

St. Mary School Parent-Student Handbook 2017-18

August 2017



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St. Mary Catholic School

Mission Statement

St. Mary Catholic School, a ministry of Nativity of the Lord Parish, is committed to academic excellence and forms children into life-long disciples of Christ and responsible stewards of the parish, the community and the world.

8/17

Absence - Early Pickup

Parents are requested to call the school office by 8:30 a.m. each day (12:30 p.m. for afternoon students) that their child will be absent from school. The school will contact parents by 9:30 a.m. (1:00 p.m. for afternoon students) if there has been no call.

When a child is out of school for an extended period of time, arrangement for assignments should be made with the individual classroom teachers. Please allow teachers sufficient time to prepare materials. All school work assigned during a child's absence must be completed.

The school encourages parents to arrange family trips at the scheduled break times. Attendance is crucial in affecting learning. Participation and classroom activities cannot be shared by those not present. When a trip is made during regularly scheduled school days parents may request the missed school work upon return from the trip, not before, unless advanced arrangements have been made with the child's teacher.

A written statement giving reasons for the absence or tardiness must be brought to the school upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

Excessive absence of forty (40) days or the equivalent of forty (40) days including tardies, may be a cause for a student to be retained in the current grade for another year.

Students needing medical appointments during school hours require a written note of telephone call by the parent.

Excessive tardies (5) will have a direct impact on a student's academic evaluation and promotion to the next grade level. All tardies will be documented. Excessive tardies (5) will result in a 30 minutes after school suspension. Five tardies equals one absence; students must be in school at least 3 ½ hours per day to not be considered absent.

A written request from the parent should be submitted when a pupil is to leave school before the time of dismissal. **For safety reasons, parents are to report to the school office and wait there for their child.**

Due to legal issues, if a student is taking an alternate means home parents are required to provide a phone call or a written, signed note or fax stating the transportation plan for that day.

Auxiliary Services

Michigan Code 340-622 provides for us, through the public school system, the following auxiliary services personnel: Speech Therapist, School Psychologists, School Social Workers and Specialized Teachers as needed. Alma Public Schools provide bus transportation for students who reside in the Alma School district. It is the responsibility of parents to contact Alma Public Schools Transportation Department at 989 463-3111 to arrange bussing.

Address Changes

Parents are expected to notify the school office immediately of any change of address or phone.

Admissions, Registration and Tuition

St. Mary School does not discriminate on the basis of race, sex, national origin, age (in accordance with the law) and handicapped condition (if, with reasonable accommodation on the part of the school, the handicapped person could be accommodated).

We invite parents to schedule an appointment with the Principal. As part of the appointment, a tour will be given of our facilities. If parents are interested in enrolling a student at St. Mary School, a completed enrollment and transcript release form must be filled out. The Principal will contact the student's former School for a recommendation.

A decision regarding admission will be made as soon as possible. The registration fee will reserve a place for your student at St. Mary School. Parents will then be asked to choose a payment plan indicating their method of tuition payment when they sign the Parent-School Contract.

No person shall be admitted as a student in any Catholic school unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese. Whether Catholic or non-Catholic, the student must agree to attend religion classes and the religious activities conducted in the school.

To complete registration, a copy of your student's Birth Certificate (K-6) and immunizations will need to be on file before School starts.

St. Mary School registers students currently enrolled in grades Preschool– 5 in February for the following year. At that time any siblings are permitted to register also. The next opportunity for registration is given to members of St. Mary School/Nativity of the Lord Parish. Registration is then opened to the wider community.

There is a Registration fee of \$35.00 payable to for all school families. The materials fee for all elementary children is part of tuition. **ALL payments to the school should be made payable to: Nativity of the Lord.** St. Mary School and Preschool are part of the Nativity of the Lord Parish.

St. Mary School is a tuition based school. Each year the principal in consultation with the parish business manager and parochial administrator determine the actual per pupil cost of education at St. Mary's. A Parent-School Contract which states your annual tuition and fees needs to be signed by each family every year. Tuition is paid one of two ways: prepaid in full or FACTS Management. Prepaying for tuition can be done by cash or check on or before the first day of the school year. If a Non-Sufficient Fund (NSF) is received, the business manager or principal will contact you. It is the expectation of Nativity of the Lord Parish that you pay the full cost of your child's education. Any deviation from this must be approved by the parochial administrator. [Appendix B].

