

Saint Mary Catholic School Parent-Student Handbook 2022-2023

Dear Parents and Students,

The St. Mary Catholic School Handbook is now located at our school web site at www.stmaryschoolpinckney.org. Please read and review this very important document and sign and return the Declaration of Review sheet. For your convenience one is included in your family packet. Your signature(s) implies the following:

- Your review of the Parent-Student Handbook.
 - Your understanding of the Mission Statement, philosophy, and the general contents of the handbook.
 - You have discussed the contents with your child(ren).
 - You agree to the policies, procedures, and rules of Saint Mary School as included in, but not limited to the contents of the Parent-Student Handbook.
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DECLARATION OF REVIEW

Saint Mary School:

- We have read and reviewed the contents of the Parent-Student Handbook.
- We have discussed the policies, procedures, and rules in the handbook.
- We understand the Mission Statement and governing philosophy by which Saint Mary handbook was developed.
- We agree to the policies, procedures, and rules as included in, but not limited to the Saint Mary Parent-Student Handbook.

All students in the family should be aware of the contents of the handbook and understand them on their developmental level. We ask that each student sign or initial this declaration and **return** it to the homeroom teacher of the oldest child **by Friday, September 9, 2022.**

Parent/Guardian Signature

Date

Student Signature_____

Student Signature_____

Student Signature_____

Student Signature_____

Student Signature_____

Student Signature_____



Section I: Saint Mary Goal, Mission, and Philosophy

As a school under the auspices of the Roman Catholic Diocese of Lansing, we affirm the general goal of Catholic Education in the Diocese:

- ♦ To foster in students an awareness of God and His redeeming love as revealed in Jesus Christ.
- ♦ To encourage in students a faithful, loving response so that they may grow in self-knowledge and self-acceptance, understanding their human situation, relate to others as children of God in a Christian Community, relate responsibly to God's whole creation and live in Christian hope.

(Adopted by Diocesan Board of Education, March 20, 1975)

Saint Mary Catholic School Mission Statement

We partner with parents providing a Catholic school rooted in the gospel teachings of Jesus Christ, modeled by Mary our mother, encouraging a virtuous life following the Catholic faith and pursuing academic excellence.

Saint Mary Catholic School Vision Statement

It is the vision of St. Mary Catholic School to realize the full potential of each student academically and spiritually to enable them to bring about peace, justice, and love in our world thereby making present the kingdom of God on earth.

Saint Mary School Philosophy

Flowing from this Mission Statement, Saint Mary –

Proclaims the Gospel of Jesus Christ;

- ♦ Develops a faith community in which Gospel virtues are formed, experienced, and lived;
- ♦ Preserves and teaches doctrines and traditions of our Catholic faith;
- ♦ Encourages the students to live their Catholic Faith through the sacraments, prayers and devotions of the Catholic Church;

- ♦ Provides a learning environment which fosters academic excellence;
- ♦ Focuses on the spirit of stewardship by challenging each student to use their gift of time, talent, and treasure to glorify God and benefit others.

Saint Mary Student Pledge

We, the students of Saint Mary Catholic School, pledge to work hard to do our best and live our Catholic faith through our actions and words.

Section 2: St. Mary Parents - Partners in Education

The Faculty and Staff of Saint Mary Catholic School invite you to fulfill your roles as the primary educators of your children by being a true partner with the school in your child's education. We are anxious to work as partners with you by providing professional expertise, information on parenting and child development, and constructive communication regarding your child's needs and progress. Your support in this endeavor will result in a more Christian and a better-educated student at Saint Mary.

As a beginning to this process, we offer these **Parent Responsibilities** toward the education of our children.

- (1) It is the parents' responsibility to provide the basic needs for their children, such as food, shelter, clothing, safety (physical and psychological) and love. Until the child has these, he/she will not be ready to learn.
- (2) Encourage wholesome personal relationships between your child and others. Know your child's associates. Model good interpersonal relationships in your own family life. Show interest in each of your children. Give each his/her own time and attention, show interest in his/her schoolwork and develop regular, meaningful communication early so you will be in touch when they need you most – during adolescence.
- (3) Set your standards high while being honest and realistic about your child's potential. Expect only what he/she can reasonably give.
- (4) Provide positive feedback to your child. Praise his/her achievements or improvements first. Then suggest areas for improvement and encourage him/her. Avoid degrading, nagging or comparing the child with others, which only serves to crush the spirit and results in critical bitterness toward others.
- (5) Provide proper educational materials for your child, both at school and at home.
- (6) Insist on regular and punctual attendance at school. Instill within the child the importance of his/her presence in school.
- (7) Be sure your child's school attire is appropriate, clean, and conforms to the school uniform and dress code.
- (8) Hold the teachers' and school's rules in high regard. Your child will imitate your attitude.
- (9) Always cooperate with the teacher and the school, as you expect them to do with you. Welcome their suggestions and advice; they are trained professionals dedicated to your child's success. If

your child is not learning, work with the teacher to find out why; don't assume it is because the teacher is inadequate.

- (10) **Never criticize the teacher in front of your child. If you have a question or complaint, take it up with the school through the proper channels. Talk with the teacher first, then with the Principal. Investigate all facts before passing judgment. Always deal in constructive criticism; tell the teacher, principal, etc. what you want (your goal) rather than complaining about the past, which cannot be changed.**
- (11) Don't expect the teacher to solve your discipline problems. Discipline begins in the home and is only continued at school. If you do not set limits, assign jobs and responsibilities, demand respect and punish defiance and disobedience at home, your child will have problems with the work, rules, and expectations of Saint Mary School.

The home constitutes one of the most potent classrooms in America. The mother and father direct the learning there, forming the child's personality in the early years, communicating attitudes about people and things, and teaching their children through their behavior, language and interpersonal relationships. Parenting is an awesome responsibility that calls for serious prayer, openness to putting God first in the life of your family, and the best advice and information of experts and researchers in the field.

Discipline is the companion and result of good teaching. It is recognition of human dignity and the rights of others. Children are not born with a fully-formed conscience; it is the responsibility of parents to teach their children right from wrong and to help them internalize values so they will behave and treat others appropriately in a variety of settings and situations.

Children must be convinced that school rules aim at safeguarding liberties rather than curbing them. School regulations are not an unfair restraint on personal freedom, but a necessary check on the use of freedom so others may enjoy their full rights. The school, therefore, must take action when a child seriously or persistently interferes with the work, play and activities of other children or the educational process of the school.

Please join us and help your child become a well-adjusted, well-educated Christian by accepting these parent responsibilities and by supporting our efforts to provide quality Catholic Christian education to your children.

With God's blessing for a successful partnership,

Saint Mary Faculty and Staff

Section 3: Parent Involvement and Information:

PARENT –TEACHER COUNCIL:

The primary parent-teacher organization is the **Parent-Teacher Council** (PTC). Its objectives are:

- ♦ To increase awareness among parents, parishioners, and the community of the outstanding educational and development opportunities available at St. Mary Catholic School.
- ♦ To support school programs and activities and provide opportunities to enrich the St. Mary community by providing opportunities for volunteers to help and become involved in the St. Mary community.
- ♦ To encourage participation in the PTC through regular informational and planning meetings.
- ♦ To conduct periodic self-reviews in order to ensure compliance with requirements governing a non-profit organization and to promote a positive and thriving organization.

- ♦ To participate in long-range planning for PTC that ensures it is properly positioned for the goals and challenges of the future.

The dates and times for PTC meetings will be Sept. 19th, Oct. 10th, Nov. 14th, Dec. 12th, Jan. 9th, Feb. 13th, Mar. 13th, Apr. 17th and May 8th, and will be published in the Saint Mary Marian *MESSENGER*. Meetings are scheduled 7:00 PM. Meetings are scheduled for 45 to 60 minutes each to value your time.

Volunteers Invited Program!

The St. Mary Catholic School *Volunteers Invited Program!* is an all-volunteer collaborative partnership among the members of the St. Mary Parish and School communities to advance our commitment to support a vibrant Catholic education for our students. We are committed to work together to achieve our financial and enrichment goals in order to make St. Mary Catholic School a model of collaboration and stewardship. All members of the St. Mary community are encouraged to volunteer by signing up for any of the many volunteer opportunities available. Please look for any Sign-Up Genius that are posted through the St. Mary Marian Messenger throughout the year. **We ask that all families volunteer a minimum of 10 hours per year. All volunteers must be Virtus trained.**

Non-Custodial Parent:

Saint Mary Catholic School abides by the provisions of the Family Educational Rights and Privacy Act with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, Saint Mary will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, or that one parent does not have legal access, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Parent Communications:

In order to maintain our parents as partners in the academic and spiritual development of our students, the school communicates in the following manner with parents.

