



360 Maple Street  
Sault Ste. Marie, MI 49783  
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stmarysup.org

Dear Parents,

Welcome to St. Mary's Catholic School!

Thank you for joining our St. Mary's School family and for taking time to review this material. We also extend a warm welcome to let you know that you will be appreciated in our school system. St. Mary's strives to offer the very best individualized instruction of a small school. St. Mary's also adds the most important ingredient of all, our Catholic faith. The values and teachings of Christ will permeate all classes.

The development of sound virtues is one of the most important things that God has asked us as parents to do for our children. This is never easy even in the best of times, and the current secularization of American life makes it extremely difficult for parents. St. Mary's School strives to offer your children not only the very best in academic education, but more importantly, we hope to teach and to encourage them to become the young Catholics that our faith needs to carry on the message of the Gospel.

In God's plan, parents are primarily responsible for their children's education; the responsibility of developing responsible, self-disciplined young people rests with the parents. St. Mary's School recognizes this primary role of parents and intends to create an environment that supports you in your efforts to teach your children right from wrong. The school operates as a family unit. Parental involvement in school life is not only desirable, it is necessary. Together, we will help our children grow into young men and women whose moral character, self-confidence, and leadership are immediately visible.

Sincerely,

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



Handbook for  
**Students and Parents**

2022 – 2023



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### **Catholic Schools in the Diocese of Marquette are:**

#### Communities of Faith

- In communion with the Bishop and Pastors
- In partnership with parents, helping them fulfill their primary responsibility for the Catholic education of their children
- In Christian collaboration among the staff, teachers and parish
- In respectful personal relationships between teachers and students

#### Committed to the integral formation of the student

- Through educational practice founded upon an understanding of children as persons created in the image of God
- By enabling students to become good citizens in this world, fulfilling their destiny to become saints, while loving God and neighbor, thereby enriching society with the leaven of the Gospel
- Through curricula which brings the study of faith, life, and culture into harmony
- Through teachers and staff who understand their mission as a vocation from God to form the whole child
- By aiding students in their prayer life and helping them see prayer as a genuine dialogue of love
- Teachers and staff are called to live lives of personal holiness rooted in love for Jesus Christ and His Catholic Church and witness this love to students and families

#### Committed to the highest academic standards through a rigorous curriculum and effective instructional delivery

- To deliver challenging learning experiences to develop learning, thinking and life skills that lead to success at the next level
- To continually assess student learning and adjust teaching to meet learning goals and student needs
- To provide and coordinate learning support services to meet the unique learning needs of all students
- To offer a progressive technology infrastructure designed to support teaching and learning goals

#### Committed to excellence in all co-curricular and extracurricular areas of programming

- To imbue in students a culture of charity through community service programs
- To establish co-curricular programs that enhance the core curriculum
- To provide team sports and other extra/co-curricular programs as a means to a well rounded formation of students

**St. Mary's Catholic School  
Sault Ste. Marie, Michigan**

**Mission Statement**

Guided by the Holy Spirit and in partnership with the parents, St. Mary's School is committed to teaching the knowledge of the faith centered in the person of Jesus Christ. The values and traditions of the Catholic faith are integrated into a comprehensive academic program where each child can develop spiritually, intellectually, emotionally, socially, and physically. In a safe, joyful, and diverse environment, St. Mary's School will teach its students the value of their Catholic heritage while respecting the traditions of students of other faith.

**Mission**

To make disciples of Jesus Christ through spiritual, intellectual, and human formation.

**Values**

Fidelity (to the teachings of the Church)

Community

Quality (In education, service, things made)

Generosity (i.e. just wages & sharing one's time, talent, treasure)

Order (ordering things towards their God-created end)

**Vision**

St. Mary's Catholic School will continuously strive to be the most trusted partner in forming holy, wise, and virtuous graduates.

Revised 5/31/2022

# **Parent-Student Handbook**

St. Mary's Catholic School  
Sault Sainte Marie, MI 49783

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## **ACCIDENTS AND INJURIES**

Every effort and precaution are taken by school personnel to prevent accidents and injuries. However, there are situations where a child may be involved in an accident or be injured while at school. Any person who becomes ill, is injured, or involved in an accident must report his/her illness or injury to the teacher or the office.

## **ACCREDITATION**

St. Mary's School is accredited by Michigan Association of Non-Public Schools (MANS).

## **AFTER SCHOOL HOURS**

Students may not be on the school premises unattended after school hours. St. Mary's School provides a licensed after-school program from 3:00 p.m. until 5:00 p.m. Children must be registered and prepaid in order to participate in this program. **If not utilizing the St. Mary's after-school program, parents must make arrangements for the care and supervision of their children.**

Students who stay in the building after school for any school-related activity must be under the immediate supervision of a teacher or activity sponsor. Teachers may keep students after school for disciplinary reasons or for making up work. Students will be given permission to call home to notify their parents they will be staying after school.

## **ADMISSIONS POLICY**

St. Mary's School is open to any child whose parents/guardians desire a Christian education for their child.

Students will be admitted to St. Mary's Catholic School according to the following criteria:

1. **January 1<sup>st</sup>-15<sup>th</sup>** - Registration will be accepted for the upcoming school year starting with children of existing St. Mary's Catholic School families, Preschool-8<sup>th</sup> Grade.
2. **January 16<sup>th</sup> -30<sup>th</sup>** - Registration will be open to Catholic parishioners of The Diocese of Marquette, Preschool-8<sup>th</sup> Grade.
3. **February 1<sup>st</sup>** - Registration will open to the public, Preschool-8<sup>th</sup> Grade.

A non-refundable fee for all students, Preschool-8<sup>th</sup> Grade will be required at the time of registration to reserve a spot. The registration fee is \$150.00 per student. **For families registering BEFORE April 1<sup>st</sup>, the registration fee will be discounted to \$75.00 per student.**

If classes become filled to capacity, any openings that occur will be filled from a waiting list. The waiting list will be compiled on a first come, first served basis.

Registrations will not be taken after the first day of school except in the case of families new to the area or under certain considerations with consultation of the St. Mary's Catholic School Council. New students will not be admitted into Grade 8 except under special circumstances and in consultation with the school commission.

**Birth certificate and immunization record must be provided to complete enrollment for ALL new students.**

**Preschool students must be four years old by September 1st.** If the class becomes filled to capacity, any openings that occur will be filled from a waiting list. The waiting list will be compiled on a first come, first served basis

**Kindergarten students must be five years old by September 1st** of the year they intend to enter Kindergarten. Exceptions are made for children whose birthdays fall on or before December 31<sup>st</sup> and show readiness, verified by a formal assessment and a preschool teacher recommendation. Kindergarten entrance is based on the age policies as stated above, **not** upon completion of a preschool program.

**Transfer students** shall be admitted to a grade upon evidence of having satisfactorily completed previous grade levels.

### **NON-DISCRIMINATION**

St. Mary's School in the Diocese of Marquette shall admit students of any race, color, sex, national, and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Catholic schools do not discriminate on the basis of race, color, sex, national, and/or ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, athletic, and other school administered programs. The creed of any student shall not bar admission. However, the parents and students should know and accept the unique Catholic religious philosophy of the school.

### **ALTAR SERVERS**

All boys and girls in the fourth grade and older are invited to become servers. The students go through a short training period and are eligible to serve at the Sunday and weekday liturgies. An assignment sheet is given out each month.

### **ASSAULT AND HARASSMENT**

Assault and verbal harassment, including name calling, threats, blocking doorways and hallways, pushing, fighting, and other actions that threaten or degrade an individual, are not allowed at St. Mary's School.

We have a sexual harassment policy in place. You may contact the school office if you have any questions regarding this policy. See Appendix A, Community Relations, for civility guidelines.

### **ATHLETICS**

1. **Jurisdiction** - The school athletic program is the responsibility of the St. Mary's School Council and should enhance the educational program. Implementation of the athletic program may be delegated to a committee or other such group, but the responsibility remains with the council.
2. **Eligibility** - Diocesan Policy #5130 will be adhered to, that is, academic eligibility to compete in athletics will be determined by the student's effort and conduct in school. The student's teachers and the school administrator will make such determination. The coach must be informed. Before suspending a student from athletics, there should be a conference with student, teachers, administrator, and parents. Suspension should be a last resort as participation in athletics is often the only outlet for a student who is experiencing difficulty in school.
3. **Supervision** - All practices and competition shall always have proper adult supervision.
4. **Time** - All competition and practice sessions shall be confined to periods outside of school hours. All practices shall end by 8:30 p.m. and the gym vacated by 9:00 p.m.
5. **Competition Limitations** - No student shall compete on more than one interscholastic team per season. Should extenuating circumstances arise, approval of the principal is required.
6. **Game** - A game is defined as competitive play between two teams of different schools during which score and time are kept. A scrimmage is defined as play during which neither score nor time is kept and coaches may interrupt to give coaching advice.

7. **Coaches** - Coaches provide a worthy service to the school. They must remember they play a large part in the development of students under their care. They must conduct themselves as Christian persons at all times. They shall cooperate with the school's educational program. Any imprudence on their part shall be subject to disciplinary action by the school council.
8. **Playing Time** - Playing time will be given to all members of the team at all games. Students from the higher grade levels may be given more playing time.
9. **Parental Permission** - Every child participating in after-school sports activities must have a parent permission form returned to the office.
10. **Physician's Consent** - As per diocesan policy, students in grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>, will need to submit a physician's statement indicating the student is able to compete in athletic contests.
11. **Selection** - All students from the grade will be allowed to participate in the sport. If more students are needed to have a viable team, students from lower grade levels will be allowed to participate. In the case too many students from the lower grade are interested in participating, students will be chosen by a draw of luck.

**ATTENDANCE** See Appendix I.

### **BICYCLES**

Students are required to park their bicycles in the bicycle rack immediately upon arrival at school. Bicycles may be removed from the bicycle rack only when the student is prepared to go home in the afternoon. The school does not assume responsibility for bicycles that are stolen; therefore, all students are urged to use a bicycle lock to avoid the possibility of theft of their bicycle.

Children riding bicycles to school must leave promptly after dismissal. All bicycles are to be locked in the bicycle rack during the day. Students riding bicycles must walk their bikes to the street. There is to be no riding of bicycles in the schoolyard or playground. Students must ride their bicycles in a responsible manner or they will be forbidden to ride their bikes to school.

### **BOOKS**

Each student must assume responsibility in caring for his/her books. Students will be assigned books by number. With proper care books should last at least seven years. If a book is damaged or lost, payment is subject to its value and must be made before final report cards are issued.