If parents do not prepay, they are required to have a FACTS payment account set up. To create a FACTS account go to www.factsmgmt.com. If a payment is not made via FACTS, the business manager, principal or parochial administrator will contact the family regarding financial issues immediately. A decision will be made concerning tuition payments for the rest of the school year. Any deviation from the above must be approved by the parochial administrator.

Tuition Payment Preference

Option 1 *Full tuition payment due by the first day of school. Payment will be made directly to NOTL-Business Office. No FACTS fee will be assessed. Failure to pay by the first day of school will result in assignment to FACTS.*

- Option 2** ***Semester payments.** The first payment is due on the first day of school and paid directly to NOTL Business Office. The second payment is due January 2018, and paid to FACTS on the 5th or 20th of the month by automated payment process. The FACTS enrollment fee is \$10.*
- Option 3** ***Quarterly payments.** Payments are made through FACTS due August 2017, October 2017, January 2018, and March 2018 on the 5th or 20th by automated payment process. FACTS enrollment fee is \$45.*
- Option 4** ***10 monthly payments.** Payments are made through FACTS August through May on the 5th or 20th using the automated payment process. The FACTS enrollment fee is \$45.*
- Option 5** ***12 monthly payments.** Payments are made through FACTS on the 5th or 20th of each month using the automated payment process. The FACTS enrollment fee is \$45.*

Fifty percent OF ALL SCRIP profits go towards your Parent-School Contract Total Fees and Tuition Balance. The 50% Scrip earnings will be applied to your FACTS account on a quarterly basis. Parents that have paid in full will receive their credit by check, also on a quarterly basis. Twenty-five percent of Mardi Gras Auction bid items will go towards your Parent-School Contract Total Fees and Tuition Balance; however, not to exceed your fundraising requirement.

Every family is responsible for the fundraising profit (\$350 for K-6, \$200 for Y5, and \$100 for PK) which is set at the beginning of the year and included in your Parent-School Contract.

See Appendix B for further explanation of Finances.

Bicycles

Students may ride bicycles to school as long as the bicycles are operated safely, are not loaned to other students, and are kept in the bicycle rack. A bicycle helmet and lock are required. Your child is responsible for the lock.

Birthday Treats - Birthday Book

Birthday treats are not necessary but may be brought at any grade level. The student may donate a book to the library on their birthday as an alternative to bringing a birthday treat.

Birthday parties: When you are having a birthday party for your child and you are inviting all the girls or all of the boys in the class or the entire class, birthday invitations may be distributed at school. When you are inviting only a few children from the class, **invitations are not to be brought to school.**

Bus Transportation - Public School Bus

Public school districts are required to transport resident non-public school students to school if the district transports public school students, and if the students are not located within 1 -1/2 miles of the nearest public school. School districts may not transport non-public school students out of the district unless the district does so for its own students.

It is the policy of Alma Public School that serious, repeated misbehavior on the bus is reported to

the principal. Parents will also be notified of each offense. Repeated misbehavior is handled by the public school transportation authorities.

Any questions about bus schedules or problems on the bus should be directed to Alma Public Schools Director of Transportation 989-463-3111. If your child is absent and will not ride the bus you need to call the bus garage/Transportation at the phone number listed above.

Cell Phones, Music and Video Game Devices

In order to foster a safe learning environment, free of distractions and unnecessary interruptions, students are requested to bring to school only those items needed for success in the classroom. This would include, but not limited to: pencils, folders, lunches, backpacks, homework, etc.

If an elementary student carries a cell phone, it must be turned off and kept in their bag throughout the school day. For reasons involving both safety and time-on-task, students may not use cell phones during the school day and are to go to the office if any phone calls need to be made. Parents may call the school office if plans for the child for after school change, although they are encouraged to make plans ahead of time to avoid disrupting the classroom with messages.

Video games, headphones and other devices are not to be used or visible during the school day. If the child has them, they are to be turned off and stored in the backpack from the time the child enters the building until school is out.

Classroom Visitation

Parents are encouraged to visit their child's classroom. **It is required that parents contact the classroom teacher for an appropriate time to visit.**

Communications

Parent-Teacher

Friday folders are used by all teachers to communicate with parents. A cover letter may be used with a tear off for parents to respond when necessary and to sign indicating that they have seen their child's papers for the week.

Communications with teachers or students during the school day are made through the school office so that classroom activities are not disturbed. Important messages will be delivered by the school office in a timely manner. Do not text teachers with doctor's appointments, transportation changes, etc. Please call the office.

There are times when students stay after school for various reasons (complete assignments, extra help, assist teachers). Parents will be contacted prior as to the reason, day and length of time the student will stay.