- ♦ **MARIAN MESSENGER** – a weekly newsletter from the Principal available through email on Thursdays.
- ♦ **Classroom Newsletters** – are usually sent home weekly/biweekly or updated on websites by teachers in grades K-5.
- ♦ **Weekly Updates at PowerSchool**—all school grades 1-8 are updated to PowerSchool at least once a week on Thursdays or more often by teachers so parents can view student progress regularly. Report Cards are emailed home after the 9th week – the end of the quarter. Report cards will be sent home electronically for 1-3 marking periods. A hard copy will be sent for the final marking period.
- ♦ **Papers and/or Friday folders** are sent home with student work on a regular basis. Middle School students are responsible for emptying out their mailboxes regularly so parents can view their work. Please remind your students to do this regularly.
- ♦ **Parent Teacher Conferences** are held following the First Academic Quarter on November 17th and 18th.
- ♦ **Teacher phone calls, e-mails, and personal notes** assist parents with specific problems and progress updates.
- ♦ **School Calendar**- information about school activities is available at the school's website by the week, month, and year. The website can be located at www.stmaryschoolpinckney.org

Parent Visitors:

Visitors are always welcome at Saint Mary School. However, it is important for us to screen visitors so that the children's welfare and the proper operation of the school are assured. **Upon arrival, please sign in at the school office.**

Section 4: Procedures and Accreditation

If you have questions or concerns this year, please use the procedure outlined below.

- Step 1** Call or set up an appointment and discuss your concern with the teacher.
- Step 2** If your concern has not been resolved in Step 1, contact the principal.
- Step 3** If the problem still has not been resolved, put it in writing, and discuss it with the principal again.
- Step 4** If Steps 1-3 have been to no avail, set up an appointment with the principal and the pastor. This step, however, should be the last resort.

School Accreditation and Professional Organizations:

In an effort to stay abreast in an ever-changing academic world, Saint Mary Catholic School is:

- ◆ An integral part of Saint Mary Catholic Community in Pinckney, Michigan.
- ◆ Under the direction of the Diocese of Lansing Department of Education, Catechesis and Formation.
- ◆ A member in good standing with the National Catholic Education Association (NCEA).
- ◆ A member in good standing in the Michigan Association of Nonpublic Schools (MANS).
- ◆ Accredited by the Michigan Non-public School Accrediting Association, a chapter of the National Federation of Non-public School State Accrediting Association.

Section 5: Admissions and Administration**Administrative policy:**

In accordance with Title IX of the Education Amendments of 1972, Saint Mary Catholic School does not discriminate on the basis of sex in either its admission policies or its employment practices. The principal shall be considered the coordinator for this title.

We do, however, reserve the right to hire only Catholic teachers, when available, because they are required to teach the Catholic Religion to all students.

Admission:

No child whose parents desire to enroll him/her in Saint Mary Catholic School, provided there is capacity for additional enrollees, shall be denied admission to the school on the basis of religious affiliation, race, color, or national origin. Children with special needs may be admitted on consideration that they themselves will benefit from normal classroom environments and they will be no detriment to the other pupils' progress.

The following priority is used for enrolling new students to Saint Mary.

- ◆ **Priority 1** Families already enrolled in Saint Mary from the previous academic year.
- ◆ **Priority 2** Siblings of students previously enrolled.

- ◆ **Priority 3** Students of families registered in Saint Mary Parish, but have not attended Saint Mary School in prior years.
- ◆ **Priority 4** New families moving into Saint Mary Parish from another Catholic School.
- ◆ **Priority 5** Catholic families from neighboring Catholic Parishes who do not have a School.
- ◆ **Priority 6** Non-Catholic families wishing to enroll at Saint Mary.

This policy was meant to address as many situations as possible; however, the administrator reserves the right to enroll students given extraordinary circumstances.

Kindergarten Enrollment:

- (1) Student must be age 5 by September 1st.
- (2) Student must be developmentally ready. (Screening conducted by the Kindergarten teacher.)

Enrollment for Grade 1-8:

Students enrolling in Grades 1-8 are to be interviewed by the Principal. Placement testing may be required as well as a recommendation from the child's former school. Saint Mary School reserves the right for grade placement should the placement test, interview, academic history and recommendation from the former school indicate a lower grade.

Standardized Testing:

Saint Mary School participates in the following standardized tests;

- (1) The NWEA (Northwest Evaluation Association) is administered to the students in grades 3-8 in the fall, winter, and spring and grade 2 in the spring. **Attendance at school is very important during this time period.**
- (2) The Diocese of Lansing Religion Tests are administered to Grades 5 and 8 in the spring.

Section 6: General School Policies and Procedures

Attendance:

- ◆ When your son/daughter is absent, please contact the school before 8:30 AM to report that your child will not be in school on that day. Upon the child's return, send a note to the homeroom teacher stating the reason for the absence. Missed homework may be requested to be picked up at the end of the day or students are allowed one day for each day absent to make up any missed work.
- ◆ If your child is tardy for school, you **MUST** sign them in at the main office when arriving. A tardy slip will be issued to the student.
- ◆ If it is necessary for your child to be excused from school during class time in order to keep a dental or doctor appointment, the school **MUST** receive a written request from you to this effect. After receipt of the request, your child will be excused when **YOU CALL FOR HIM/HER PERSONALLY** at the school office. Parents/guardians must sign in/out in the school office. Students will not be allowed to wait outside the building for parents. Administrative staff will get your child when you arrive in the building.
- ◆ **Vacations and family trips that take children out of school are highly discouraged because of the importance of in-class time to our educational program.** When such trips are unavoidable, the school/teachers should be notified at least two weeks prior to the absence. **It is the student's responsibility to obtain and make-up any schoolwork missed.** It is up to the

discretion of each teacher to determine the work that will be given to the student. In most cases, students do not do the assigned homework when they are on a trip as textbooks, worksheets, and assignments are often lost or left at the vacation spot. However, **all homework given ahead of time is expected to be completed and turned in upon return of the student.**

- ♦ **All students are required to attend the All-School Christmas Program and Spring Concert.** In addition, the seventh grade is expected to attend and host the Eighth Grade Graduation Celebration, which follows the Graduation Liturgy. If a child is unable to attend these activities (in case of extreme emergency) a letter from the parent is required before the day of the event excusing the child from the activity. **In the case of the all school programs, should this procedure not be followed, the student’s music grade will be lowered one full mark and the effort grade will be a 2.**

Books:

Textbooks are to be maintained in good order. All hardbound books are to have covers; all paperbound books are to be covered with clear contact paper. Damage to school materials will be charged to parents and report cards and records will be held until all fines are paid.

Building Hours:

The school building is open to receive students at 8:00 AM. All school doors are locked throughout the day. Parents are asked to use the main doors when entering the building. If a child needs to be dropped off prior to 8:00 AM, Latchkey is available. The school office is closed at 3:45 PM; Latchkey is available for all students who need to be in the building after this time. **Any child still in the building at this time will be sent to Latchkey and the Parent will be responsible for all fees incurred.**

Latchkey program:

The St. Mary Catholic School Latchkey Program is provided as a resource to assist working parents with childcare before and/or after school and provides activities for the children in a safe secure environment. This program is available during the school year while school is in session. Latchkey **does not operate on non-school days** (closed on weekends, holidays, snow days, Christmas and Easter break, etc.)