### **CHANGE OF ADDRESS**

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address or work number during the school year.



## **CLASSROOM RULES**

These rules are enforced in all classrooms:

1. Respect and obey all teachers, staff and authorized adults.
2. Use a pleasant tone of voice.
3. Use acceptable language.
4. Walk at all times.
5. Keep your hands to yourself.
6. Keep all four legs of chair on the floor.
7. Respect personal property.
8. Respect rights of others.
9. Always wear shoes.
10. Bring in only articles related to school.
11. School property is to be removed only with proper authorization.
12. Place litter in wastebaskets.
13. Learn and follow fire, lockdown, and tornado drill procedures.
14. Leave room only with permission from an authorized adult.

## **CLOSED CAMPUS**

- A closed campus means that once a student has arrived at school (being on school grounds), he/she may leave the school grounds only due to illness, a doctor/dental appointment, or an emergency.

Older students may act as ISD/Parish runners (with signed parental permission form). Students are expected to directly come and go from the ISD/Parish without deviation.

## **COMMUNICATION WITH PARENTS**

The support, interest, concerns, and cooperation of parents is essential in providing a positive learning experience for students at St. Mary's School. In order that we may keep you apprised of your child's progress, the school program, and upcoming events, the following means of communication are utilized:

- The Student/Parent Handbook;
- Weekly Monday Letter;
- Academic and/or behavior progress reports issued midway between marking periods;
- Parent-teacher conferences held in the fall and by appointment in the spring;
- Report cards issued four times a year.

\*Weekly school information will be emailed every Monday to all families. These Monday emails contain important information about the school. It is the responsibility of parents/guardians to read the material to keep apprised of school updates.

## **CONFERENCES (PARENT-TEACHER)**

Parent-teacher conferences are held for all parents at the end of first marking period. Participation in these fall conferences is expected of all our parents. Conferences will be held at the end of the third marking period upon request by the parent or teacher. Parents are welcome to make an appointment with teachers regarding a child's progress any time during the school year.

If your child is having a problem, you must first meet with the teacher. The next step is the principal. **ONLY** after these steps have been taken and you are still not satisfied is the problem to be brought to the pastor and/or school council.

If you have an inquiry regarding the content of the final report card, you may address your questions to your child's teacher through June 15. After this day the school cannot guarantee the availability of teachers to answer your questions.

### **CORPORAL PUNISHMENT**

Corporal punishment is not to be employed by school officials. Only parents retain the right to administer corporal punishment on or off premises within the limits of law and reason.

**Student Restraint** - School personnel, within the scope of their responsibilities, have the duty to protect students from harming themselves and others. They may use reasonable physical restraint as may be necessary to:

1. Protect himself/herself, the pupil, or others from immediate physical injury;
2. Obtain possession of a weapon or other dangerous objects upon or within the control of the pupil;
3. Protect property from physical damage.

**COVID-19 POLICY** See Appendix F.

### **CURRICULUM**

St. Mary's School follows curriculum guidelines provided by the Diocese of Marquette Office of Education.

The following subjects are part of our program:

Moral philosophy (Religion)	
Language Arts (Grammar, Logic, Rhetoric)	Physical Education
Modern and Classical Mathematics	Modern and Sacred Music
Natural Philosophy (Science)	Technology Education
Humanities (Social Studies, Art, History)	Classical Languages (Latin and Greek)

**Seventh and eighth grade students may participate in Sault Area Middle School first hour elective classes as long as parents/guardians provide transportation to and from the middle school. Bus transportation by Sault schools is no longer offered.**

**DISCIPLINE POLICY** See Appendix B.

**DROP OFF AND DISMISSAL PROCEDURE** See Appendix C.

**DRESS CODE** See Appendix D.

### **EMPLOYMENT**

St. Mary's School is in compliance with civil rights laws for employment and does not discriminate on the basis of race, gender, national origin, ancestry, age, marital status, or handicaps unrelated to the ability to perform the duties of the position.

## **ELECTRONIC DEVICES/CELL PHONES**

Students are advised not to bring their personal electronic device to school. This includes cellphones, tablets, and other similar devices.

In the event a student disregards this advice, all devices must be checked into the school office each morning and may be recovered at the dismissal of school that day. St. Mary's Catholic School does not accept responsibility for the care and/or safe return of the devices to the student. **Please Note: Personal electronic device/cell phone may be confiscated if a student fails to check them into the office. Should this occur, a parent/guardian will need to stop in the office in order for the device to be returned.**

## **EMERGENCY DRILLS**

In accordance with Michigan State Law, fire drills must be held five times during the year and tornado drills two times during the year. Students are instructed where to exit. Definite places are assigned to each class. They leave the classroom in silence and proceed in silence to the designated places. In addition, three lock down emergency drills are conducted yearly. (Emergency Drills may be different due to COVID-19).

## **FUNDRAISERS**

St. Mary's Catholic School's operating budget depends heavily on the income produced by fundraisers. All families are expected to participate in making the \$10,000 Jackpot Raffle Fundraiser a success. Therefore, every family, Preschool-Grade 8, is committed to selling a minimum of 25 Jackpot Raffle tickets or pay \$500.00 to the school. Tickets are \$20.00 each.

SCRIP is a fundraising tool, which also helps our school off-set the rising cost of education. SCRIP may be purchased by individual families, friends, and relatives. Every family is encouraged to purchase scrip since any profit gained will produce a 50/50 split between the school and the family's tuition commitment for the following academic year.

## **HALF-DAYS**

When a half-day of school is scheduled, dismissal is at 11:00 a.m. Hot Lunch is not served on half-days.

## **HALLWAY AND STAIRWAY COURTESY**

Students are to walk and keep to the right in the hallways and on the stairs. They shall not block hallway traffic by standing in groups. There is to be no shouting, excessive noise, pushing, or shoving in the hallways. For safety reasons, students must take the steps one at a time when using the stairs.

**HARRASSMENT OF STAFF POLICY** See Appendix E.

## **HEALTH**

Generally, students **well enough** to attend school are **well enough** to participate in all classes and recess play. Students with colds or fevers should not be in school. A note from a parent must be presented to the teacher if a student is to remain indoors or must be excused from full participation of the activities of the day. **Note: this is not to be ongoing or excessive; the office does not have staff to supervise students during recess.**

Students should not attend school if there is any question of illness (e.g., a fever of 100 degrees or higher - even if controlled with medication; green, runny nose; diarrhea; vomiting). **Students must have a 24-**

**hour period free from fever without the use of any Acetaminophen or Ibuprofen (fever reducing medicine), diarrhea, or vomiting before the child may return to school.**

### **HONOR ROLL**

The Honor Roll is posted for students in Grades 4-8. Criteria for Honor Roll:

- **First Honors** - Students must achieve all As in academic subjects\* and Learning Behavior marks must only be 4s and 3s.
- **Second Honors** - Students must achieve As and Bs in all academic subjects\* and Learning Behavior marks must only be 4s and 3s.

\* Academic subjects are: Religion, Language Arts, Mathematics, Social Studies, and Science.

### **HOMEWORK**

We believe that every child should spend some time reviewing the day's lessons or reading at home on a daily basis.

Teachers will assign homework at their discretion, to the profit of the student's academic progress. As a general rule, homework will become greater in quantity and challenging in quality as students master more material and acquire new skills and knowledge. Not less than, but just at or slightly above their current skill and ability level. Student work expectations are set at the highest level possible for each student.

All students are given time in class to complete assignments. Work not completed in class will be sent home for completion and must be returned the next day. Grades / points will be reduced for late homework, to encourage responsible time management.

### **HOLY DAYS OF OBLIGATION**

Holy Days are special in the Catholic Church. Mass will usually be attended by all classes (this may not be the case depending on current Executive Orders during Phase 4 or Phase 5)..

### **INCLEMENT WEATHER**

In case of inclement weather, St. Mary's Catholic School will concur with the decisions made by the Sault Area Public School authorities in regard to school closings. Families will be notified by OptionC.

**LICE POLICY** See Appendix F.

### **LIBRARY**

A weekly library period is assigned for Grades K-5. All students, including middle school students, may go to the library at other times with a pass from their teacher **if** he/she has demonstrated proper use of the library. Books and magazines may be checked out as follows:

- Preschool and Kindergarten – One book for one week;
- Grade 1 - Two books for one week;
- Grades 2-8 - Two books for two weeks.

Preschool library books are kept in the preschool classroom for students to enjoy during class time. Kindergarten – Grade 8 students may take their library books home for the duration of their check out period. If necessary, books and magazines may be renewed for an additional week provided that no one else has requested them. Fines will be charged for damaged or lost books. The fine will be the replacement cost of the book. All fines must be paid or books returned before final report cards will be issued.

## **LITURGY**

**All Catholic families are expected to fulfill their Sunday Mass obligation. Parents are the first teachers of the faith through word and example, and this role cannot be transferred or substituted by anyone else.**

During the celebration of Holy Mass and prayer, students are expected to be reverent and participate as much as possible in the service. Good posture is encouraged. Reverencing the Altar and Tabernacle, folding hands going and returning from Communion, and folding hands for Communion is encouraged.

## **LOST & FOUND**

A lost and found area is located near the gymnasium. Lost and found articles will be kept for a month and then will be given to the needy or discarded. Students losing or misplacing items should report such loss to the office. Students finding items are requested to bring them to the office. Efforts will be made to facilitate the return of lost and found items to the rightful owner.

## **LUNCH**

St. Mary's School participates in the Sault Ste. Marie public schools' hot lunch program. Lunch is delivered to our school every day and served by qualified personnel. The menu is published monthly, and payments are made in advance to the office. All deposits should be sent in a sealed envelope written with the family's name and the amount of money enclosed. Families who qualify for free and reduced lunch must fill out the appropriate documents and return them to the school office.

## **MEDICATION**

Medication should be administered to students by a parent or guardian at home. In exceptional circumstances school personnel, under appropriate procedures developed and supervised by the principal, may administer medication. Such procedures will include the following:

1. A parent or guardian will request and authorize in writing that the principal designates a school staff to administer medicines to pupils. This written request must specify the dosage to be given and the time of administration.
2. Medicines authorized by a parent or guardian will be kept in the office. The label on the container must be the original pharmacy issued label and shall include the name and telephone number of the pharmacy, the pupil's identification, name of the physician, name of the drug, and dosage.
3. An accurate and confidential system of record keeping will be established for each pupil receiving medication at school.
4. Under no circumstances are children to have medication of any kind in their locker, desk, or on their person during school hours. In certain cases, a student might be given permission to carry an inhaler. This option must be discussed with the principal and written parental permission must be on file at the office.