All students after school arrangements must be made before school. Students are not allowed to use the telephone to make after school plans. If a student is going to another student's home after school the student should bring a note from home indicating permission to leave with another person. If a student will be going home with a bus student a note is required for the bus driver and parents must call Alma Public Schools Transportation Department at 463-3111.

Parents may call the school to make an appointment to see a teacher anytime they have a concern or want information about their child's progress. Teachers will use the same procedure to contact parents when they have a concern. The key to a successful school year is good communication!

In keeping with the church's principle of subsidiarity, problems should be solved at the lowest level whenever possible. Thus, it would seem advisable that persons having a problem with another individual go directly to that person before going to that person's superior. If a parent has a complaint about a

teacher, it seems only just that the parent discuss the difficulty first with the teacher. If a parent is reluctant to confront a teacher alone, the administrator may be asked to be present at a conference. Attempting to work out differences mutually is certainly consistent with the demands of the Gospel.

Administration-Parent

A monthly newsletter and calendar of events is provided at the beginning of each month. Notes may also be sent home during the month. These kinds of communication will be sent home with the oldest child in the family, unless parents have another preference.

Parents are to feel free to contact the principal at any time. Informal contacts are fine. If a parent has a concern that they wish to discuss in some detail it is best to make an appointment.

When parents have spoken with the teacher and remain unsatisfied they need to make an appointment with the principal. If the problem is not satisfactorily solved the parents need to make an appointment with the pastor. Beyond the pastor the Superintendent for the Diocese of Saginaw may be contacted.

Curriculum

The curriculum of St. Mary School is well rounded and in harmony with the state core curriculum. Each subject area has a written curriculum. Copies are available to parents upon request. Subjects included in the curriculum include: religion (Y5's-6), art (K-6), computer and media (Y5's-6), guidance (K-6), health (K-6), language arts (K-6), math (K-6), music (Y5's-6), physical education (Y5's-6), science (K-6), social studies (K-6), Spanish (K-6), and spelling (1-6).

Daily Time Schedule

Students in grades Y5's through grade six are to arrive between 7:45 a.m. and 8:00 a.m. They are to wait in the parking lot where a teacher will supervise them. Students arriving before 7:45 a.m. will wait on the porch with the crossing guard, weather permitting, until the supervising teacher comes out at 7:45 a.m. Students enter the school building at 8:00 a.m. **Students not in their seat by 8:10 a.m. are considered tardy.**

Every effort should be made to keep absences, early releases, and tardiness to a minimum. The number of days absent and days tardy are recorded on the student's permanent record. Tardies and absences will affect perfect attendance recognition and awards.

Students in grades Y5's-4 have a 15 minute morning recess at 10:00 a.m. Y5's students are dismissed at 11:30 a.m. and are picked up at the Park Street doors. Lunch recess is from 11:30-11:50 a.m. with lunch from 11:50 to 12:15 p.m. for all students K-6. Kindergarten and grades 1-6 resume classes at 12:20 p.m. Dismissal for grades K-6 is 3:05 p.m. Grades 4-6 will have homework study hall (monitored by the teachers) 2:30-3:00 p.m. and grades 1-3, 2:45-3:00 p.m. Bus students may be excused early depending on the bus schedule for the year. Students who have not been picked up by 3:15 p.m. will be sent to the office.

If in the event of a fog/school delay, those children that attend Y5's are not to come to school.

Discipline

St. Mary School with the approval of the Pastoral Council has adopted Christian Behavior Expectations as the standard for school behavior. The behaviors are taught in the guidance curriculum at all grade levels throughout the entire day including common areas such as: hallways, drinking fountains, lockers, gym, church, bathrooms, playground, and lunch room. Consequences for misbehavior are detailed in the Progressive Consequence Plan. See Appendix A.

St. Mary School utilizes the Progressive Consequence Plan. In each step of the Progressive Consequence Plan the student is made aware of the misbehavior being corrected. The teacher and parent are working together at most steps. At all times the student is aware of what behavior is being corrected and has the opportunity to tell his/her side of the story. Discipline action is also at the discretion of the administration.

Dress Code

General Information: Students are to wear clothing that is neat, clean, and free of holes or tears. Clothing without words is preferred. No tight clothing is allowed. Leggings are appropriate when paired with a longer top that covers the student's bottom. All clothing must be free of words deemed inappropriate for children, including not limited to, profanity and alcohol or tobacco advertising.

Gym Clothing: Athletic clothing may be worn on the student's gym class day.