Registration

Children must pre-register for latchkey. An annual \$20.00 non-refundable registration fee per family is due at the time of registration. **Registration forms and emergency cards must be completed prior to attending.**

Fees

Tuition will be paid on a weekly or monthly basis. **Schedules, along with payment,** must be received by 6:00 p.m. on the Friday prior to the week your child will attend. Payments must be made in the exact amount or by check as staff are not equipped to make change. **Missed days can not be refunded or transferred. When a child enrolls in the program, he/she is reserving space, staff, and program supplies.**

Rates for 2019 – 2020:

| | <u>Regular</u> | <u>Drop-In</u> |
|---------------------------------------|---------------------------|---------------------------|
| AM Latchkey 6:45AM – 8:00AM | \$5.00/session per child | \$15.00/session per child |
| PM Latchkey 3:15 PM – 6:00 PM | \$10.00/session per child | \$15.00/session per child |
| Half - Day Latchkey 12:00PM – 6:00 PM | \$25.00/session per child | \$30.00/session per child |

Late Fees

The latchkey program ends at 6:00pm and the **staff is not scheduled beyond this time**. A \$10 fee will be charged per quarter hour or any part of that quarter hour that a child remains beyond 6pm. **The fee must be paid directly to the staff person and is not included in the latchkey fee.**

Policy and Procedures

All parents must accompany their child or children into the building in the morning and come into the building in the evening to pick them up. It is important that the children are signed in and signed out as they arrive and depart from the program. Children may not sign themselves in.

The Latchkey program will follow the same policy as stated in the school handbook with regard to medication, a child who becomes ill or injured, dress code and discipline.

Changes must be in writing to adjust schedules that have been submitted for multiple weeks in advance. Credit cannot be given for changes made in the current week.

Parents will need to provide a snack for their children in the afternoon sessions. Snacks will not be provided by the latchkey program but there will be a time in the program schedule for quiet time and snacks for the students.

Collections:

All fundraisers must be approved by the Principal in advance of their implementation.

Car Transportation:

To ensure the safe arrival and departure of all students, the following guidelines for parents bringing/picking up students will be in effect during the entire school year from 7:30 AM – 4:30 PM – Monday through Friday.

- ♦ **Morning Drop Off** – come in the south entrance – the one by the church, enter the northern circle driveway by the school – please **FORM ONE LANE ONLY**. Pull up to the end of the circle if you are first in line. Drop off your child(ren), using the passenger side of the car only. Use the north driveway to exit. If you need to come into the building, please drop off your child(ren) first, then park and come into the school.
- ♦ **Afternoon Pick-Up** - enter the south entrance and park your car. Please meet your child(ren) at the front entrance of the school at dismissal. **DO NOT ALLOW YOUR CHILD(REN) TO ENTER THE PARKING LOT WITHOUT BEING ACCOMPANIED BY AN ADULT.**
- ♦ **Latchkey Drop Off or Pick-Up** – enter the north entrance and drive around the playground to the back of the building. Please park your car and accompany your child(ren) into the building using the end doors of the Middle School Wing. Latchkey times are 6:45 am – 8:00 am and 3:15 pm – 6:00 pm.

Curriculum:

The core academic curriculum for all Saint Mary students will include instruction in Religion, Language Arts, Reading, Mathematics, Science, Social Studies, Computer Literacy, Physical Education, Art, Music, and Spanish.

In addition, Liturgical and Para-Liturgical prayer and worship opportunities are made available daily, weekly, and on a rotating basis. Saint Mary Middle School students participate in various service projects.

Field Trips:

General Information:

The term "field trip" includes all school-sponsored activities held away from the school grounds. Field trips are recognized as an integral part of a sound educational program, and provide a valuable addition to the classroom curriculum. The Teacher, with the approval of the principal, determines the usual number of field trips per grade. Each child must have a school-issued field trip permission form and a medical treatment release form, signed by a parent or guardian, in order to accompany the class on a field trip. Verbal permission or a handwritten note by the parent will not be accepted. At such times, students are under the jurisdiction of the school and responsible to the chaperones. All reasonable and prudent steps to safeguard the welfare of participating students shall be taken. Diocesan regulations state there must be one adult chaperone for every 10 students. Only students enrolled in St. Mary Catholic School will be allowed to participate in class field trips. Younger or older children may not accompany adult chaperones on the class trips. Chaperones must be able to give their undivided attention to supervising class members. Parents may choose not to permit their children to attend school field trips; in such cases, parents are responsible for their children during the time the class is away on the field trip.

When valid school bus transportation is not available and private vehicles are used, qualified volunteer drivers over 21 years of age must complete and be in compliance with all stipulations on the Volunteer Driver Information Form with the form on file in the school office. On all field trips the teacher is in charge. Parents are requested to follow the format the teacher has arranged for that trip. Besides the school, you are also personally liable when you drive and/or chaperone on a field trip.

The following list has been compiled to assist parents and students with their responsibilities as a driver or chaperone or as a student representative of St. Mary Catholic School.

Student Responsibilities:

All normal school rules for students apply on a field trip but also include the following student responsibilities:

- Students will ride in the backseat of the vehicle and must be buckled in by a seatbelt.
- Students must go to and return from the trip in the same vehicle.
- Students will go with a buddy to the bathroom.
- Respect all chaperones at all times.
- Music (iPods, or CD's) needs to be screened. If unsure, please ask your teacher. iPods are allowed, but are taken at the risk of the student and St. Mary Catholic School is not responsible if lost, stolen, or broken.

Any student who fails to comply with the rules and regulations for a field trip will be exempt from future field trips for the remaining semester of the current school year. In the event a student becomes exempt from field trips, the parents are responsible for their student during the time the class is away on the field trip.

Students will not be disciplined without due process of knowing exactly what they are accused of doing or not doing or without being allowed to tell their side before an impartial person.

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

Driver/Chaperone Responsibilities:

- Drivers must have a Volunteer Driver Form on file in the school office. You may only use the vehicle you have registered with the office, and your liability limits must be a MINIMUM of \$500,000.00.
- Drivers must be in compliance with the Volunteer Requirements listed below:

a) Attendance at or online completion of a Protecting God's Children Awareness Session (Virtus). Online sessions are found at www.virtusonline.org sign up for St. Mary Pinckney in the Lansing Diocese. For a live session, please visit the Diocese of Lansing website to find a location nearest you.

b) A completed Volunteer Driver's Form with a minimum of \$500,000 insurance (for those planning to drive for a field trip). This can be obtained from the school's website at www.stmaryschoolpinckney.org or the school office.

c) A signed Volunteer Code of Conduct Form. This can be obtained from the school's website at www.stmaryschoolpinckney.org or the school office.

- Two adults per driven car with students are encouraged.
- You may only go to and from the field trip destination. **Absolutely** no other stops or side trips are permitted. Please gas up your car and get drinks, if needed, before attending the field trip.
- Students must go to and return from the trip in the same vehicle.
- The teacher will assign students to each driver's vehicle.
- If a meal is included in the field trip, all drivers and students must eat at the same stop.
- **No cell phone use, except in emergency situations.**
- No showing of DVD movies in vehicles with that capability unless approved by the school.
- Music (radio, iPods, or CD's) need to be screened. If unsure, please ask the teacher.
- No student may ride in the front seat.
- Every student must be in a seatbelt.
- Students under 8 years old or under 4'9" in height must be in a properly belted booster seat as required by Michigan State Law.
- **Follow** the rules of the road and speed limits.
- Stay with your group at all times.
- Do not exchange students with other parents. Keep your group intact at all times.
- Do not allow students to wander off or go places alone. Students should go with a buddy to the bathroom.
- Do not allow students to leave a field trip to go home with a parent or guardian.
- **Every student must report back to school** and roll call must be taken before any student can be dismissed.
- As a safety precaution, a meeting place should be decided upon just in case a group gets separated.
- **"Hands on a student are never allowed"**. You may never hit a child, grab a child, yank a child, push a child, squeeze an arm, etc., of a child. If you are having difficulty with a child, get the teacher to assist you.
- Verbal remarks are not to be of a demeaning nature.
- Parents may not smoke or drink alcohol on any field trip or at any school function.
- NO siblings please. Your full attention is needed for the safety of your group.

Any parent who fails to follow the above "parent responsibilities" will be exempt from chaperoning future field trips for the remainder of the current school year. Being a chaperone for St. Mary Catholic School is a serious responsibility. We need to take all precautions to ensure the safety of our children.

Library:

Teachers schedule a library period and books may be checked out for one week. Books should be returned on time so that other students may check them out. Lost or severely damaged books are to be replaced or payment for replacement made. Report cards and records may be held until all fines are paid.

Lunch:

Saint Mary has two lunch periods in the Multi-use Room. Middle School lunch period begins at 11:30 and Kindergarten thru 5th grades lunch period begins at 12:05. All students are required to have lunch on the school premises unless Administrative permission has been granted for special circumstances.