## **MONEY & VALUABLES**

Students are requested to bring money and valuables to school only if necessary. The school **cannot** accept responsibility for lost or stolen money or valuables. If it is necessary to have them, the owner is to leave them in the office for safekeeping.

## **MOVIES & VIDEOS**

Movies shall be used for curriculum enhancement and/or on a special occasion for entertainment. The teacher or a committee must preview movies. Only G and PG rated movies approved by the principal, shall be considered for student viewing.

### **ONLINE MATH CLASS GRADES 7/8**

Students in Grade 7/8 at St. Mary's Catholic School (SMCS) who are at the level of Algebra I, based on SMCS placement testing, will be eligible to participate in an online course in the classroom. SMCS's classroom teacher facilitates the course but does not teach it; grading and reporting results are issued directly from the online school. This online course, with a passing grade, is sufficient and acceptable to allow the student to forgo the local high school's "test-out" requirement for Algebra I.

If a fee is incurred, St. Mary's Catholic School will cover the cost of the online course for eligible students who, based on SMCS placement testing, have been placed in Algebra I.

If a student does not place in Algebra I, but a parent/guardian(s) requests their child to participate, **the family will be responsible for any costs associated with the course(s)**. Any additional online course work and associated costs beyond Algebra I will be the responsibility of the family and said course(s) will be completed as independent study by the student.

### **PARENT RESPONSIBILITY**

Parents need to keep the school informed as to their current:

1. Address;
2. Telephone number;
3. Place of employment and telephone number;
4. Doctor's name;
5. Friends, neighbors, or relatives who can be reached when you are away;
6. List of persons authorized to pick up their child & written permission for a child to walk home.

Instruct your child as to where to go or what to do if he/she arrives home and finds no one there. This is especially important in case school should be dismissed early due to inclement weather or for some other essential reason.

Call the school office by 9:00 a.m. of the morning your child will be out of school.

Send a note when:

1. Your child has been absent;
2. Your child has a dental/doctor appointment;
3. You are giving permission to stay for an activity;
4. Any situation exists that may cause anxiety for your child or a change in his/her normal routine as it relates to school.

For your child's comfort and health, help him to leave home dressed for the weather and its probable changes. There is space available for extra pants, sweaters, mittens, and boots if needed. Labeling garments and other possessions with the child's name is not only helpful but avoids an item being lost unnecessarily.

### **PARENT INVOLEMENT AND SERVICE**

St. Mary's Catholic School considers parent involvement/service as valuable and essential part of community life at the school. Parental support and involvement/service are essential for St. Mary's Catholic School to continue to provide quality programs and unique opportunities for our children.

Studies have shown parental involvement/service to be directly related to student academic performance, enhanced self-esteem, improved behavior, and attendance. One of the most important things we can do for our children is to allow them to see parents and teachers working together.

Parental involvement/service is also essential for keeping tuition costs as low as possible as well as creating the family atmosphere which is so important to the school mission. At St. Mary's Catholic School, each **family** is required to give a minimum of 30 hours annually of involvement/service. Failure to fulfill this commitment may prevent the student from returning to St. Mary's Catholic School the following school year. Parents **MUST** contact the principal if extenuating circumstances prevent them from fulfilling this commitment.

**Families who do not complete their involvement/service hours will be charged \$20/hour for every hour not fulfilled, to be paid in full prior to June 30, the closing of the academic fiscal year.**

It is the responsibility of the parents to record their own involvement/service hours using the recording method available. Involvement/service hours can be earned by parents or relatives 18 years of age or older.

All individuals completing involvement/service hours in our school will need to complete the VIRTUS training ~ "Protecting God's Children". A background check and DHS central registry clearance report will be required to be on file as well prior to starting involvement/service hours.

Please see Appendix K: Mandatory Parent Involvement/Service Hour Policy

### **PHYSICAL EDUCATION**

All students are required to take Physical Education. Students will not be excused unless they have a doctor's note. 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students are to wear physical education uniform according to the SMCS dress code policy.

### **PLAYGROUND RULES AND SAFETY**

Students are expected to use playground equipment in a safe manner that will not cause injury to themselves or other students and will not cause damage to the equipment. Students are always expected to follow all rules and respect the authority of the playground supervisors (parents and/or teachers). Appropriate behavior outside, as in the classroom, is expected at all times. Students are expected to show consideration and respect for the rights and possessions of other students so that recess is a happy experience for every child. Students are encouraged to report problems to the supervising personnel when the students themselves cannot find a peaceful solution.

Since we are a Catholic school we expect students to play in a Christ-like manner. It may be necessary to contact parents if a child is involved in a serious playground problem or continues to be uncooperative during the recess period.

Please refer to Appendix G: Playground volunteer guidelines and playground rules.

### **POLICY ON HUMAN SEXUALITY**

All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth in order to carry out their proper mission:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795).

These truths extend into every facet of our lives, including-and perhaps especially -our sexuality.

If a student's expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

In order to maintain appearance and proper comportment throughout the school day and at school events, all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions. Modesty is a must by all parties when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex.

### **PRAYER**

Prayer is an integral part of our school and school day. Through our PA system the entire school joins in prayer and Gospel reflection at the beginning, middle, and end of the school day. Within the classroom, prayer is offered every day before lunch and throughout the day under teacher guidance. Once a week, the school celebrates the Liturgy.

### **PRINCIPAL**

The principal is the chief executive officer and is responsible for the total operation of the school, Preschool-Grade 8. He/she reports directly to the superintendent of Catholic Schools in lieu of a pastoral delegate. The school council assists the principal in aligning policy and the execution of policy to Diocesan policy guidelines. The principal is solely responsible for the enforcement of school policy.

### **PROMOTION/RETENTION**

The parents of a student considered for retention in any grade will be notified and a conference held between the teacher, principal, and parents before the end of the third marking period unless last minute circumstances make it impossible. Retention or promotion of a child who is marginal is such a delicate matter that it must be handled carefully and with much preparation. No two children react in the same way and the individual's self concept, family support, and future goals must be taken into account. Students may be advanced to the next grade after demonstrating mastery of current grade level skills and knowledge, and showing sufficient emotional, intellectual, and social maturity. After council with the teacher, parents and other relevant staff / professionals, a decision as to the wisest time to advance the child will be made.

### **PUBLIC COMPLAINTS**

Public complaints concerning programs, individual employees, or volunteers will not be accepted by the St. Mary's Catholic School Council without specific documentation and should be presented to the council at a closed session. Complaints from individuals concerning instruction, discipline, or learning



materials are to be directed to the appropriate level as specified in Policy 1321 CS/Re from the Diocese of Marquette Educational Policy Manual.

### **RECESS**

Noon recess is 20 minutes in duration. This recess is supervised by at least two authorized adults. Students have recess outdoors, weather permitting. Students are to remain outdoors unless they have permission to re-enter the building for an emergency. If the temperature/wind chill is below zero, the Weather Bureau advises not to send the children out. Indoor recess is held in the classrooms. If the temperature is above zero, the children should be able to go out if dressed properly.

### **REPORT CARDS**

Report cards will be distributed four times during the school year, every nine weeks. Progress reports will be sent midterm. Assessments for preschool will be distributed three times during the school year.

### **RESTROOMS**

In the restrooms, students are to be quiet and orderly, and are not to sit on the sinks, stand on toilets, soil the floors or facilities etc. Students are not to congregate in the restrooms.

### **SACRAMENT PREPARATION/CELEBRATION**

First Reconciliation, First Holy Eucharist, and Confirmation celebrations are under the jurisdiction of the pastor and religious education director of each parish.

### **SALES IN SCHOOL**

Students are not permitted to sell any items in school except as a member of an approved school group. Sales by school-sponsored groups are permitted only when given prior permission by the principal.

### **SCHOOL HOURS**

School Hours 8:00 a.m. - 3:00 p.m.  
Preschool Hours 8:00 a.m. - 3:00 p.m.  
Office Hours 7:45 a.m. - 3:30 p.m.

**For safety reasons**, there is to be **NO** playing on the Maple Street or Armory side of the school building before, after, or during school hours.

### **Start of Day**

School doors open at 7:45 a.m. Prior to this time the school building is locked. The school day begins at 8:00 a.m. Students who arrive after 8:00 a.m. are considered tardy. For safety reasons, after 8:00 a.m. parents/guardians must park their vehicle in the parking lot, walk the child/children into the building and sign him/her/them in. There is a student sign-in/sign-out book located in the outer office.

### **End of Day**

Classes are dismissed at 3:00 p.m. Students must be picked up immediately after school unless registered in an after-school activity or the St. Mary's After-School Program.

### **Morning Drop-off and End of Day Pick-up**

Families with last names beginning with A-M to drop-off AND pick-up students on the south side (Armory Place) of the building; families with last names beginning with N-Z will drop-off AND pick-up on the north side (Maple Street). Arrival and Dismissal will take place as drop-off and pick-up meaning, parents will not walk students into the building. Parents will be asked not to congregate near school

doors. At least one school personnel will be present at each entrance during morning drop-off, while teachers will be with students during dismissal.

### **SCHOOL SPIRIT**

A student supports his/her school by keeping their scholastic and extracurricular standards at the highest possible level. School spirit can be expressed in the following ways:

- **Courtesy** toward teachers, fellow students, and the officials of interscholastic athletic activities;
- **Pride** in everything our school does and endeavors to accomplish;
- **Sportsmanship** in the ability to win and come in second, third et cetera with grace.

### **SPECIAL NEEDS**

Special needs might be suspected through parent observation or through teacher observation of a student's classroom performance. Summative as well as formative assessment such as MAPS testing may be used to assist in identifying an area of need and to recommend further testing by the public school district. Federal law provides for the testing of children who seem to have a learning disability or a special need. Parents and teachers should have a conference to determine if formal testing is recommended. The intermediate school district will provide this assessment. Parents should speak with the principal to begin this process in the most efficient manner.

Once a student is identified as having special needs, a decision is made between parents and school staff to determine if the school can provide accommodations for his or her needs. St. Mary's School does not have the economic capabilities to offer a special education resource room, however we work cooperatively with the intermediate school district to offer ancillary services on our premises such as speech and occupational therapy.

504 accommodation plans will be written for students in need of accommodations and kept in the student's permanent file.

**SUSPENSION/EXPULSION** See Appendix B.

### **TECHNOLOGY**

St. Mary's Catholic School has chromebooks and other computer devices that we provide to students free of charge. The Eastern Upper Peninsula Intermediate School District is our internet provider.