Makeup: Makeup is not permitted.

Mass/Church Attire: Students are expected to dress in neat and clean clothing for Mass. Dress shorts may be worn, weather permitting. Dresses must have sleeves. **NO ATHLETIC WEAR.**

Shirts: Shirts and dresses must have sleeves (boys and girls) and must be of an appropriate length for modesty (ex: no exposed stomachs).

Shorts/skorts/skirts: Shorts, skorts, skirts, etc. may be worn as the weather permits and must be of acceptable length. The length must be at least as long as the fingertips when a child is standing with arms held down at the sides.

Socks and Shoes: Socks, tights, etc. must be worn at all times. For safety reasons, shoes must be secured to the foot with a heel strap (**no open-heeled shoes**).

Spirit Days: Students, faculty and families are encouraged to wear St. Mary School tee shirts, sweatshirts, buttons, etc.

When a student wears clothing that does not follow the above dress code, the principal will speak to the student and send a note to the parents. The second incident will result in a call to parents asking that appropriate clothing be brought to school. In case of serious infractions parents will be called immediately.

Interpretation of the dress code and compliance with this policy is left to the discretion of the school principal or the designated person in charge.

Extra-curricular Activities

St. Mary School is willing to sponsor Girl Scout Troops. In any given year there may be Daisy Scouts, Brownies and Girl Scouts. Parents act as leaders. Students from other area schools are welcome to join the troop.

The Alma Public Schools sponsors a wide variety of extra curricular opportunities for students. Information is sent home with students as it is received from them.

Students in grades five and six are also become involved in Student Council. Student Council sponsors a variety of spirit building activities throughout the year. They also select one outreach project for the students to support during the year. Student Council tries to sponsor one educational activity for the students each year.

Faith Formation

Recalling that parents are the principle and primary educators of their children, as a Catholic

School, we strive to reinforce the Christian faith that is an integral part of the homes of our students.

Sacramental Preparation

St. Mary School's religion curriculum teaches all seven sacraments. The school does not bear the responsibility of preparing children to **receive** sacraments. Parents prepare their children to receive the sacraments of Confirmation/Eucharist and Reconciliation through parish programs. Parents are notified through the monthly newsletter of parent information sessions.

Field Trip Policies/Forms

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Each class may participate in a field trip or two each year. Parents must have on file their Field Trip Permission Form in order for their child to participate. Parents pay the cost of field trips. One field trip per year may cost between \$7-\$15 per student.

When it is not possible or feasible to take Dial-A-Ride or the public school bus, parent drivers will be permitted to drive. Drivers must have a current Driver Information Sheet, with appropriate insurance coverage, on file in the school office and must attend VIRTUS training if not already VIRTUS certified (only need training once). Until they are 8 years old or 4'9" children **MUST** use a booster seat in a private vehicle. Failure to do so will result in the student not being able to go on the field trips.

Pupil Progress

Conferences, Grading, Portfolios, Report Cards and Testing

Conferences are mandatory at the end of the first quarter. Conferences may be requested at the end of the second, third or fourth quarters and at any other time when a parent or teacher has a concern about a student's progress.

For grades Y5's and Kindergarten, grades are interpreted as follows:

O=Outstanding Progress S = Satisfactory Progress N=Needs more time/effort to improve

For First Grade, grades are interpreted as follows:

1=Excellent 2=Acceptable 3=Needs Improvement 4=Unacceptable

Second Graders receive letter grades as outlined below for grades 3-6 in Math, Reading, Spelling, and Handwriting, with all other subjects graded as the First Grade.

For Grades 3-6 grades are interpreted as follows:

A = Excellent Work B =Quality Work C = Acceptable D =Not Acceptable
I = In Progress F=Time has run out (Failure) NA=Not Acceptable

Students and their families are encouraged to remember our school motto "Strive to do your best" when contemplating grades. We, as teachers, are looking for the very best effort that each child has to give. Grades will be dependent upon effort, ability, academics, and the best use of the gifts God has given each child.

Each K-6 student has a permanent portfolio. Parents are encouraged to view student portfolios at the Portfolio Conference at the end of the third quarter.

Report cards are issued to students at the close of each nine-week grading period. Academic deficiencies are mailed home at the half way point to any student who is not earning a minimum of 70% in any subject. Parents are also notified if their student is not doing acceptable work in the younger grades even though letter grades are not used in those grades.