A note from parents must be sent to school the day before in order to make arrangements for off-campus lunches.

Liturgy:

Students attend Eucharistic Liturgy every Friday throughout the school year. Level Liturgies are celebrated each Wednesday, alternating between our primary level (Grades 1-5) and the Middle School (Grades 6-8). Kindergarten students attend liturgy every Friday with their 8th Grade Buddies. Students also attend all Holy Day of Obligation Masses that occur on days other than Wednesdays or Fridays.

The liturgy-planning schedule is published in the Messenger. Parents are always invited to attend and participate in any/all of the Liturgical and Prayer Services. Mass begins at 8:30.

Sacraments:

First Reconciliation and First Eucharist are prepared for and celebrated in the Second Grade. Saint Mary School and Religious Education Program, being of the same mind and heart, work closely together in the sacramental preparation. Confirmation preparation begins in 8th grade. The Director of Religious Education schedules parent meetings and sacrament orientations throughout the year. School parents will be given prior notification of the dates and times of these meetings.

Parties:

Teachers must be contacted in advance if a parent wishes to celebrate a child's birthday with a treat. Treats should be simple, nourishing and there should be something for each child. **A number of our students have allergies. Please check with the homeroom teacher or school office if you need to bring something special for allergic students.**

Pizza parties, McDonald's treats, Subway lunches are highly discouraged. Because every family isn't able to provide a school treat from McDonald's or with a pizza party, parents are asked not to bring these types of treats to school. A cookie, cupcake, brownies and fruit or vegetables are some treats that are appropriate; please be sure to attach the ingredients label.

The All-School Parties that are annually scheduled are: (October/November) Harvest Party; (December) Christmas Celebration; Valentine's Day (February). Parties are planned by the homeroom teachers with the assistance of the room parents. These parties will be simple and will be scheduled for about an hour.

Invitations to non-school parties or activities should include all boys or all girls or all children in the class. We appreciate your cooperation in this matter. Teachers are not responsible for distribution of invitations.

School Closings:

The decision to close school because of weather conditions is made by the Pinckney Community Schools and the Transportation Department. If the Pinckney School District is closed due to weather, Saint Mary School is also closed. The Principal will close Saint Mary School ONLY if there is an on-sight emergency; that is, no heat, electricity, water, etc. **HOWEVER**, the Principal of St. Mary School reserves the right to keep school in session if it is deemed safe for children to be at school.

Whenever weather conditions make travel to and from school dangerous for the children, the school closing announcements will be made on **WXYZ – Channel 7 TV stations and WDIV – Channel 4 TV stations**. Parents will also receive a text message or voicemail directly from the school principal regarding school closings. Please do not call the school or parish offices for school closing information as those offices will be closed.

If it is necessary to close school after the children have arrived parents will be notified to come and pick them up. No child will knowingly be permitted to leave the building without contacting parents. Should there be any students who walk home; parents will be notified prior to students leaving the building.

In the event of a **TORNADO WARNING**, children will be kept in school until the **all clear** has been sounded. (This may require children to stay after school hours.)

Emergency Drills:

Schools are required to conduct and record a specific number of fire, tornado and Home Land Security(Lockdown) drills per year. We will have 5 fire drills, 2 tornado, and 3 Lockdown drills per year. Emergency drills are a serious business and students are expected to carry them out in silence and full cooperation with the faculty and administration.

Athletic Programs:

Saint Mary Athletic Programs are based on the philosophy of personal development, teamwork, and Christian sportsmanship within the framework of Saint Mary Catholic School Mission Statement.

- ♦ **Physicals:** Due to the rising costs of physicals and insurance company policies, Saint Mary will accept a physical that has been given within one calendar year of the sport session. **Physical forms must be filed in the school office prior to the start of the chosen sport season.**
- ♦ **Schedules:** The Athletic Director and/or the Assistant Athletic Director are responsible for scheduling all games, practice times, tournaments, and any other uses of Saint Mary gym with the School Office. Scheduling must be completed through the Athletic Director and school office.
- ♦ Other **policies and regulations** will be published and disseminated by the Athletic Director or his designees.

Telephone:

Outgoing calls are limited to school business and emergencies. Unless an extreme or unusual circumstance arises (as is determined by the Principal), students will not be allowed to call home for lunches, textbooks, assignments, or uniform changes. **Students are NOT PERMITTED to use cell phones or email** during school hours without the express permission of the Principal.

Locker and Cubby Searches:

Lockers and Classroom Cubbies are the property of Saint Mary School, and the School reserves the right to search them if necessary.

Medical Policy:

The medicating of an individual student is a serious responsibility. Should it be necessary to administer medication during school hours:

- ♦ **The parent or guardian must bring the medication to the school office. The container of medicine must be clearly marked as to: content, dosage, directions for giving and student name.**
- ♦ For nonprescription drugs, including aspirin or Tylenol, written directions are required giving permission to administer the medication.
- ♦ **A Medication Prescriber / Parent Authorization Form must be signed by the parent or guardian AND THE DOCTOR to permit the School Staff to give the medication to the child.**
(State laws state all over-the-counter medication, even Tylenol, will need this form.)
- ♦ There is written record in the school office of all medication given to a student, including medication, date, time, and dispenser.
- ♦ Students ARE NOT to carry medication of any sort, prescription or non-prescription, at any time while on the school property.

Section 7: Tuition Assessment and Policy

Parishioner/Non-Parishioner Definition:

A **Saint Mary Parishioner**, who is eligible for in-parish tuition rates, is defined as a registered member of Saint Mary Parish giving a minimum weekly Sunday contribution and an active participant in parish worship and community activities. Those who are not eligible must pay the Non-Parish rate.

A **Catholic Non-Parishioner** is defined as an active Catholic from another parish who meets the parishioner requirements of that parish and desires to send their children to Saint Mary School because there is no Catholic School available to them in their parish. They will pay the Parish rate and their home parish will often subsidize the student(s).

Tuition Policy:

Saint Mary adheres to the following policy regarding enrollment and tuition procedures;

- ♦ Any balance from the previous year's financial obligations must be taken care of prior to June 30th of the preceding academic year.
- ♦ **All tuition and other financial obligations for students in the 8th Grade must be paid in full on or before May 1st of the year of graduation for a student to participate in any of the graduation activities.**

Method for Tuition Payment:

Saint Mary Catholic School families make tuition payments through FACTS TUITION using a range of payment plans that are managed by the company in partnership with St. Mary Catholic School. Additional information about the program and FACTS enrollment forms are available in the school office.

Tuition Credit

The TRIP program is available for tuition credit. Credit is posted to accounts in January and April of each year.

Policy for Non-Payment of Tuition:

- (1) Enrollment fees, tuition, and late fees are due in accordance with the terms of the SMART Tuition plan option selected and the general enrollment policies of St. Mary Catholic School.
- (2) Payments are expected to be made on time. Should an account become delinquent the student may not be able to be re-enrolled.
- (3) **If a student leaves Saint Mary and that student's tuition and fees remain unpaid, records and report cards will be held until financial balances are current. Unpaid accounts will be pursued.**

Section 8: Disciplinary Policy

Objectives:

Discipline is a process that accomplishes the following objectives:

- (1) Children learn how to conduct themselves in a Catholic, socially acceptable manner.
- (2) Children learn to accept responsibility for their behavior.
- (3) Children learn to respect the rights of others.
- (4) Children learn self-discipline.
- (5) Children learn in a constructive learning environment and positive atmosphere.

Parents are the primary educators of their child(ren) and are legally and morally responsible for instilling discipline and a sense of right and wrong in their child(ren).

The school is a society and, as such, requires its citizens to abide by the established rules (classroom, lunchroom, playground, and school rules).

Teacher Responsibilities:

The classroom teacher is able to help students learn to develop self-discipline. The best discipline is preventive. Each teacher is responsible for following these procedures.