Students in Kindergarten through grade 2 will have issued tablets; 3<sup>rd</sup> – 8<sup>th</sup> grade students will be issued Chromebooks. **The use of technology in St. Mary's Catholic School is a privilege extended to students, faculty, and community members to enhance learning and exchange information. When using St. Mary's School's technology, the user must realize that he/she is representing the Catholic community and must therefore uphold Christian, ethical, and legal requirements.** St. Mary's Catholic School has created an "Electronic Information Access and Use Contract" which all users must sign at the beginning of every school year. This contract reflects the conditions listed below.

#### **Acceptable Use**

The use of the computer/internet/and related technologies must be in support of education, research, and be consistent with the education objectives of St. Mary's Catholic School. Use of other organization's network or computing resources must comply with the rules appropriate for these networks. Users of electronic related technologies must uphold the general rules of conduct consistent with St. Mary's Catholic School philosophy.

## **Unacceptable Use**

It is important that users of electronic technologies in our school represent our initiatives in the utmost fashion with ethical, Christian responsibility. The intention of this regulation precludes, but is not limited to, the following unacceptable uses:

- a. May not damage or mistreat equipment or facilities under any circumstances.
- b. May not intentionally waste computer resources.
- c. May not transmit any material in violation of any United States or State of Michigan regulation.
- d. May not employ the network for personal financial gain or commercial purposes.
- e. May not violate regulations prescribed by the network provider.
- f. May not engage in practices that threaten the integrity of the network (e.g., knowingly downloading files that contain a virus).
- g. May not engage in personal business that is not related to the mission of St. Mary's Catholic School or the performance of their job.
- h. May not write, use, send, download, or display obscene, threatening, harassing, cyberbully (or otherwise offensive messages or pictures, including pornography).
- i. May not use the equipment or network for illegal activities.
- j. May not load or copy any software or other programs to or from organizational equipment unless permission is explicitly granted by the principal.
- k. May not use anyone else's password, nor may they share their password with others. However, a confidential master list of passwords should be on file with the school's computer coordinator.
- l. May not trespass into anyone else's folder, documents, or files.
- m. May not disclose anyone else's personal information (e.g., address, phone number, or confidential information), including and specially that belonging to students, community members and families, or fellow employees.
- n. May not use for unauthorized game playing, unauthorized "chat", or chain letters.
- o. May not use for acts of vandalism against persons or resources including the uploading of viruses.
- p. May not use another person's computer file, access accounts, and/or files without proper authorization.

All users must read, understand, sign, and abide by the Catholic school's "Electronic Information Access and Use Contract". Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical. Violations may also constitute a criminal offense.

### **TESTING PROGRAM**

Each spring students in Grades 5 and 7 take a diocesan directed national achievement test (IOWA Basic). MAPS testing is administered two-three times a year (fall, winter, and spring) in Grades K-8 to assess students' progress in math and reading.

**TUITION ASSISTANCE POLICY** See Appendix L.

**TUITION COLLECTION POLICY** See Appendix H.

## **VISITORS**

**For safety reasons, all persons - visitors, parents/guardians, students, etc. - must ring the buzzer to be allowed entrance into the building; you may be asked to show a picture i.d.** Upon entering the school, visitors and parents/guardians are to report to the school office and request a visitor's pass. At that time, visitors and parents/guardians will either be given a temporary key to access interior doors or be let into the hallway under the direction of office staff. Students, parents/guardians, visitors, or staff may not open interior or exterior locked doors for others. This is to maintain security and safety within the school.

Students should always show friendliness and courtesy to visitors in the school. Students should offer to be of assistance whenever a visitor is in the school. Students should courteously respond to a visitor who enters the classroom.

Students wishing to have a guest must obtain permission in advance. A teacher has the right to refuse admittance to any student or adult guest. Parents who wish to visit a classroom are asked to arrange such visits in advance through the teacher.

## COMMUNITY RELATIONS

### **Civility Guidelines for a Safe Environment**

Preamble: The purpose of this policy is to provide rules of conduct for parents, teachers, staff, students, and visitors to provide a safe environment. It is the intent of the school community to promote mutual respect, civility, and orderly conduct among employees, parents and the public. It is not the intent of the School Council to deprive any person of his/her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the school community encourages positive communication and condemns disruptive, dangerous, hostile, or aggressive actions and communications (email, phone, verbal).

1. Expected level of behavior:
  - A. School Personnel will treat parents and other members of the public and each other with courtesy and respect.
  - B. Parents, teachers, staff, students and visitors to our Schools will treat teachers, school administrators, other school staff, and employees with courtesy and respect.
2. Unacceptable/disruptive behavior:
  - A. Disruptive behavior includes, but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of the school, the operation of a classroom, an employee's office or office area, areas of the school open to parents/guardians and the general public to include sports facilities and/or athletic fields. It also covers all areas of the school that are not open to parents/guardians and the general public.
  - B. Using loud and/or offensive language, swearing, cursing or display of temper.
  - C. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
  - D. Damaging or destroying school property.
  - E. Disrespectful, inappropriate, pugnacious or otherwise inflammatory emails, phone calls, and other electronic communications in any medium whatsoever.
  - F. Any other behavior that disrupts the orderly operation of a school, a school classroom or any other school facility.
3. Parent recourse:
  - A. Any parent who believes he/she was subject to unacceptable /disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor and/or the school principal.
4. Authority of school personnel:
  - A. Authority to direct persons to leave school or school premises
    1. Any individual may be directed to leave who:
      - Disrupts or threatens to disrupt school or school operations.
      - Threatens or attempts to do or does physical harm to school employees, school community personnel, students or others lawfully on school or school premises.

- Threatens the health or safety of school employees, students, school community personnel or others lawfully on school or school premises.
  - Intentionally causes damage to school property or property of others lawfully on the school premises.
  - Uses loud or offensive language.
  - Without authorization comes to school.
  - Brings a weapon on campus.
  - Displays inappropriate items, attire or tattoos.
- B. The person may be directed to leave the school by the school's principal or assistant principal, or in their absence, a person whom is lawfully in charge of the school. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement.
5. Authority to deal with persons who are verbally abusive:
- A. If any member of the public or members of the staff uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly.
  - B. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation.
  - C. If verbally abusive communication is persistent, a review will be made a final written warning will be given to the offender, stating the number and nature of offenses on record, and that further abusive communications could impact the enrollment of their student(s) at St. Mary's school.

## **DISCIPLINE POLICY**

Rules are a necessary for order and harmony in any society and are made for the benefit of everyone. Students are expected to obey all school, classroom, emergency drill, and playground rules. Rule violations fall under one of five levels **and must be witnessed by a teacher or staff member**. Violations are considered according to their number and gravity, and are punished respective of frequency and seriousness, even if discovered altogether, after the fact.

Punishments have three ends: repair the scandal to others created by the violation, restore justice, reform the offender. Another important aspect of punishment is to impress upon the offender the seriousness of their crime and thereby prompt them to repent and reform. The more grave or frequent the offense, the more a student will experience harsher consequences. They will likewise be monitored more closely, restricted in their privileges, and will be at greater peril of suspension or expulsion.

The rules have been updated to make explicit common offenses needing clarification.

### **LEVEL I**

*Any consequence may also include loss of participation for student in school activities.*

EXAMPLES – Include, but not limited to:

- Missing required classroom supplies;
- Disregard for other personal space/ property;
- Inappropriate language, gestures, or physical contact;
- Food and/or drink other than teacher's discretion.

### **Consequences**

Generally, Level I offenses are handled in the classroom pursuant to the teacher's classroom plan and discretion. Consequences may include a behavior break, walking during recess, a silent lunch, a written assignment, and/or a call/letter home to parent.

## LEVEL II

*Any consequence may also include loss of participation for student in school activities.*

EXAMPLES – Include, but not limited to:

- Gossiping;
- Offensive language/gestures;
- Destruction of another's personal property;
- Cheating;
- Lying;
- Throwing objects;
- Harm to another's reputation (defamation, slander, libel);
- Lighthearted yet rough or unwanted physical contact;
- Shouting;
- Insubordination, defiance, disobedience;
- Aiding and abetting (intentionally helping others to commit violations);
- Failing to report / disclose a dangerous situation or serious violations of others;
- Threatening to report violations for one's own benefit (blackmail, tattling).
- Abuse of electronic devices;

## Consequences

### Grades K-1

- 1st Offense – Listening, reteaching, parent contact.
- 2nd Offense – Listening, reteaching, parent contact, silent lunch and/or walking at recess.
- 3rd Offense – Office referral, listening, reteaching, parent contact, ISS\*.

### Grades 2-5

- 1st Offense – Parent contact by student, silent lunch and/or walking at recess.
- 2nd Offense – Parent contact by student, two silent lunches and/or walking at recess.
- 3rd Offense – Office referral, parent contact by student, ISS\*.

### Grades 6-8

- 1st Offense – Christian Expectation Essay, parent contact by student, silent lunch and/or walking at recess.
- 2nd Offense – Christian Expectation Essay, parent contact by student, two silent lunches and/or walking at recess.
- 3rd Offense – Office referral, parent contact by student, ISS\*.

**\*In-School Suspension (ISS)** – During ISS, the student is to sit silently and/or complete a Christian behavior reflection assigned by the principal. ISS takes place in a designated area in the office. Any class work missed will be sent home with the student to be completed and returned the next day. Length of ISS is determined by grade and principal's discretion: up to 1 hour (Kindergarten-Grade 1), 1 hour – ½ day (Grades 2-3), ½ day – 1 day (Grades 4-8).



### LEVEL III

*Any consequence may also include loss of participation for student in school activities.*

EXAMPLES – Include, but not limited to:

- Theft (value under \$25.00);
- Demeaning written/verbal language;
- Profane comments in verbal or written form;
- Obscene gestures, words or actions;
- Graffiti or defacing property;
- Harassment;
- Intimidation;
- Racial, ethnic, sexual comments or actions;
- More severe physical contact than Level I or II;
- Dangerous misuse of items (scissors, pencils, etc.);
- Cyberbullying;
- Endangerment.

### Consequences

#### Grades K- 3

- 1st Offense – Office referral, parent contact by student, silent lunch and/or walking at recess.
- 2nd Offense – Office referral, parent contact by student, two silent lunches and/or walking at recess.
- 3rd Offense – Office referral, parent contact by student, behavior contract developed at conference with student, parent(s), and principal.