Measures of Academic Progress® (MAP®) creates a personalized assessment experience by adapting to each student's learning level—precisely measuring student progress and growth for each individual. We have essential information about what each student knows and is ready to learn within 24 hours. MAP®: informs instruction using valid, reliable, and real time data, measures the growth of every student over time regardless of on, above, or below grade level performance—and even if standards change, engages students and families in goal setting, creates and reinforces evidence-informed instructional practices, evaluates programs and identifies professional development needs, and compares and predicts student achievement and growth via exclusive normative and growth information.

Harassment/Anti Bullying Policy: See Appendix G

Health Related Items

Emergency Cards

New emergency cards are given to parents each school year. They must be completed and returned to school promptly prior to the first day of school. All information on the cards should be kept current. Please call and notify the school office if any changes occur during the year.

Accident/Injury

Should a student be involved in an accident at school, these procedures will be followed:

1. Common sense first aid will be administered.
2. The student's teacher will be notified.
3. The principal will be notified.
4. The parents or authorized persons will be notified.
5. The parents will decide if the child will stay in school, go home, or go to the hospital or doctor's office. The parents will make necessary arrangements.
6. A report will be made noting the circumstances of the accident and filed in the student's file. For any student's head injury a copy of the report will also be sent to Gallagher-Bassett, our insurance carrier.

Serious Accident/Injury

Should a student be involved in a serious accident at school, these procedures will be followed:

1. Common sense first aid will be administered.
2. The parents will be notified and decide if the child should stay in school, go home or go to the hospital or doctor's office. The parents will make the necessary arrangements. For this reason, it is of utmost importance that we have current emergency phone numbers on file in the school office.
3. In the event parents cannot be reached right away, the principal will follow instructions on the student's emergency card as to where the child will be taken, to the hospital or

- doctor's office.
4. A report will be made noting the circumstances of the accident and filed in the student's file. A copy of the report will also be sent to Gallagher-Bassett, our insurance carrier. At all times universal precautions will be taken. Students will be asked to self-administer whenever possible, that is wash their own scrape and put on the band aid.

Communicable Diseases: See Appendix C for guidelines concerning communicable diseases.

Health Services and Immunizations

The Health Department provides vision and hearing screening for all students. Children's immunizations are monitored by the Health Department and must be up to date for school attendance.

Medication

If your child is taking prescribed medication and he/she needs it while at school, you must take the following steps which are in accordance with the Department of Education's memorandum dated November 19, 1996.

*1. The student's parent/guardian must provide the school with written permission and a request to administer medication. (See school secretary for appropriate forms)

*2. Written instructions which include name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration must accompany the medication. The appropriate form is available in the secretary's office and must be on file before any medication will be administered by the school or given to a student for self-administration.

3. All medication must be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.

**4. Medication should be brought to school by the parent/guardian unless other safe arrangements are necessary and possible (e.g., distance of child's home to school).

*Required by Section 380.1178 of the Michigan school code

**Recommended when medication is a Schedule II controlled substance (i.e., Ritalin).

Homework

St. Mary School does assign homework on a regular basis. The following is an outline for the kind and amount of homework that can be expected at each grade level. It is important to remember that practice is essential for competency to be achieved in any area. One would not expect to be able to hit a baseball any better from one game to the next without practice between games. It is the same with academics. One cannot expect an improvement in reading, math, spelling, etc. without practice.

Assignments are given for the following reasons:

1. As practice to improve basic skills.
2. To enrich and extend what the student has learned in class.
3. In preparation to share with others something the student has discovered, read, or created.
4. To assess quality learning.
5. To encourage quality study time.

Kindergarten: It is always helpful for letters, sounds, and counting to be practiced often during the course of a week. Homework, is given approximately once per week. Directions are printed on the homework page with the work due the next school day.

First Grade: Usually students receive ten minutes of homework each night and are strongly encouraged to read 20-30 minutes with an adult. Occasionally homework may take longer than this.

Second Grade: Students in the second grade will have 20-30 minutes of reading. Other subjects become homework if not completed in the classroom.

Third Grade: Depending on each student's speed, concentration, and class time used wisely a third grade student may expect up to 30 minutes.

Fourth Grade: Depending on the work habits and pace of each student 30 minutes-1 hour of homework may be expected in fourth grade.

Fifth Grade: Depending on the work habits and pace of each student 45 minutes of homework may be expected each night. This includes all daily class assignments not completed at school. All homework is to be handed in first thing in the morning of the next school day or on the day the assignment is due. Study, review, and research should be done as needed, especially spelling and Wordly Wise.