- (1) Provide strong expectations, good organization, and consistent enforcement.
- (2) Spend time at the start of the school year discussing rules, expectations, and procedures with students. These will be posted in the classroom and provided to parents. Exhibit fair and consistent rules so students know what is expected of them. Practice...practice...practice procedures and review rules on a regular basis.
- (3) Develop a constructive learning environment, which provides motivation and a sense of security for students.
- (4) Provide a positive, caring atmosphere, which includes knowledge of developmental growth in students and familiarity with individuals in the class.
- (5) Always maintain adequate supervision in the classroom, halls, and restrooms. Children should not be given responsibility or placed in situations potentially dangerous to themselves or others.
- (6) Attempt to resolve each student discipline problem with the student(s) involved, primarily through private discussions, sanctions or parent contact.
- (7) Refer persistent and/or serious problems to the Principal for advice or intervention.
- (8) Contact parents and seek their support in dealing satisfactorily with persistent discipline problems.
- (9) All faculty and teaching-related staff are authorized and encouraged to monitor students' behavior at all times.
- (10) Physical punishment is forbidden.
- (11) Periodically review cafeteria, playground, and classroom rules.
- (12) Refer severe misbehavior such as dangerous fighting, stealing, vulgarity/obscenity, threatened extortion, gross subordination, evidence of drugs, alcohol, tobacco, vandalism, or sexual harassment to the Principal IMMEDIATELY.
- (13) Student lockers, cubbies, and desks remain the property of the school and can/will be searched for reasonable cause.

Student Responsibilities:

- (1) Respect the inherent human dignity and worth of every other individual.
- (2) Be informed of and adhere to the rules of the school.
- (3) Study diligently and maintain the best possible level of academic achievement. Complete homework and make-up work according to the classroom policy.
- (4) Be punctual and present in the regular school program to the best of one's ability.
- (5) Refrain from libelous, slanderous and obscene remarks in verbal or visual communication.
- (6) Dress and appear in a manner that meets the school's standards of the uniform-dress code, personal cleanliness and safety.

- (7) Carefully maintain school facilities and the books and materials loaned for the year and help improve the school environment.
- (8) Always conduct oneself in a responsible manner as a representative of Saint Mary Catholic School.

Discipline Program for Grades K- 5:

The classroom teachers will develop and explain their classroom discipline policies and procedures at Back-to-School Night or will send them home with the students within the first week of school. The discipline procedures, positive and negative consequences should reflect the philosophy of St. Mary.

Discipline Program for Saint Mary Middle School:

In order to improve the students' educational environment and form a true Catholic citizen, we, of Saint Mary Middle School, implement an integrated discipline program. We believe this benefits all students by encouraging appropriate behavior in the school setting – accepting RESPONSIBILITY for their actions and behavior. The general principles, which act as the guiding force for the Middle School Discipline Plan, are:

- ◆ Be prepared to start class on time.
- ◆ Treat all others with respect and politeness.
- ◆ Give your best effort every day.
- ◆ Take pride in your self – and in your school.
- ◆ Complete all assignments on time.
- ◆ Dress as a professional student – following the uniform and dress code.

We believe these guidelines give a spirit to all rules. From these principles the teachers develop their own classroom expectations, procedures, and guidelines.

Disciplinary problems in the classroom or on school property will be dealt with in the following manner.

- (1) The classroom or homeroom teacher will discipline the student.
- (2) If the misbehavior is of a serious nature or continues, the student will meet with the principal.
- (3) Should the misbehavior continue, a conference will be held with the student, parents, teacher, and principal.

Severe Clause

Any students using alcohol or drugs, possessing dangerous objects, stealing, involved in physical assault or sexual harassment, or violating any other points specified in the school discipline code will be sent to the Principal's Office. Parents will be contacted immediately to pick up their child at school. Until the Principal, parents and child meet to discuss the severity of the problem, the student will not be allowed back in school and will not be allowed to attend or participate in any extracurricular activities or make up any tests and/or assignments.

Section 9: Homework and Grading

Saint Mary Grading Scale – Primary Grades K, 1, 2 and 3:

1 – Beginning 3 – Mastery 4– Applying
2 – Developing N—Needs Improvement

- ◆ Kindergarten has its own report card.
- ◆ Grades 1-3 use the same report cards.

Saint Mary Common Grading Scale for Grades 4-8:

100-90% = A 89-80% = B | 79-70% = C 69-61% = D | 59% and below = E

Reporting Student Progress:

(1) Report cards are issued at the end of every 9-week marking period. Report cards are distributed through email for the first three marking periods. Parents will receive a hard copy of the report card for the final marking period. Parent-Teacher Conferences are held after the first 9-week period.

(2) Students in grades 6, 7, 8 are eligible for the Honor Roll four times a year when report cards are distributed.

High Honors– Students must have 90% or better in all subjects and elective classes.

Honors– Students must have 80% or better in subjects and elective classes.

*If a student acquires a 1 in any Virtue for any subject, they are not eligible for Honor Roll status for that marking period.

(3) Parents can make appointments to see teachers any time during the school year. It is important to make an appointment so the teacher can be prepared with the necessary information for the conference.

Communication policy:

In an effort to keep parents better informed of the progress of their child, each teacher will commit to posting grades and assignments to their Edline class site at least one time per week. This is a means of notification to parents as to student progress and allows time for student improvement. Teachers may make special arrangements with parents to communicate more frequently.

Homework Policy:

Homework is seen as an important part of the learning process. Children will normally have homework on Monday through Thursday. Some projects will require weekend work as well. Minimum Homework Requirements:

- ◆ Kindergarten - 15 minutes
- ◆ Grades 1 and 2 - 30 minutes
- ◆ Grades 3, 4 and 5 - 60 minutes
- ◆ Middle School - 60 – 120 minutes

Please note these are minimum requirements based on the majority of students' work and study habits.

Because some assignments take longer; some students may be required to set aside more time each day to complete assignments. If homework does not require the whole time, please take the opportunity to read with your child or if you have an older child have them read or review material for upcoming tests, etc.

Essential Guidelines for Middle School Work:

All written work is to be completed in blue pen unless otherwise instructed. An exception is Math, which should be done in pencil. No erasable pens may be used. All written work should be done in cursive unless the teacher gives different directions. For Math homework, all work must be shown. No credit will be given for homework without the work shown.

Missing/Late Assignments Policy: 20% reduction if turned in within one week. Work must be corrected by the student. No credit if missing after one week. The first missing assignment results in a 20% reduction if turned in within one week. The second missing assignment results in a working lunch and the 20% reduction if turned in within one week. The third and subsequent missing assignments result in the 20% reduction if turned within one week, a working lunch, and an academic detention. The working lunch will take place either on that day or the next day, depending on whether it was a morning or afternoon class. The academic detention will take place on the next academic detention day, not the same day as the missing assignment. Academic detention days will be on Mondays, Wednesdays, and Thursdays from 3:15-4:00. Students not picked up by 4:00 will be placed in Latchkey and subject to Latchkey drop-in fee of \$15.00 at the time of pick up.

Responsibilities of Teachers:

- (1) Plan homework related to classroom objectives; homework assignments should be a review of the material covered in class or a means of preparing for a new lesson as well as study preparation for quizzes and tests.
- (2) Correct and return homework in a timely fashion. Checked homework may be filed in the student portfolios kept in the classroom of the Middle School students.
- (3) Provide a timeline for long-range assignments and consistently check on student progress.
- (4) Expect student work to be neat, accurate, and completed on time according to directions.
- (5) Inform parents when a student repeatedly fails to complete homework assignments or is not doing satisfactory work. This can be done via phone calls, progress reports, e-mail, or other written communication.

Section 10: Retention Policy

General Guidelines:

Saint Mary School strives for academic excellence. The decision to retain a student is made only if the teachers (and other education professionals, if appropriate), parents, and principal feel it is in the best interest of the child. The emotional, social, and physical needs of the child must be given equal consideration to the child's academic needs. This makes the lower primary grades the preferred place for retention but does not rule out retention in the upper elementary or middle school grades.

New Student Guidelines:

New students are placed in a grade based on the results and recommendations made from screening, testing, and/or their previous school's administration or staff. New students are on academic probation for no less than but not limited to a 5-week period. However, teachers, within the five week period of the student's first day of school, may recommend to the parents and Principal that the student be placed in a different grade or not be admitted to school.

Kindergarten students are admitted on the basis of the readiness recommendation from the Director of Saint Mary Kindergarten Program and the results of Saint Mary screening process.