#### Grades 4-8

- 1st Offense – Office referral, parent contact by student, silent lunch and/or walking at recess.
- 2nd Offense – Office referral, parent contact by student, ISS\*.
- 3rd Offense – Office referral, parent contact by student, 1 day at home suspension, priest referral, behavior contract developed at conference with student, parent(s), and principal.

**\*In-School Suspension (ISS)** – During ISS, the student is to sit silently and/or complete a Christian behavior reflection assigned by the principal. ISS takes place in a designated area in the office. Any class work missed will be sent home with the student to be completed and returned the next day. Length of ISS is determined by grade and principal's discretion: up to 1 hour (Kindergarten-Grade 1), 1 hour – ½ day (Grades 2-3), ½ day – 1 day (Grades 4-8).

## LEVEL IV

*Any consequence may also include loss of participation for student in school activities.*

Student(s) and their family(ies) will be responsible for any expense the school incurs in clean-up, repair or replacement.

EXAMPLES –Include, but not limited to:

- Racial, ethnic, or sexual harassment;
- Criminal threatening (death threats);
- Assault (perpetrating reasonable fear of harmful or offensive contact);
- Battery (willful and unlawful force or violence);
- Vandalism of school or personal property;
- Extortion;
- Persistent Level II or Level III violations.

## Consequences

### Grades K-3

- 1st Offense – Office referral, parent contact by student, ISS\*
- 2nd Offense – Office referral, parent contact by student, ISS\*, priest referral
- 3rd Offense – Office referral, parent contact by student, 1 day at home suspension, behavior contract developed at conference with student, parent(s), priest, and principal.
- 4<sup>th</sup> Offense – Office referral, parent contact by student, 3 day at home suspension, conference with parent(s), principal, teacher, student, priest, and School Council member. A written recommendation will be sent to the School Council that the student be expelled without further consultation if another violation occurs.
- 5<sup>th</sup> Offense – Expulsion

### Grades 4-8

- 1st Offense – Office referral, parent contact by student, ISS\*
- 2nd Offense – Office referral, parent contact by student, 1 day at home suspension, priest referral
- 3rd Offense – Office referral, parent contact by student, 2 day at home suspension, behavior contract developed at conference with student, parent(s), priest, and principal.
- 4<sup>th</sup> Offense – Office referral, parent contact by student, 3 day at home suspension, conference with parent(s), principal, teacher, student, priest, and School Council member. A written recommendation will be sent to the School Council that the student be expelled without further consultation if another violation occurs.
- 5<sup>th</sup> Offense – Expulsion

**\*In-School Suspension (ISS)** – During ISS, the student is to sit silently and/or complete a Christian behavior reflection assigned by the principal. ISS takes place in a designated area in the office. Any class work missed will be sent home with the student to be completed and returned the next day. Length of ISS is determined by grade and principal's discretion: up to 1 hour (Kindergarten-Grade 1), 1 hour – ½ day (Grades 2-3), ½ day – 1 day (Grades 4-8).

**LEVEL V – ACTIONS RESULTING IN IMMEDIATE AUTOMATIC SUSPENSION**

Student(s) and their family(ies) will be responsible for any expense the school incurs in clean-up, repair or replacement.

EXAMPLES – Include repeated or grave level I-IV violations and are not limited to:

- Weapons;
- Bomb threats;
- Assault and battery;
- Illegal use of substances;
- Under the influence;
- Use or possession of alcohol or tobacco on school property;
- Major theft (value over \$25.00);
- Knowingly creating a false emergency.

**Consequences for Actions Resulting in Immediate, Automatic Suspension**

Grades K-8

- 1st Offense –Office referral, parent contact by principal, immediate suspension. Public safety will be contacted as per the law. A conference with parent(s), principal, teacher, student, priest, and St. Mary’s School Council member will be required to possibly reinstate the student in school. Should student be reinstated, a written recommendation will be sent to the school council that the student be expelled without further consultation if another violation occurs.
- 2<sup>nd</sup> Offense – Expulsion

**On first offense, immediate expulsion may be considered. An informed decision will be made based on past level and current Level V infractions.**

## **Probation, Suspension, and Expulsion (diocesan policy # 5114)**

The following disciplinary measures may be imposed separately or progressively:

1. **Probation** is ordinarily imposed in conjunction with counseling. Probation may be imposed for either academic or behavioral reasons. A behavior contract is the supervision and evaluation of a student by the principal for a specific period of time, at the end of which a determination is made as to whether the student has overcome his/her problem or is in need of further corrective procedures.

2. **Suspension** is the isolation of a student by the principal from some or all school activities. Suspension is normally a result of unacceptable student behavior. The student may be required to report to school but be separated from his/her ordinary classes and be expected to continue school work on an independent or private study basis. In some instances, the student may be barred from school entirely. The suspension should not normally exceed one week.

3. **Expulsion** is the permanent dismissal of a student from the school by the St. Mary's Catholic School Council upon the documented and written recommendation of the principal. Expulsion requires the transfer of the student to another school. Except in extreme cases, expulsion shall be imposed only after a period of probation and/or suspension.

The principal shall consider the Christian development and welfare of the individual student and the practical, common good of the students and teachers before imposing probation or suspension on a student or before recommending expulsion.

Parents and/or guardians shall be directly notified of the probation, suspension or possible expulsion of their child and shall normally be requested to attend a conference with the principal, the student, and, where appropriate, other persons such as the parish priest, involved teachers, or other professionals.

Students may be disciplined for offenses that the teacher, school and parents were previously unaware of but came to light after the fact, such as through an investigation of offenses. Offenses will be considered in terms of their seriousness and frequency, in a cumulative punishment.

Parents and/or guardians may request a review of a probation, suspension, or expulsion by the school council.

## **DROP OFF AND DISMISSAL PROCEDURE**

### **Morning Procedure**

#### **Arrival/Dismissal:**

**Families with last names beginning with A-M will drop off AND pickup on the north side (Maple Street) of the building. This is the opposite side from last year's pickup.**

**Families with last names beginning with N-Z will drop off AND pickup on the south side (Armory Place). Arrival and Dismissal will take place as drop-off and pick-up (parents will not walk students into the building); at least one adult will be present at each entrance during morning drop-off while teachers will be with students during dismissal.**

#### **Drop Off Procedure –**

Families using Armory Place (south entrance) must drive up from the east and exiting to the west.

**Drivers must never abandon their vehicle at the drop off curb. NEVER, EVER park in the drop off area - this is a moving line! AND PLEASE, pull as far forward as possible before stopping to drop off your child(ren).**

Families using Maple Street (north entrance) must drive up from the west and exit to the east. **Drivers must never abandon their vehicle at the drop off curb. NEVER, EVER park in the drop off area - this is a moving line! AND PLEASE, pull as far forward as possible before stopping to drop off your child(ren).**

- No students are allowed in the building prior to 7:45 a.m.
- Students who walk or ride their bicycles to school and who arrive between 7:45 – 8:00 a.m. must enter the school building immediately upon arrival to school grounds. **They may not play outside before they enter as there is no supervision.**
- Any student arriving before 7:45 a.m. must wait quietly and respectfully outside the Armory Place doors. Students are expected to follow the Civility Guidelines for a Safe Environment as outlined in Appendix A, Community Relations.

### **Dismissal Procedure**

**When you arrive, show your family name sign to the attendant in the entranceway. The attendant will announce the family arrival and students of the family will be dismissed from their classrooms.**

Families A-M will pick up at the north doors on Maple Street.

Upon arrival,

- Show your family name sign to the attendant in the entranceway
- pull up as far as you can to allow for additional families to pull up behind you

- wait for your child(ren).
- Vehicles are to be lined up at the curb facing west. This will be a moving line only stopping to load students into the cars.

Families N-Z will pick-up at the south doors on Armory Place.

Upon arrival,

- show your family name sign to the attendant in the entranceway
- pull up as far as you can to allow for additional families to pull up behind you
- wait for your child(ren).
- Vehicles are to be lined up at the curb facing east. This will be a moving line only stopping to load students into the cars.

PLEASE BE PATIENT AS WE WORK THROUGH DISMISSAL, AND WATCH FOR STUDENTS AND OTHER VEHICLES AROUND YOU. SOME PARENTS MAY HAVE TO ASSIST THEIR LITTLE ONES AS THEY GET INTO THEIR VEHICLE. THANK YOU.

### **DRESS CODE FOR STUDENTS**

Students need to develop pride in their personal appearance and modesty is a virtue we must help develop. School uniforms bring an image of success to students and inspire self-confidence. School uniforms need to be neat, clean and in good repair. The following rules shall govern dress code at St. Mary's School.

1. Uniforms may be purchased from: French Toast (frenchtoast.com) or Meijer's: French Toast brand.
2. Preschool-5<sup>th</sup> grade girls will wear navy blue jumpers, scooters or navy blue pants. All jumpers, skirts, scooters and shorts may not be more than two inches above the knee. Pre-School-5<sup>th</sup> grade boys will wear navy blue pants with set-in-side pockets and straight legs. All students may wear navy blue walking shorts during September, October, April, May and June only. **No elastic waist pants, except for Preschool & Kindergarten, but must be appropriate with the current dress code. All preschool students: no gather at the ankle, cargo pants, or cargo shorts of any kind, no sweatpants or yoga pants/jeggings, no skinny jeans/pants; leggings may not be worn alone.**
3. All Preschool-5<sup>th</sup> grade students will wear white, buttoned-down collared shirt, blouse, polo, or white turtleneck. **All shirts must be tucked in.** Students may wear navy cardigan, pullover or vest. Students may wear solid navy sweatshirts or hoodies over a white shirt (all shirts must have sleeves).
4. Tights and socks are to be solid color navy or white. Shoes are to be closed toe and closed heel. Socks and undergarments are to be worn.
5. **6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grade uniform: khaki on bottom and navy on top**
6. 6<sup>th</sup>-8<sup>th</sup> grade girls will wear khaki jumper, pleated khaki skirt, pleated khaki scooter, or pleated khaki pants; leggings may not be worn alone. All jumpers, skirts, scooters and shorts may not be more than two inches above the knee. 6<sup>th</sup>-8<sup>th</sup> grade boys will wear khaki pants with in-set pockets and straight leg. Khaki walking shorts are permitted the months of September, October, April, May, and June only. **All students: no gather at the ankle, cargo pants, or cargo shorts of any kind, no sweatpants or yoga pants/jeggings, no skinny jeans/pants; leggings may not be worn alone.**
7. 6<sup>th</sup>-8<sup>th</sup> grade students may wear navy blue buttoned-down collared shirt, blouse, polo, or navy turtleneck (with khaki worn on bottom) – all shirts must have sleeves.
8. 6<sup>th</sup>-8<sup>th</sup> grade tights and socks are to be solid color navy or khaki. Shoes are to be closed toe and closed heel. Socks and undergarments are to be worn.
9. Pants if not purchased from the uniform company must be a dress pant of similar style and fabric, no stretch knits or corduroy **No gather at the ankle, cargo pants, or cargo**

**shorts of any kind, no sweatpants (except during P.E. class) or yoga pants, no skinny jeans/pants.**

10. **6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grade Physical Education Uniform: solid navy sweatpants or solid navy short (shorts may not be more than two inches above the knee), solid grey sweatshirt or solid grey t-shirt (all shirts must have sleeves).**
11. For safety reasons, dangling earrings are not allowed. Earrings are not permitted for boys. Make-up is not allowed.
12. Nail polish / polished nails are not permitted.
13. Hats, caps, or hoods are not to be worn anywhere in the school building.
14. Hair should be clean, well-groomed and must be worn out of the eyes. Boys hair should not be so long as to touch the shirt collar. Hair color is to be shades of only natural hair color.
15. On Color Days, the last Friday of the month, casual attire is acceptable in exchange for a donation, which is used for charity (modesty dress code remains in effect on color days).

