDRAWAL:** If a pupil is to be withdrawn from school, the principal and classroom teachers should be notified as soon as possible. Withdrawal procedures will be taken care of through the school office.

**GRADING POLICY AND MAKE UP WORK:** Students in primary grades K-1-2 have primary report cards that explain students progress on key skills and standards for their grade. Teachers in primary classrooms use observations, assessments, MAP scores, and in class work as their data for report cards. If a student in these grades is absent and the teacher feels make-up work is necessary, the teacher will send it home with directions.

Grades 3rd and 4th grade will receive LETTER GRADES for report cards. If a student misses a day, they have THREE days to turn in work from the time they return. No work is accepted after ONE WEEK late for homework or classwork. No points/percentages will be deducted for turning in work within the week unless there is a problem with turning things in on time.

In middle grades 5-8, LETTER GRADES are also given for report cards. Students are expected to turn in classwork and homework ON TIME and will lose 10% off the grade for each day turned in late. Students who have missing assignments will be required to work on them during recess and specials until work is completed. If a student is absent, they are responsible for checking the ABSENT folder and get their sheet of assignments and work to complete. Students in middle school have one day to make up work for each day absent, for example, if you miss 2 days of school, you have 2 days to turn in make up work after you return to school.

**REPORT CARDS:** The chief purpose of the report card is to inform the parents of their child's progress. Report cards are issued quarterly one week after the completion of each academic quarter. Parents are to contact teachers immediately when there is evidence or concern about academic and or behavior problems. Report cards are issued quarterly based upon the grades found on our on-line grading program. Primary grades (K-1-2) will be issued a school report card each quarter that addresses the skills measured for that subject and grade.

**RESPECT FOR PROPERTY:** All students at Mary Carrico Catholic School are expected to show respect for all school property and the property of others. Failure to do so will be dealt with on an individual basis through the Code of Conduct and the Positive Behavior Expectations System.

**SACRAMENTS AND LITURGY:** Students will have the opportunity of Eucharistic Celebration once a week and on Holy Days. The Liturgy will be

prepared alternately by classes. The Sacramental Program begins in the second grade with the reception of Reconciliation and Holy Eucharist. The second grade teacher prepares the students for the First Eucharist and Reconciliation during regular Religion classes. Parents are asked to assist their children in learning the required prayers, as well as review basic Catholic doctrine. The Sacrament of Confirmation will also be received at the time scheduled by the Most Reverend Bishop. Eucharistic Adoration is the first Friday of each month and all students will attend with their teacher in grades 2-8.

**SOCIAL EVENTS & PARTIES:** Student social events such as birthday parties and sleepovers can be the source of serious hurts and fractured relationships when certain individuals in a class group are excluded. The consequences can include deeply hurt feelings and even the cause of student withdrawal from Mary Carrico Catholic School. Therefore, we are recommending that you be sensitive to these possible negative consequences. We appreciate your support of our efforts in being a Peace Builders School.

**DRESS CODE:** This dress code has been created by the school staff and school council and will be used to determine appropriateness of student dress by the faculty and administration of Mary Carrico Catholic School. **FADS AND TRENDS THAT DO NOT FOLLOW OUR DRESS CODE WILL NOT BE ALLOWED.** We ask your full cooperation in enforcing this policy.

**OUR PRINCIPAL WILL HAVE THE FINAL WORD ON WHAT IS ACCEPTABLE. PARENTS AND CHILDREN MUST RESPECT HER DECISION.**

Cooperation in your child's adherence to this dress code is expected. Parents of students who do not follow this dress code will be called from the office and asked to bring appropriate clothing. If a parent cannot be reached, a notice will be sent home. Students will also be considered disruptive to the learning process and lose points toward their behavior reward if out of dress code. *Kindergarten students will be required to follow the school dress code.*

## **DRESS CODE GUIDELINES**

- **Jewelry may be worn as long as it is not a distraction to the learning process. Decision of the teacher or principal is final.**
  - **No Body Glitter allowed**
  - **Hair should be neat and presentable. Hair considered distracting to learning will not be allowed. Hair accessories must not interfere with learning.**
  - **No Hats may be worn inside the school building unless permission on a non-uniform day.**

- **Makeup should be light and school presentable. Discretion should be used and the decision of appropriateness is left to the principal.**

**Pants, skirts, dresses/rompers & shorts:** Uniform pants, skirts and shorts shall be navy blue or khaki. Pants are to be worn at the waist at all times. Dresses, skirts, and shorts must be fingertip length. Leggings are not allowed unless under skirts or dresses.