Present Student Guidelines:

Each teacher is to identify, by second semester, students who are not making satisfactory progress and may need to be retained. Communication with parents should be ongoing and directed at the improvement of the student's performance. During January (or by the end of the first semester), the teacher will meet with the parents, define the problems and outline a plan for intensified instruction to take place during the third marking period. The plan is to specify for what the student, parents and school will be held accountable. A copy of the plan is to be given to the parents and one is to be placed in the child's CA-60 file. In spring, an evaluation is to take place. The cycle will be repeated with a new plan if the child is still in danger of failing.

The Principal is to be kept informed of the child's progress from the first meeting with the parents in January through the final meeting in June. If the teacher then recommends retaining the child, and the parent disagrees, the student will be promoted only if the parents sign a statement for the CA-60 file

stating they overruled the teacher's recommendation and will accept full responsibility for their child's future education. In some cases, it may be necessary to recommend another school where the child's needs may be better met.

Section 11: General Rules and Guidelines

Suspension/Expulsion:

Suspension is the exclusion of a student from school for a specified limited period of time for repeated misconduct or because of a serious single incident. Suspension may take the form of an **in-school suspension** or an **out-of-school suspension**. The length and form of the suspension will depend on the severity of the offense. A student may be suspended while an incident is being investigated.

Expulsion is the permanent removal of a student from school for repeated misconduct or because of a single serious incident.

Misconduct is an act that does or may interfere with the efficient operation of the school by endangering the health and safety of any person, by infringing upon the rights of others, by causing disruption of the educational programs or discipline, or by causing loss or destruction of property.

Included in the meaning of the above (but not limited to) are those behaviors that could lead to suspension/expulsion.

- (1) Physical, verbal or sexual assault or intimidating behavior toward school personnel, another student, or a member of the school community. Any action which causes or has the potential to cause physical harm to another. Fighting and/or the threat of physical harm to a member of the school community.
- (2) Theft of property from any member of the school community or the school itself. The possession of stolen goods or items or involvement in the theft are also cause for administrative action.
- (3) Possession, use or transfer of fireworks, explosives, or other materials or chemicals which could cause bodily injury or property damage. This includes the use of chemical sprays, irritants or other materials or devices which could be disruptive to the school or harmful to others.
- (4) Conduct which causes disruption or obstruction of any function, process or activity of the school.
- (5) The possession, use, transfer, or being under the influence of alcohol or controlled substances at school, on school property, or at school events.
- (6) The willful destruction of school property or property belonging to others.
- (7) The possession, use or transfer of a weapon or threatening to use a weapon. Michigan law requires expulsion of students who possess a dangerous weapon on school property or at school activities. Michigan law defines a dangerous weapon as:

- ◆ Firearm
- ◆ Dagger
- ◆ Dirk
- ◆ Stiletto

- ◆ Knife with a blade over three inches
- ◆ Knife opened by a mechanical device (Regardless of blade length)

- ◆ Iron bar
- ◆ Brass knuckles

As a matter of school policy, a student may be expelled for possession of an object on school property or in a vehicle designated for school use that may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to, the following: any explosive devices, BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, num-chucks, mace or pepper spray.

If behavior warrants suspension or expulsion, the following steps will be taken as outlined by the Diocese of Lansing, Policies #5114 and 5114.1:

Students who receive a **Behavior Detention** after school will do physical work to give back to the school. Physical work may include but is not limited to sweeping the multi-use room, washing tables, vacuuming classroom, emptying trash, etc. Behavior Detentions will be held on Thursdays from 3:15-4:00 with the principal. Parents can pick their students up at the Latchkey doors.

Diocese of Lansing Policies ~ Suspension and Expulsion:

Suspension Policy 5114 – Diocese of Lansing:

- ◆ The student shall be informed of the specific charges, which are the basis for disciplinary action to be taken against him/her. He/she will have the right to present any relevant information on his/her behalf.
- ◆ Parents must be notified immediately of the suspension, the reasons for it, and the steps being taken prior to the students being permitted to re-enter school. In no instance shall the student be asked to leave school before the parents have been notified.
- ◆ In those cases where it is warranted, students returning to school following suspension should be referred to a guidance counselor or other social agency as an aid to effective adjustment. {Counseling may be a requirement for returning to school.}
- ◆ Records of disciplinary action leading to, concurrent with, and following suspension, should be kept in the student's folders, but not as part of the permanent record.

Expulsion Policy 5114.1 – Diocese of Lansing:

If a student's misconduct is judged to be serious over a period of time, and he/she has failed to cooperate with the school authorities – or in an emergency situation a single incident is extremely grave – the Principal may affect an expulsion, following the steps below:

- ◆ The student shall be informed of the specific charges, which are the basis for disciplinary action to be taken against him/her. He/she shall have the right to present any relevant information in his/her behalf.
- ◆ Parents must be notified immediately of the school's intent to expel, and the reasons for the decision.
- ◆ If and when the decision is finalized, a complete written record shall be made to include reasons, student's and parents' input, and the school's decision.
- ◆ The Diocesan Superintendent shall be informed of the action immediately.
- ◆ If the parents are dissatisfied with the decision, they may appeal in accordance with the provisions of policy #2450.
- ◆ The administration of the school from which a student is expelled should exert every effort to ensure that the student's enrollment in another school is secured.
- ◆ Records of disciplinary action leading to, concurrent with, and following expulsion should be kept in the student's folder, but not as part of the permanent record.

Articles Prohibited in School:

Articles which may interfere with the education program are prohibited in school except with special permission. These articles include, but are not limited to, the following: food outside the cafeteria, toys, large sums of money, articles of value such as, video games, Ipods, cameras, cell phones, and skateboards. Should any item of this nature be brought to school (except with special permission) they will be confiscated, and the parent or guardian may be asked to pick them up.

A primary concern of the school is the safety and general welfare of all students and staff members. Therefore, items that may be hazardous to the school and staff are prohibited in school. Should any items of this nature be brought to school they will be confiscated, and appropriate disciplinary action will be taken. These items include, but are not limited to, the following: glass bottles, aerosol sprays, laser lights or pens, matches, lighters, and firecrackers.

Middle School Student Expectations:

Middle School students are expected to:

- (1) **Take constructive roles** in classroom and school activities.
- (2) **Offer ideas** for improvement of Saint Mary School
- (3) **Be a constructive influence** of good Catholic behavior.
- (4) **Show initiative and organization** in academic responsibilities.
- (5) **Show courtesy and respect** to staff, other students, and visitors.
- (6) **Follow school regulations** concerning care for books, cubbies, lockers, assignments, and facilities.

Middle School Student Guidelines and Regulations – Take Pride in Your School:

To help promote a safe productive and enjoyable Middle School experience, students are expected to behave according to the following general guidelines:

- (1) **Always act in a Catholic Christian manner** with awareness of consequences of your actions, especially their effect on others.
- (2) **Be honest** with yourself and others.
- (3) **Respect the rights** of other students and adults in school.
- (4) **Respect and care for the property** of others and the school.
- (5) **Develop your God-given talents** and use them for positive ends.
- (6) **Obey the rules, policies, and procedures** of Saint Mary Catholic School.

Section 12: Sexual Harassment and Harassment Policy

Sexual harassment is unlawful. It continues to be the policy of this School that any form of sexual harassment of students, employees or applicants for employment is unacceptable conduct that will not be tolerated.

Sexual harassment is unwelcome sexual conduct. It may include one or more of the following: sexual advances or propositions; requests for sexual favors; verbal abuse of sexual nature, including sexually explicit or degrading references to another person, or similar language; unnecessary touching; the display of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault. It may also include non-sexual harassment directed at a victim because of the victim's gender.

No student, teacher, supervisor, or other employee shall engage in unwelcome sexual conduct. No student, teacher, supervisor, or other employee shall threaten or insinuate, either explicitly or implicitly,

that another student's, employee's, or applicant's refusal to submit to sexual advances will adversely affect their status as a student, a person's employment work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of education, employment, or career development. No student, supervisor or other employee shall, by unwelcome sexual conduct, create a hostile work environment for any student or employee.

Every adult working in schools (employees and volunteers) and each student (of the age to understand the meaning of sexual harassment) has the responsibility to know and understand the school's policy forbidding sexual harassment.