Color Days follow the same rules of modesty as Uniform Days in regard to the length of skirts and shorts, tightness of pants, and the requirement of sleeves on shirts, etc. **Leggings/jeggings, yoga pants, skinny jeans/pants may not be worn without a long tunic or skirt with length of either no more than 2 inches above the knee.** Sweatpants are allowed on color day as long as they are neat in appearance, not tight, and do not have rips/holes. Again, shorts are only worn during September, October, April, May and June.

**Compliance with the Dress Code is the responsibility of parents and students. For any violation of the uniform policy, parents will be called to bring appropriate clothes to the school for their son or daughter. If violations persist a student may be asked to withdraw from the school.**

Approved 8.22.06  
Amended 4.24.07  
Amended 9.8.08  
Amended 2.4.10  
Amended 5.25.16/7.18.17  
Amended 8.16.18  
Amended 8.06.20



## **HARASSMENT OF STAFF**

Harassment of staff (including those who volunteer their services) is prohibited and will not be tolerated. This includes inappropriate conduct by any person in the school environment, including other employees, Board members, parents, guests, teachers, contractors, vendors, and volunteers. It is the policy of St. Mary's School to provide a safe, positive work environment free of harassment of its entire staff.

Harassment is defined as inappropriate conduct that negatively impacts a staff member's ability to perform his/her job. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, age, height, weight, marital status, or disability. This policy however is not limited to these legal categories and includes any harassment that would negatively impact a staff member, such as stalking, unwelcome taunting, teasing, intimidation, demeaning comments, verbal harassment or abuse, including racial slurs, mocking behavior, or other demeaning comments. If a staff member or other individual believes there has been harassment, regardless of whether it is stated here, she/he should report it and allow administration to determine the appropriate course of action.

Every staff member must report any situation that they believe to be harassment. Reports may be made first to the administrator. If the complaint relates to the Administrator, the Complaint may be filed with the Board President. All complaints will be investigated. The investigation will be handled as confidentially as possible under the circumstances.

If the investigation finds harassment occurred, it will result in prompt and appropriate action. This may include up to expulsion for students, up to discharge for employees, exclusion of parents, guests, volunteers, and contacts and removal from any officer position and/or a request to resign for Board members with board decision.

## **LICE AND COMMUNICABLE DISEASES POLICY**

### **Lice Policy**

1. If a child is suspected of having lice by scratching their head or acting uncomfortably, they shall be sent to the office. The child will simply be told they are needed in the office. As always kindness, humor, and reassurance will assist in lessening the fear and apprehension that children often display concerning this problem.
2. If a child is brought into the office for a lice check, the secretary or principal will escort this child into the principal's office and the door will be closed. A second opinion is necessary, and if the principal is not present, a teacher will be summoned.
3. If nits are found on the head of the child, the child's parents will be contacted and the child will be sent home immediately. While waiting, the child will be asked to either sit in the conference or in the principal's office. We will conduct a check in that classroom ASAP as well as in the classroom(s) of other family members. Notification and information will be sent home with the children of the school as to what precautionary measures are to be taken along with identification procedures.
4. A child must be nit free in order to return to school. It is preferred that the child's parent or guardian accompanies him/her into the office for a recheck. This check will be done behind closed doors with two school staff members present.
5. As required by the Michigan Department of Public Health, a weekly report is filed every Friday stating the names and addresses of the child(ren) who are infested with head lice. The original is on file at the St. Mary's School office and a copy of this form is sent to the Health Department.

### **Communicable Diseases**

All students with communicable diseases should be reported to the office. We are mandated by the Chippewa County Health Department to report these to them.

### **Measles**

If a measles outbreak - one (1) case - should occur in our school, students who are not vaccinated and those who are under-vaccinated will be required to stay home from school for 21 days after the date of exposure to try to limit the spread of the highly contagious virus.

## **Covid-19 Sick Policy School Year 2022-2023\***

*\*The purpose of this policy is to address a plan of care for students and staff regarding SARS-CoV-2 (COVID-19). This policy is aligned with the Diocese of Marquette's COVID directive, which is to follow local health department officials, who are qualified authorities on public health. All policies flow from the Chippewa County Health Department's current directives. The Health Department quarantines students, not the school.*

### **I. Common sense home screening highly recommended for all students prior to drop off EACH day**

- i. Symptom screening
- ii. Close contact/potential exposure
- iii. If symptoms or exposure are known, consider what treatment they require and inform the school of their condition as soon as possible.
- iv. Consider your child, your family, but also others. Think of the impact a potentially sick child could have on other students and staff if they attend school that day.

### **II. High risk symptoms requiring immediate pick up at school or warranting an excused absence.**

- a. **Temperature** of 100.4 orally or signs of fever (chills/sweating) or per school staff judgment.
- b. **Respiratory symptoms** such as new uncontrolled cough that causes difficulty breathing or shortness of breath, sore throat, or congestion. NOTE: Allergy and asthma symptoms are not acute respiratory illness.
- c. **Gastrointestinal symptoms** such as diarrhea, vomiting or abdominal pain.
- d. **New onset of severe headache**
- e. Other conditions meeting an excused absence for school can be found in existing policies for non COVID -19 related illnesses.

### **III. Additional reasons warranting an excused absence.**

- a. Close exposure as defined by Chippewa County Health Department Tracing

### **IV. Students with COVID-19 symptoms while at school**

- a. If able to be tolerated, students will be given a mask and placed in an isolation room until able to be picked up and transported home.
- b. If symptoms are severe (extreme shortness of breath, lips turning blue, etc) an ambulance will be called.
- c. Staff will also wear a surgical mask (unless they have N95 mask available).
- d. A gown, gloves, and face shield should also be worn by staff while caring for the symptomatic child if in a space less than 6 feet from student.
- e. The student will be monitored until they are picked up.

### **V. Process for a COVID-19 contact tracing/exposure for students**

- a. Contingent on Health Department recommendations / requirements.

### **VI. Procedure for returning to school**

- a. Contingent on Chippewa County Health Department (906-635-1566) recommendations / requirements.

## **VOLUNTEERS' GUIDELINES FOR RECESS DUTY**

### **VOLUNTEERS' GUIDELINES FOR RECESS DUTY**

1. Be on time. Recess begins for the first group at 11:20 a.m. Each group has 20 minutes of recess time.
2. An adult should be at the crosswalk before the students exit the building.
3. Another adult should be by the door to enforce the rule "Walk out of the building". Students should not run out of the school building.
4. One adult needs to stay near the crosswalk at all times to help students cross the street. Students trickle out of the lunchroom at different times. If a student needs to come inside for any reason, he or she must ask an adult for permission and be escorted across the street.
5. Students in Grades K-3 (2<sup>nd</sup> group) may play ONLY across the street, in the playground, or in the field. Grades 4-8 (1<sup>st</sup> group) may play across the street or in the tennis court with supervision.
6. If a ball goes onto the street, an adult must retrieve the ball.
7. Ring the bell when you see a concern for safety or inappropriate behavior. Suggested remedies for inappropriate behavior might be to have a student sit out for 3-5 minutes or walk a lap or two around the perimeter of the playground. For gross misconduct, the child should be escorted to the office. Please let the teachers know if you had any problems with his or her students following rules during recess. Teachers want to know so they can reinforce the rules in the classroom.
8. **The teacher on duty will ring the bell when it is time to go inside.** Escort the children across the street to meet their teachers.
9. Notify the teacher on duty in case of an accident involving blood. Our teachers are trained to handle blood safely. Volunteers should not handle blood.
10. Conduct an inspection of playground equipment and open play areas, looking for hazards such as splinters, loose or protruding bolts, pinch hazards, broken bottles or trash, and notify the principal immediately.
11. We need a volunteer responsible to make sure the gate on Spruce Street is closed.

### **PLAYGROUND RULES FOR STUDENTS**

1. Come out of the school building in a calm, orderly way. Do not run out of the building.
2. Wait for an adult to help you cross the street.
3. Play in assigned areas.
4. No tackle play or tackle football.
5. Do not stand on the swings, twist, or swing sideways.
6. Slide down slide on bottom, feet first.
7. No fence or tree climbing. No climbing on swing set poles.
8. Stop running, playing, or talking when the adult rings the bell.
9. Do not tease other students.
10. No snowballs, no king of the mountain or red rover, or other pushing contact games.
11. Equipment should be used for the purpose intended.
12. No food or drinks are to be taken outside at recess.
13. Ask the teacher or adult on duty if there is a need to go indoors.
14. All equipment taken outdoors is to be brought in and returned neatly back in equipment room.
15. Respect each other and the adults on duty.
16. Enjoy yourself and play in a Christ-like way.

## **TUITION COLLECTION PLAN**

Families who have:

1. Completed the registration process;
2. Paid the registration fee;
3. Do not have delinquent tuition from the prior school year; and
4. Do not have unfulfilled service hours from the prior school year

are eligible to attend St Mary's Catholic School if all of these requirements are met by the first day of school.

In addition to the above requirements, one of the following methods of payment must be elected **by July 1<sup>st</sup>**, to allow adequate time to set up a payment plan:

Option A- Enrollment with FACTS tuition company by July 1st and by making monthly payments;

Option B- Enrollment with FACTS tuition company by July 1<sup>st</sup> and making one full payment by August 15<sup>th</sup>.

### **Tuition Assistance**

Tuition assistance is not guaranteed after May 15<sup>th</sup>.