**Shirts:** Shirts should be either white or royal blue in color with a collar. Mary Carrico T-shirts are allowed to be worn on Fridays with uniform pants. Shirts should be tucked in. All shirts and blouses shall not expose the waist at any time, or extend past the in-seam. No writing of any kind shall be on the shirts except the school logo. Under shirts worn under the school uniform shirt must be white.

**Sweatshirts and sweaters:** Only Mary Carrico sweaters and sweatshirts or Catholic School Sports Teams may be worn in the classroom. You may wear solid navy or royal blue (no other color of blue), solid gray or white sweaters and sweatshirts. No other outer garments will be worn over the uniforms in any heated areas of the building.

**Shoes:** Shoes with a closed toe and a back or strap should be worn daily. Socks must be worn at all times.

**ALL NON-UNIFORM DAYS WILL BE SPECIFIED BY THE PRINCIPAL AND ANNOUNCED IN ADVANCE. THE DRESS CODE FOR THESE DAYS MUST REMAIN WITHIN THE PARAMETERS OF CLEANLINESS, NEATNESS, AND MODESTY IN DRESS. Shirts on these days must have sleeves. Shorts on non-uniform days should also be fingertip length, no cutoff shorts allowed.**

**Non-Uniform certificates MAY NOT be redeemed on MASS DAYS, which are normally WEDNESDAYS during the school year. Students should wear school uniforms on any day we attend mass unless directed otherwise for a special occasion.**

Mary Carrico Catholic School Inclement Weather Plan  
NTI POLICY FOR MARY CARRICO CATHOLIC SCHOOL  
2025-2026

Mary Carrico Catholic School follows the Daviess County Public School Calendar for normal scheduled days throughout the school year.

Currently Mary Carrico attends school 20 minutes longer than elementary schools with a start time of 7:30 and an end time of 2:40. All students need to be at school at 7:30 in the gym for K-8 in order to begin the day on time. The end school bell will ring at 2:40 followed by announcements and dismissal with bus riders, then car riders, then after school. We should be downstairs to start car rider calls no later than 2:45 each day. This extra time allows us to “bank” school minutes that we can use for traditional snow/weather days.

When inclement weather happens and school must be cancelled, **we will be able to miss a total of 4 traditional snow/weather days** before we must move to NTI- or Non-Traditional Instructional Days. Non-Traditional Instructional Days are when students learn from home by doing work or meeting with their teacher in Google Classroom and completing work. Mary Carrico NTI days run in the following ways:

**Preschool-5th Grade-** NTI FOLDER WORK- NTI folders will appear in your students’ backpacks in these grades by mid November. Please leave the NTI folders in the backpack UNTIL an NTI day is called. When you receive a message for NTI day, you will work with your student to complete that day’s work and return it in the folder. Leave each day's work in the back pack until you need it.

**6th-8th Grade-** 6th through 8th graders will bring home their chromebooks and are expected to participate in school through GOOGLE CLASSROOM. A schedule of times will be sent by their teachers.

Teachers will be available through Google Classroom (6-8) or Class Dojo (Preschool-8th) should you have any questions from 8-2 on NTI days.

Thank you for your support of keeping your student learning no matter the weather!

**Water Bottle Guidelines:**

Preschool and Kindergarten students DO NOT need to bring a water bottle as they have fountains in their classrooms

First graders- bring CLEAR water bottles with fully closing lid.

2nd-4th- NO Water Bottles needed, adequate drink breaks are given throughout the day.

5th-8th grade - CLEAR water bottles with fully closing lid.

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