Any student or employee who feels that he or she is the victim of sexual harassment—including, but not limited to, any of the conduct listed above—by any student, teacher, supervisor, or other employee, or any other person is expected to bring the matter to the immediate attention of the Principal. An employee, who is uncomfortable for any reason in bringing such a matter to the attention of the Principal or is not satisfied after bringing the matter to the attention of the Principal, should report the

matter to the Parish Priest. Also, any questions about this policy or potential sexual harassment should be brought to the attention of these persons.

The School will promptly investigate all allegations of harassment in as confidential a manner as possible. The School prohibits retaliation against any person who brings a complaint of sexual harassment or who takes part in investigating such a complaint.

Consequences of Harassment for Employees:

Any employee whom the School believes to have been involved in sexual harassment in violation of this policy will be subject to appropriate sanctions, up to and including termination from employment and possible civil damage liability.

Consequences of sexual harassment:

Though each offense will be handled on an individual basis, generally student sexual harassment violations will follow these procedures.

- ◆ First minor offenses will be dealt with by conference, detention, and/or suspension.
- ◆ Repeat offenders or a major harassment offense may result in expulsion from Saint Mary School and possible civil damage liability.

Harassment Policy

It continues to be the policy of this School to provide and maintain a work environment that is free of harassment and discrimination based on race, color, creed, religion, national origin, sex (see the sexual harassment policy), disability or handicap, age, height, weight, veteran status, marital status, or any other legally protected status.

Harassment is any unwelcome or unsolicited verbal, physical, or sexual conduct that unreasonably interferes with a student or an employee's job performance or creates a hostile, offensive, or abusive working environment. Examples of harassment include, but are not

limited to, disparaging remarks about a person's race, color, religion, national origin, sex, disability or handicap, age, height, weight, or any other legally protected status; unwelcome or unsolicited touching or threats of physical harm; and the use of degrading words, nicknames, pictures, stories, or jokes.

All students and employees of this School, as well as all other persons or entities affiliated or connected with this School, are prohibited from engaging in any behavior that constitutes such harassment.

Every adult working in schools (employees and volunteers) and each student (of the age to understand the meaning of sexual harassment) has the responsibility to know and understand the school's policy forbidding sexual harassment.

Any student or employee who feels that he or she is a victim of harassment is expected to bring the matter to the immediate attention of the Principal. A student or employee who is uncomfortable for any reason in bringing such a matter to the attention of the Principal, or is not satisfied after bringing the matter to the attention of the Principal, should report the matter to the Parish Priest.

The School will promptly investigate all allegations of harassment in as confidential a manner as possible. This School prohibits retaliation against any person who brings a complaint of discriminatory harassment or who takes part in investigating such a complaint.

Consequences of Harassment for Employees:

Any employee found to be engaging in discriminatory harassment will be subject to disciplinary action, up to and including termination of employment.

Consequences of Harassment for Students:

Though each offense will be handled on an individual basis, generally student harassment violations will follow these procedures:

- ♦ First minor offenses will be dealt with by conference, detention, and/or suspension.
- ♦ Repeat offenders or a major harassment offense may result in expulsion from Saint Mary School.

Section 13: Technology Agreement Policy: Student Responsible Use of Technology Agreement

Overview. St. Mary Catholic School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the school by facilitating resource sharing, innovation, collaboration, and communication. Illegal, unethical, or inappropriate use of these technologies can have dramatic consequences, harming St. Mary, its students, and its employees. St. Mary firmly believes that digital resources, information, and interaction available on the computer/network/Internet far outweigh the disadvantages. This Responsible Use Agreement is intended to minimize the likelihood of harm by educating St. Mary students and setting standards which will serve to protect St. Mary and its students.

Mandatory Review by Parent/Guardian and Student. To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines each school year. The parent or legal guardian of a student user is required to acknowledge

receipt and understanding of St. Mary Catholic School's Student Responsible Use of Technology Agreement (hereinafter referred to as the Responsible Use Agreement) as part of the annual registration process, which includes signing and returning the bottom portion of this form at the beginning of each school year.

Definition of School Technology System. The school's computer systems and networks are any configuration of hardware and software. The system includes, but is not limited, to the following: telephones, cell phones, and voicemail technologies; email accounts; servers; computer hardware and peripherals; software including operating system software and application software; digitized information including stored text, data files, email, digital

images, and video/audio files; internally or externally accessed databases, applications, or tools; school-provided Internet access; and new technologies as they become available.

Student Use Expectations. The school's information technology resources are provided for educational and instructional purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with the classroom teacher or principal to help decide the appropriateness of that activity. **You must do all the following to keep your school technology privileges:**

Respect and protect your own and the privacy of others by:

1. Using only accounts assigned to you.
2. Only viewing or using passwords, data, drives, or networks to which you are authorized.
3. Never distributing private information about yourself or others.

Respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all school Internet filters.
2. Reporting security risks or violations to a teacher or principal.
3. Not destroying or damaging data, equipment, networks, or other resources that do not belong to you.
4. Immediately notifying a staff member or administrator of computer or network malfunctions.

Respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, pictures, images, videos, games, software, apps, files, or movies).
2. Citing sources when using others' work (not plagiarizing).

Respect your community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or principal.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as cheating, or messages that are obscene or bullying).
4. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
5. Participating positively in all digital learning environments and refraining from behaviors that negatively impact your peers or staff members.

Laptop Computer Home Use - Responsibility and Liability. While learning, the need to access a computer may extend to a student taking and using a school-issued laptop for home use. The legal guardians and the student are responsible for proper use and care of the device. The same rules and responsibilities as stated within this Agreement form extend to the home use of a St. Mary Catholic School device. **With any damage, loss, theft, or other mistreatment of the device, the charge for replacement will be the sole responsibility of the student and legal guardians.**

Learning from Home (Virtual learning). Students may be required to work online outside of school grounds to continue his/her education due to illness, disease outbreak, or quarantine. It is understood that by signing this agreement the student will continue to abide by all technology policies and rules as stated within this agreement while learning virtually.

Consequences for Violation. Violations may result in the loss of your privileges to use the school's information technology resources. Violations may also result in disciplinary action, imposed in accordance with the St. Mary Catholic School's student behavior policy up to and including suspension or expulsion depending on the degree and severity of the violation. Violations could also result in criminal prosecution by government authorities.

Student Access to Computer/Network/Internet. Computer/Network/Internet access is provided to all students for educational and instructional purposes. The school makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Digital Learning Environments. Students may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, podcasts, and online meeting sessions. The use of blogs and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs and other school-provided digital tools. Parents wishing to deny access to these curricular resources must do so in writing to the principal indicating their child should be denied access to these tools.

Supervision and Monitoring. The use of school owned information technology resources is not private. Authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with school policies. Administrators reserve the right to examine, use, and disclose any data found on the school's networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. In other words, students must understand that computer files and electronic communications are not private and may be accessed by authorized employees for the purpose of ensuring proper use. Administrators may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement. St. Mary Catholic School reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The school also reserves the right to limit the time of access and priorities among competing acceptable uses.

Cyberbullying. As stated in this Technology User Agreement and in conjunction with St. Mary Catholic School's harassment and bullying policy, bullying, including cyberbullying, is not tolerated at St. Mary.

Cyberbullying as defined by the State of Michigan Legislature:

Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing
- the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school."

Students must follow three basic rules:

1. Any student who uses a school-provided communication device (including a computer) or computer network (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.
2. Any student who uses a personal communication device on school grounds or at a school-related function (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.
3. In any instance, **at home or in school**, in which cyberbullying creates a climate of fear and/or causes a substantial disruption of the work of the school or impinges on the rights of other students, the person committing the act shall be subject to school disciplinary proceedings.

Any violation of these regulations shall result in loss of computer-system privileges and may also result in appropriate disciplinary action, as determined by school policy, or possible prosecution through the judicial system.

Students are required to report any incidents of cyberbullying about which they are aware. Reports may be made anonymously. Designated staff will investigate all reports, using any electronic communications records currently kept by the school, and recommend the school's next course of action.

Disclaimer of Liability. St. Mary Catholic School denies any responsibility for the accuracy or quality of the information obtained through user access. St. Mary Catholic School denies any responsibility for material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor) or for any hostile or injurious actions of third parties encountered through a computer network. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of the school, its affiliates or employees. Due to the nature of electronic communications and changes in the law, it is also impossible for St. Mary to guarantee confidentiality of email sent and received over any computer network.