### **Nonpayment of Tuition**

Families who have not fulfilled their tuition commitment for the current school year or have not returned the tuition contract for the new year will not be able to attend St. Mary's School in September until the tuition and applicable late fees are paid in full and the tuition contract for the next year has been signed and returned. If the child(ren) have already registered for the upcoming school year, they shall be removed from the registration list and will no longer be given pre-registration priority. If they have not registered, then they shall not be allowed to register until all past due tuition and late fees are paid in full and they have enrolled in one of the payment options listed above. In any event, all past due and current tuition shall be current before the family can register or enroll in St. Mary's School. If any family becomes delinquent on their tuition for sixty (60) days, then they shall appear before the St. Mary's Catholic School Council to explain their situation and to show good cause. After the council's written decision, any payments not made within 15 days can be turned over to an agency for collection.

### **New Student Policy**

Students entering St. Mary's Catholic School after the start of school shall pay the registration fee and shall be charged tuition on a pro-rata scale. New students must be registered in one of the plans as provided by FACTS. If the payment in full option (Option B) is selected, the family will have 30 days (from the date of registration) within which to make payment. If they do not, then their child shall not be allowed to attend school. If Option A is selected, they must enroll

with FACTS within seven days from the date of registration and the first month tuition payment must be paid at the time of enrollment.

**Tuition Refund Policy**

Tuition shall be refunded, on a pro-rata basis, only if one of the following conditions has been met:

- a) Extenuating circumstances (e.g., death, disability of a household income earner, or other uncontrollable situations) to be submitted in writing and presented to the St. Mary's School Council and determined by a majority advisory vote of the St. Mary's Catholic School Council to be extenuating;
- b) Council action terminating a student; or
- c) Mutual consent of the school and family for the best interests of the student.

## **ATTENDANCE AND TARDY POLICY**

### I. ATTENDANCE POLICY

In accordance with the Michigan Compulsory Attendance Law (380.1561), “Every parent/guardian or other person in this state having control and charge of a child from the age of 6 to the child’s sixteenth birthday, shall send that child to school during the entire school year. The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.”

Research has shown a definite correlation between attendance and the amount of educational growth a child makes. Presence in a classroom aids in instilling concepts of self-discipline and exposes a student to group interaction with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion and other related learning experiences.

The total number of allowable excused absences per school year is 15. This does not include school excused/imposed absences or an absence due to extenuating circumstances.

School imposed absences do not count toward the fifteen-day limit. The absences include:

- School related absences such as field trips, athletic events, service clubs, etc.
- School imposed absences, such as in/out school suspensions.

Extenuating circumstances may also be taken into consideration. These absences may include:

- Serious illness, hospitalization, or immediate family emergencies verified by a written medical note.
- Attendance at a funeral or death in the family verified by a written parental excuse.
- Professional appointments that cannot be scheduled after school (i.e., dentist, physician and court appointments) verified with a professional excuse submitted to the main office. Otherwise these absences will be deemed unexcused.

## II. ATTENDANCE NOTIFICATION PROCEDURES:

On the morning of a child's absence, the school must be notified by 9:00 a.m. For your child's safety, all absences, regardless of duration, should be notified daily.

St Mary's accepts the responsibility of keeping accurate records of attendance. The responsibility of regular attendance in school rests with the student and most assuredly with the parents. The parents or guardian are an integral part of the school's educational team and will be regularly informed of any attendance problems. For your child's safety, all absences, regardless of duration, should be notified daily.

- When a student is absent a parent/guardian must call the school office by 9:00 a.m. to verify their son's/daughter's absence(s). When it is not possible to phone the school, a written parental excuse must be submitted to the school office upon the student's return or the absence may be considered unexcused.
- Notification in advance is requested if your child is going to be out of school for a known reason.
- When a student arrives late to school (see Tardiness section), they must check in at the main office. When a student must leave school early, the student must be signed out by a parent/guardian. No student will be released without a parent/guardian or designated Emergency Release person signing the student out.

## III. REGULATIONS REGARDING SCHOOL ATTENDANCE POLICY

In accordance with the State of Michigan Compulsory Attendance Law and in cooperation with the Chippewa County Prosecutor's Office, St. Mary's will also follow the procedures below when excessive absences exist:

CHIPPEWA COUNTY TRUANCY PROTOCOL is as follows:

Lack of school attendance is an ongoing issue in Chippewa County. Research has shown that regular attendance at school increases the chance for students to improve academically. Various law enforcement, school, and court officials have come together, in a collaborative effort, to strengthen this region's commitment to the education of youth.

The attendance and the participation of children in an education program set the foundation for their future. The school environment allows children to develop not only academic skills, but also self-esteem, social skills, positive peer relationships, and athletic/extra-curricular achievements. This opportunity is best served with the combined efforts of parents, school personnel, and community agencies.



The Chippewa County Truancy protocol is as follows:

After 9 absences A school official will hold a conference with the student and will also attempt to make contact with the parent or guardian of the student to discuss the attendance issue. Contact will be attempted by both phone and letter.

After 12 absences - A school official will contact a parent/guardian to discuss the student's ongoing attendance issue. A restricted certified letter will be sent to the adult/s responsible for the student explaining the attendance. A meeting time will be assigned to meet and discuss the student's attendance issues. *At this point, failure of the parent/guardian of student to contact school officials may result in a referral to law enforcement and/or a complaint being forwarded to the county prosecutor.*

After 16 absences - As required by Compulsory School Attendance Act and the Chippewa County Truancy Protocol, the school will file a complaint with the Chippewa County Prosecutor's office for review and disposition.

Further absences - School will file additional complaints with the Chippewa County Prosecutor's office for review and disposition.

Any questions regarding the attendance policy or its interpretation should be brought to the attention of the principal.

#### IV. TARDINESS

Tardiness is a grave problem that disrupts the educational process. Every minute of tardiness will be accumulated. Sixty minutes of tardiness will equal 1 day of unexcused absence. **A student must be in class and in their seat at the established starting times or they will be considered tardy.** A tardy can be considered excused or \*unexcused.

\*Tardiness due to personal transportation and/or getting up late will not be considered excused.

## GUN FREE SCHOOLS ACT POLICY

1. Subject to the case-by-case exception, any student who is determined to have brought a weapon to a school must be expelled from school for a period of not less than one year. For the purpose of this section, the term "weapon," means a firearm as such term is defined in Sec. 921 of Title 18, United States Code.<sup>1</sup>
2. If a student is expelled pursuant to section 380.1311(2), the expelling school district must enter that fact on the student's permanent record. Within 3 days of expelling a student an official of the school district must refer the student to the appropriate county department of social services or county community mental health agency. Notification of this referral must be given by the school district official to the expelled student if he or she is at least 18 years of age or is an emancipated minor, or to the student's parent or legal guardian.
3. St. Mary's School will report annually a description of the circumstances surrounding expulsions imposed under the one-year expulsion requirement, including:
  - a. The name of the school concerned
  - b. The number of students expelled from such school, and
  - c. The type of weapons concerned
4. The above does not apply to a firearm that is lawfully stored inside a locked vehicle on school property, or if it is for activities approved and authorized by the local educational agency and the local educational agency adopts appropriate safeguards to ensure student safety.

### ***Exceptions***

St. Mary's School is not required to expel a student if the student can establish in a clear and convincing manner at least one of the following:

- (1) The object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- (2) The weapon was not knowingly possessed by the student.
- (3) The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.
- (4) The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities.

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<sup>1</sup> The term dangerous weapon means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device and brass knuckles (MCL 380.1313(4)). The definition of a firearm in section 380.1311 refers to the definition of that term in the federal Gun-Free Schools Act of 1994 which in turn refers to another section of federal law which defines "firearm" as:

- Any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive;
- **The frame or receiver of any such weapon;**
- **Any firearm muffler or firearm silencer; or**
- Any destructive device

***Petitioning for Reinstatement***

It is the responsibility of the petitioning person (a parent, legal guardian, or the expelled student if he or she is at least 18 years of age or is an emancipated minor), to prepare and submit the petition for reinstatement.

The school board is not required to assist in the preparation of the petition. If a petition form is requested by a person wishing to be reinstated, the school board must make the petition form available. The local school board may include conditions in a petition for reinstatement. If the expelling school board denies a petition for reinstatement, the petitioner may petition another school board for reinstatement. The following timelines and procedures apply to reinstatement.

***Grade 5 or below***

For a student who was enrolled in grade 5 or below at the time of the expulsion and who has been expelled for possessing a firearm or threatening another person with a dangerous weapon, the parent or legal guardian, or the student (if he or she is at least 18 years of age or an emancipated minor), may initiate a petition for reinstatement any time after 60 school days following the date of the expulsion. A student may be reinstated 90 school days following the date of expulsion.

***Grade 6 or above***

For a student who was enrolled in grade 6 or above at the time of the expulsion and who has been expelled pursuant to subsection (2), the parent, legal guardian, or the student (if he or she is at least 18 years of age or an emancipated minor), may initiate a petition any time after 150 school days following the date of expulsion. A student may be reinstated 180 school days following the date of expulsion.

***Committee Review and Recommendation***

Within 10 school days after receiving a petition for reinstatement, the school board must appoint a committee comprised of two school board members, one school administrator, one teacher, and one parent of a student in the school district to review the petition and any supporting information submitted by the petitioner. During this time, the superintendent may prepare and submit information concerning the circumstances of the expulsion and any factors weighing in favor of or against reinstatement.

Not later than 10 school days after being appointed, the committee must review the petition and supporting information together with information provided by the school district and submit a recommendation to the school board. The committee may recommend unconditional reinstatement, conditional reinstatement, or against reinstatement. The recommendation must be accompanied by an explanation of the reasons for the recommendation. If the recommendation is for conditional reinstatement, it must include any recommended conditions.

The committee's recommendation must be based on all of the following factors:

- (1) The extent to which reinstatement of the student would create a risk of harm to pupils or school personnel.
- (2) The extent to which reinstatement would create a risk of school district or individual

liability for the school board or school district personnel.

- (3) The age and maturity of the individual.
- (4) The student's school record before the incident that caused the expulsion.
- (5) The student's attitude concerning the incident that caused the expulsion.
- (6) The student's behavior since the expulsion and the prospects for remediation.
- (7) If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by, and that can be expected from, that person if the student is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.

### ***School Board Decision***

After receiving the committee's recommendation, the school board must make a decision no later than the next regularly-scheduled board meeting. The school board must decide either to reinstate the student, conditionally reinstate the student, or deny reinstatement.

Before conditionally reinstating the student, a school board may require a student and the parent or legal guardian to agree in writing to specific conditions. The conditions may include, but are not limited to, the following:

- (1) Agreement to a behavior contract which may involve the student, parent or legal guardian, and an outside agency;
- (2) Participation in, or completion of, an anger management program or other appropriate counseling;
- (3) Periodic progress reviews; and
- (4) Specified immediate consequences for failure to abide by a condition.

The law provides that the decision of the school board is final.

**The Michigan Compiled Laws are accessible on the Internet**

## **MANDATORY PARENTAL INVOLVEMENT/SERVICE HOURS POLICY**

St. Mary's Catholic School considers its parent involvement/service as a very special resource. Parental support and involvement/service are essential for St. Mary's Catholic School to continue to provide quality programs and unique opportunities for our children. Studies have shown parental involvement/service to be directly related to student academic performance, enhancing self-esteem, improving student behavior, and attendance. One of the most important things we can do for our children is to allow them to see parents and teachers working together.

Parental involvement/service is also essential for keeping tuition costs as low as possible as well as creating the family atmosphere which is so important to the school mission. At St. Mary's Catholic School, each **family** is required to give a minimum of 30 hours annually of involvement/service. Failure to fulfill this commitment may prevent the student from returning to St. Mary's Catholic School the following school year. Parents **MUST** contact the principal if extenuating circumstances prevent them from fulfilling this commitment.

**Families who do not complete their involvement/service hours will be charged \$20/hour for every hour not fulfilled, to be paid in full prior to June 30, the closing of the academic fiscal year.**

It is the responsibility of the parents to record their own involvement/service hours using the recording method available. Involvement/service hours can be earned by parents or relatives 18 years of age or older.

All individuals completing involvement/service hours in our school will need to complete the VIRTUS training "Protecting God's Children". A background check and DHS central registry clearance report will be required to be on file as well prior to starting involvement/service hours.

### **Scholarship/Tuition Assistance Requirements**

Each returning family must validate how they completed their involvement/service hours during the past school year to be eligible to receive scholarship or tuition assistance.

### **Confidentiality**

Confidentiality is of the utmost importance in your association with teachers and students. What you see or hear at the school is private. Students you observe in the classroom or school cannot be discussed with other parents (even that child's parents), faculty, or staff. You must always refer any questions regarding students at St. Mary's Catholic School to the child's teacher or principal.

### **Discipline**

When completing involvement/service hours, one is not to discipline students. Discipline is solely the responsibility of the teacher. Those in the role of assisting during their involvement/service hours always work under the direction of the teacher to **HELP**, not replace, the teacher. If the teacher is unavailable, you, as assistant, may appropriately address safety and behavior issues, and inform the teacher immediately about these issues. However, any consequences for behavior are the responsibility of the teacher, not the assistant.

There are many opportunities for you to become involved at St. Mary's Catholic School. Please contact the front office, classroom teacher or, Home and School Association Involvement/Service Coordinator to see how you can get involved.

**We are grateful for the dedication and commitment of all our families to St. Mary's Catholic School.**

## **TUITION ASSISTANCE POLICY**

### **Tuition Assistance Requirements:**

- **Each returning family must validate how they volunteered during the previous year to be eligible to receive tuition assistance. If required hours were not met, tuition assistance will not be granted for the following school year. All hours must be completed by June 30 of current school year.**
- **Each Catholic family is to be actively involved in their parish; parish priests will validate this activity. If active involvement the previous year is not validated, tuition assistance will not be granted for the following school year.**
- Families who qualify for free (F) or reduced (R) school lunches, according to the Federal Income Eligibility Guidelines, qualify for tuition assistance at SMCS. Families who do not fall under these guidelines but are in need of assistance due to extenuating circumstances (i.e., unexpected medical bills, loss of employment, etc.) must be explained in writing and attached to the completed Tuition Assistance Application Form, and requested income documentation, no later than May 15<sup>th</sup>. If no justification is given in writing, the application will be immediately denied.
- Current St. Mary's Catholic School families, who wish to apply for tuition assistance for the following year, must submit the Tuition Assistance Application Form and a copy of Income Tax Return 1040 form and/or other income forms, no later than May 15.
- Tuition Assistance Applications from new families are due by August 15.

### **Tuition Assistance Procedures:**

- All tuition assistance funds received by May 31 will be applied to the upcoming school year. Tuition Assistance funds received after this date will be held in a liability account until they can be applied to the following school year.
- Tuition Assistance will be calculated via a Diocese of Marquette formula that uses specific demographic information including marital status, number of school age children, number of parents who work, and adjusted gross income.
  - Qualifying families for free lunch under Federal Income Eligibility Guidelines will pay \$650.00 per school year, regardless of the scholarship calculation.
  - Families who qualify for reduced lunch under the Federal Income Eligibility Guidelines will pay one-half of the total family tuition and will be given second consideration
  - The tuition assistance process will be confidential to the school secretary, school administrator, and the tuition award committee
  - All tuition amounts may be paid in installments through FACTS.

**ASBESTOS AND PESTICIDE NOTIFICATIONS**  
**STUDENT RECORDS**

**Asbestos Notification**

St. Mary's Catholic School was built in 1937. The building contains asbestos in areas not accessible to students. Most of the asbestos material was removed before the school reopened in 1993, yet some material remains sealed under the gymnasium floor, tile floor, and in insulation for water pipes behind the plaster walls.

St. Mary's Catholic School has an Asbestos Management Plan filed with the State of Michigan. This plan includes the location, condition, and plan for monitoring and maintaining the asbestos-containing materials.

Once every six months, asbestos-containing materials must be visually inspected for changes in condition and the results of these inspections are documented in the management plan. The law requires re-inspection of the building every three years by a certified inspector. A copy of this plan and documentation is available in the school office.

As a result of water damage during the fall of 2002, repair work was needed on a water pipe located on the south side of the gymnasium stage. Asbestos pipe wrapping was removed by Pearson Asbestos and Abatement Inc. of Escanaba. All air monitoring results conducted after the removal and during the summer of 2003 by E. G. Environmental of Ishpeming, indicated air levels to be clean and safe.

In July 2015, asbestos pipe wrapping was removed throughout the tunnel under the perimeter of the gymnasium by Pearson Asbestos and Abatement Inc. of Escanaba. All air monitoring results conducted during and after the removal was performed by Northern Analytical Services, indicated air levels to be clean and safe.

In September 2016, encapsulation work was completed in the north stage dressing room by Great Lakes Environmental. All air monitoring results conducted during and after the removal was performed by Northern Analytical Services, indicated air levels to be clean and safe.

In March 2017, abatement work was completed in the entrance of the boiler room by Great Lakes Environmental. All air monitoring results conducted during and after the removal was completed by Northern Analytical Services, indicated air levels to be clean and safe.

In August 2017, abatement work was completed in the north and south stairwell and landings by Great Lakes Environmental. All air monitoring results conducted during and after the removal was completed by Northern Analytical Services, indicated air levels to be clean and safe.

**Pesticide Notification**

St. Mary's Catholic School has never experienced a pest control problem; therefore, pesticide application has never been necessary. In the event that it becomes necessary to use a pesticide in the school grounds or building, you will be informed prior to the application.

**Student Records**

Consistent with the Family Rights and Privacy Act of 1974, student records (CA-60) are available for examination by parents/guardians in the presence of a school official. Parents and guardians also have the right to challenge the content of a student's records on grounds that information is inaccurate, misleading, or otherwise inappropriate. Such appeals will be reviewed by the school administrator.



## Girls Uniforms

### Jumpers and Scooters

Preschool thru Grade 5 - Navy

Middle School – 6<sup>th</sup>,7<sup>th</sup>,8<sup>th</sup>  
Khaki



V-Neck Pleated Jumper  
Item# 104



Kick Pleat Scooter  
Item# 1286G



Pleated Hem Jumper  
Item# 1352G



Pleated Skirt  
Item# 1066G

Middle school only - skirt

## Girls Pants and Shorts

Preschool thru Grade 5 - Navy

Middle School – 6<sup>th</sup>,7<sup>th</sup>,8<sup>th</sup>  
Khaki



Adjustable Waist Pleated Pant  
Item# 1522G



Pull-On Girls Pant  
Item# 1340G



Bermuda Short  
Item# 1303G

## Girls Polos and Blouses

Preschool thru Grade 5 -  
White

Middle School – 6<sup>th</sup>,7<sup>th</sup>,8<sup>th</sup>  
Navy



Short Sleeve Modern Peter Pan  
Blouse

Item# 1593G



Short Sleeve Active Polo

Item# 1628G



Long Sleeve Modern Peter Pan  
Blouse

Item# 1594G



Long Sleeve Pique Polo

Item# 1009H

## Girls Sweaters ad Sweatshirts

Navy



Anti-Pill Crew Neck Cardigan  
Sweater

Item# 1371G



Fleece Hooded Sweatshirt

Item# 1604H

### Socks & Tights

Solid White Socks; Solid  
White Tights

Or

Solid Navy Socks; Solid Navy  
Tights

## **Boys Uniforms**

### **Polos and Shirts**

Preschool-Grade 5 White

Middle School – 6<sup>th</sup>,7<sup>th</sup>,8<sup>th</sup>  
Navy



**Short Sleeve Oxford Shirt**  
Item# 1020F

**Short Sleeve Pique Polo**  
Item# 1012H



**Long Sleeve Pique Polo**  
Item# 1009H

**Long Sleeve Oxford Shirt**  
Item# 1017F

## Boys Pants

Preschool-Grade 5 Navy

Middle School – 6<sup>th</sup>,7<sup>th</sup>,8<sup>th</sup>  
Khaki



Pull-On Boys Pant

Item# 1348F

Double Knee Pant Workwear  
Finish

Item# 1524F



Adjustable Waist Double Knee  
Pant

Item# 1519F

## **Boys Shorts**

**Preschool-Grade 5 Navy**

**Middle School – 6<sup>th</sup>,7<sup>th</sup>,8<sup>th</sup>  
Khaki**



**Flat Front Adjustable Waist  
Short**

Item# 1431F



**Boys Pull-On Short**

Item# 1350F



**Pleated Adjustable Waist Short**

Item# 1430F

**V-Neck Sweater Vest**  
Item# 1029H

**Boys Sweaters and  
Sweatshirts**

**Navy**



**Anti-Pill V-Neck Cardigan  
Sweater**  
Item# 1370F



**Fleece Hooded Sweatshirt**  
Item# 1604H

**Socks**

**Solid White** OR **Solid Navy**