By **signing/submitting** the St. Mary Catholic School Parent-Student Handbook you declare that:

I and my child/children have read, understand, and acknowledge receipt of this Responsible Use Agreement.

Section 14: Financial Assistance

In order to keep Saint Mary an affordable Catholic School for Saint Mary Parishioners and Parents, we presently have scholarships available for families who have been enrolled at Saint Mary School for a minimum of one year. The Dible Scholarship and the St. Mary School Scholarship are available.

Please contact the school office for any information regarding scholarships and/or tuition assistance. All information is confidential.

Section 15: Uniform and Dress Code

Objectives of School Uniform and Dress Code

- To maintain the businesslike atmosphere of a school by requiring certain standards of dress.
- To reduce cost and competition relating to clothing so that all students, regardless of economic background, may attend Saint Mary School and experience each other as equals.
- To assist in developing a school spirit and pride.
- To eliminate confusion over dress code requirements by simplifying and standardizing clothing requirements for all students.

DRESS CODE AND UNIFORM

KINDERGARTEN – GRADE 5

| <u>WARM WEATHER UNIFORM</u> | <u>REGULAR SCHOOL UNIFORM</u> |
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| Beginning of the school year until/including September 30 th and from May 1 st until the end of the school year. | October 1st – April 30th |
| <u>Walking Shorts:</u> navy in color; knee length. NO cargo, carpenter, or trendy type shorts, regardless of color. No oversize shorts. Pants must fit waist and inseam. Shorts must be at fingertip length. Waistbands must be worn at the waistline. | <u>Pants:</u> navy pants; polyester, twill or dress corduroy; plain or pleated front; no designer labels. NO cargo, carpenter, or trendy type pants. Oversized pants are not permitted. Waist and inseam must fit the student. Waistbands must be worn at the waistline. Dark belts are required for all students' grades 4-8, if pants have belt loops. |
| <u>Skorts:</u> solid navy grades K-3 ONLY. plaid grades 4 – 5 | <u>Shirts:</u> white or light blue – oxford, polo, turtleneck; short or long sleeve. Dress shirts need a top button at the neck, which does not need to be buttoned except when wearing a tie. |
| <u>Shirts:</u> white or light blue – oxford, polo, turtleneck; short or long sleeve. Dress shirts need a top button at the neck, which does not need to be buttoned except when wearing a tie. | <u>Sweaters:</u> red, white, or navy: crewneck, cardigan, pullover or vest: No designs, monograms, or decorative buttons. A white or light blue collared shirt must be worn beneath the sweater. |
| <u>Socks:</u> solid color; should be of the same color and pair. Socks: solid color; should be of the same color and pair. Sock must be worn. | <u>CREWNECK Sweatshirts MUST BE PURCHASED THROUGH SCHOOLBELLES:</u> navy - Saint Mary sweatshirts can be worn in place of sweaters in the classroom; white or light blue collared shirts must be worn beneath the sweatshirt. FULL ZIP FLEECE VEST OR ¼ ZIP |

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| | <u>PULLOVER FLEECE: MUST BE PURCHASED THROUGH SCHOOLBELLES:</u> navy - can be worn in place of sweaters in the classroom; white or light blue collared shirts must be worn beneath the fleece. |
| Shoes: tennis shoes permitted as long as they do not make black marks on the tile or gym floors. No sandals, clogs, roller shoes or platform shoes. All shoes must have backs. Laces must be tied. | Jumper: Must be ordered from Schoolbelles. Grades K-3 |
| PLEASE NOTE: Students may wear the regular school uniform during the warm weather if they prefer. ST. MARY CREWNECK SWEATSHIRTS, SWEATERS, VEST, and FLEECE ARE ACCEPTABLE AT MASS. GYM CLASS: - 5th GRADE: NO tank tops. Tee shirts with sleeves can be worn with NO improper logos/wording. Gym shorts with elastic waistband should be worn. | Skirts: Grades 4-5 The kilt skirt, side pleat skirt or the flat front skirt or the flat front skirt must be ordered from Schoolbelles. Skirt length must be no shorter than meeting the kneecap with the skirt fitting at the natural waistline. Socks: solid color; should be of the same color and pair. Socks must be worn. Leggings/tights: solid color: red, white, navy or black Shoes: tennis shoes permitted as long as they do not make black marks on the tile or gym floors. No sandals, clogs, roller shoes or platform shoes. All shoes must have backs. Laces must be tied. |

MIDDLE SCHOOL DRESS CODE AND UNIFORM GRADES 6 -8

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| <u>WARM WEATHER UNIFORM</u> Beginning of the school year until/including September 30 th and from May 1 st until the end of the school year. | <u>REGULAR SCHOOL UNIFORM</u> October 1st – April 30th |
| Walking Shorts: navy or khaki in color; knee length. NO cargo , carpenter, or trendy type shorts, regardless of color. No oversize shorts. Pants must fit waist and inseam. Shorts must be at fingertip length. Waistbands must be worn at the waistline. | Pants: navy or khaki pants; polyester, twill or dress corduroy; plain or pleated front; no designer labels. NO cargo, carpenter, or trendy type pants. Oversized pants are not permitted. Waist and inseam must fit the student. Waistbands must be worn at the waistline. Dark belts are required for all students' grades 4-8, if pants have belt loops. |
| Shirts: white, navy or light blue – oxford, polo, ribbed bottom polo, or turtleneck; short or long sleeve. Dress shirts need a top button at the neck, which does not need to be buttoned except when wearing a tie. | Shirts: white, navy or light blue – oxford, polo, turtleneck; short or long sleeve. Dress shirts need a top button at the neck, which does not need to be buttoned except when wearing a tie. |
| Socks: solid color; should be of the same color and pair. Socks must be worn. | Sweaters: red, white, navy: crewneck, cardigan, pullover or vest: No designs, monograms, or decorative buttons. A white, navy or light blue collared shirt must be worn beneath the sweater. |
| Shoes: tennis shoes permitted as long as they do not make black marks on the tile or gym floors. No sandals, clogs, roller shoes or | <u>CREWNECK Sweatshirts MUST BE PURCHASED THROUGH SCHOOLBELLES:</u> navy - Saint Mary sweatshirts can be worn in |

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| <p>platform shoes. All shoes must have backs. Laces must be tied.</p> | <p>place of sweaters in the classroom; white, light blue, or navy collared shirts must be worn beneath the sweatshirt. FULL ZIP FLEECE VEST OR ¼ ZIP PULLOVER FLEECE: MUST BE PURCHASED THROUGH SCHOOLBELLES: navy - can be worn in place of sweaters in the classroom; white, light blue, or navy collared shirts must be worn beneath the fleece.</p> |
| <p>PLEASE NOTE: Students may wear the regular school uniform during the warm weather if they prefer.</p> <p>ST. MARY CREWNECK SWEATSHIRTS, SWEATERS, VEST, and FLEECE ARE ACCEPTABLE AT MASS.</p> <p>GYM CLASS: - NO tank tops. Tee shirts with sleeves can be worn with NO improper logos/wording. Gym shorts with elastic waistband should be worn.</p> | <p>Skirts: The kilt skirt, side pleat skirt or the flat front skirt or the flat front skirt must be ordered from Schoolbelles. Skirt length must be no shorter than meeting the kneecap with the skirt fitting at the natural waistline. NO KHAKI SKIRTS ALLOWED</p> <p>Socks: solid color; should be of the same color and pair. Socks must be worn. Leggings solid color: red, white, navy or black</p> <p>Shoes: tennis shoes permitted as long as they do not make black marks on the tile or gym floors. No sandals, clogs, roller shoes or platform shoes. All shoes must have backs. Laces must be tied.</p> |

APPEARANCE AND GROOMING – GRADES K - 8:

- Appropriate jewelry Earrings: one pair of post only
- No distracting haircuts or styles. NO hair extensions.
- Nail polish: clear or light shades
- Light makeup only allowed – Grades 6-8
- All shirts and blouses MUST be always tucked into skirts or pants with the exception of ribbed bottom shirts.
- **Dark belts are required for all students’ grades 4-8, if pants or shorts have belt loops even if you are wearing a sweatshirt, sweater, or fleece.** NO metal on belt except for buckle.
- No tattoos – permanent or temporary
- The principal reserves the right to make decisions with regards to the above dress code, appearance, and grooming guidelines.