Sixth Grade: Depending on the work habits and pace of each student 45-60 minutes of homework may be expected each night. This includes all daily class assignments not completed at school. All homework is to be handed in first thing in the morning of the next school day or on the day the assignment is due. Study, review, and research should be done as needed, especially spelling and Wordly Wise.

Lost and Found

The lost and found box is located outside of the sixth grade classroom on the coat rack. Please remind your child to check there when he/she has lost something. The contents of the box will be donated to the St. Mary Treasure Sale at the end of the year.

Lunch Program

Hot lunch is available through Alma Public School. Students are encouraged to buy tickets weekly. A daily ticket may be purchased. **All checks written for the purpose of purchasing lunch tickets MUST be written to Alma Public Schools.** Milk is available to children who carry cold lunch. Prices for hot lunch and milk are announced at the beginning of each school year.

Alma Public School/St. Mary School

Guidelines for Replacing and Denying Meals

Alma Public Schools participates in the National School Lunch Program and the School Breakfast Program. In return for following the regulations set forth by the USDA with regard to school breakfast and lunch, we may offer free and reduced-priced school meals to qualifying households. The school district also receives reimbursement on a per-meal basis for all school meals consumed.

Schools must always provide meals to students in K-2 or to students with disabilities that may make them unable to take full responsibility for their meal money.

At St. Mary school an unlimited number of meal ticket replacements will be allowed each student per year. The school will keep a list of students who report lost/stolen/misused tickets, and the list will be consulted each time a student reports lost/stolen/misused tickets. Students are expected to repay the school for “borrowed” tickets.

If a student has a charge balance, the school will provide a meal when the student is using money to pay for the current day’s meal or future meals.

If a student repeatedly comes to school with no lunch and no money, school personnel should report this to the building administrator. It could be a sign of abuse or neglect.

St. Mary School will not deny meals to a student who pays reduced or full price and who does not provide the required payment for that meal.

The USDA prohibits schools from denying meals as a form of disciplinary action against free, reduced-price or full-price students.

Questions regarding these procedures may be directed to Nacomie Wallman, Food Service Director, Alma Public Schools, 989 466-7529.

Money

Whenever money is sent to school with a student **please** see that it is enclosed in an envelope or zippered plastic bag and the purpose clearly marked.

Non-Custodial Parent

St. Mary School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. Non-custodial parents may not use the school/parish for the purpose of circumventing custody orders or visitation rights. It is the obligation of parents to properly inform the school/parish of limits of access to children, records or other information.

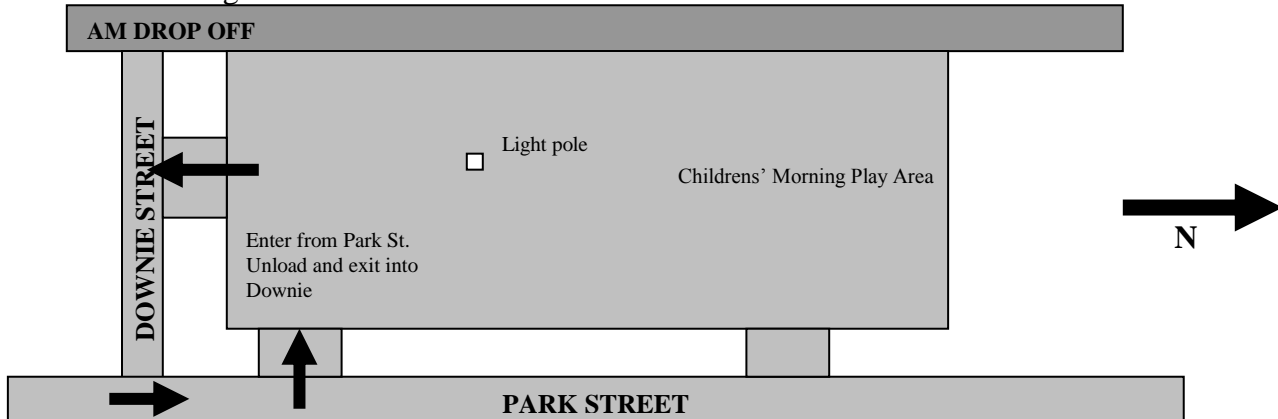
Legal documentation regarding custody and visitation shall be provided to the school/parish by the custodial parent(s) or legal guardian(s) at the time of registration. The school/parish shall be notified immediately regarding any changes to custodial provisions.

Parking

Parents are asked to abide by these guidelines **for the safety of all students.**

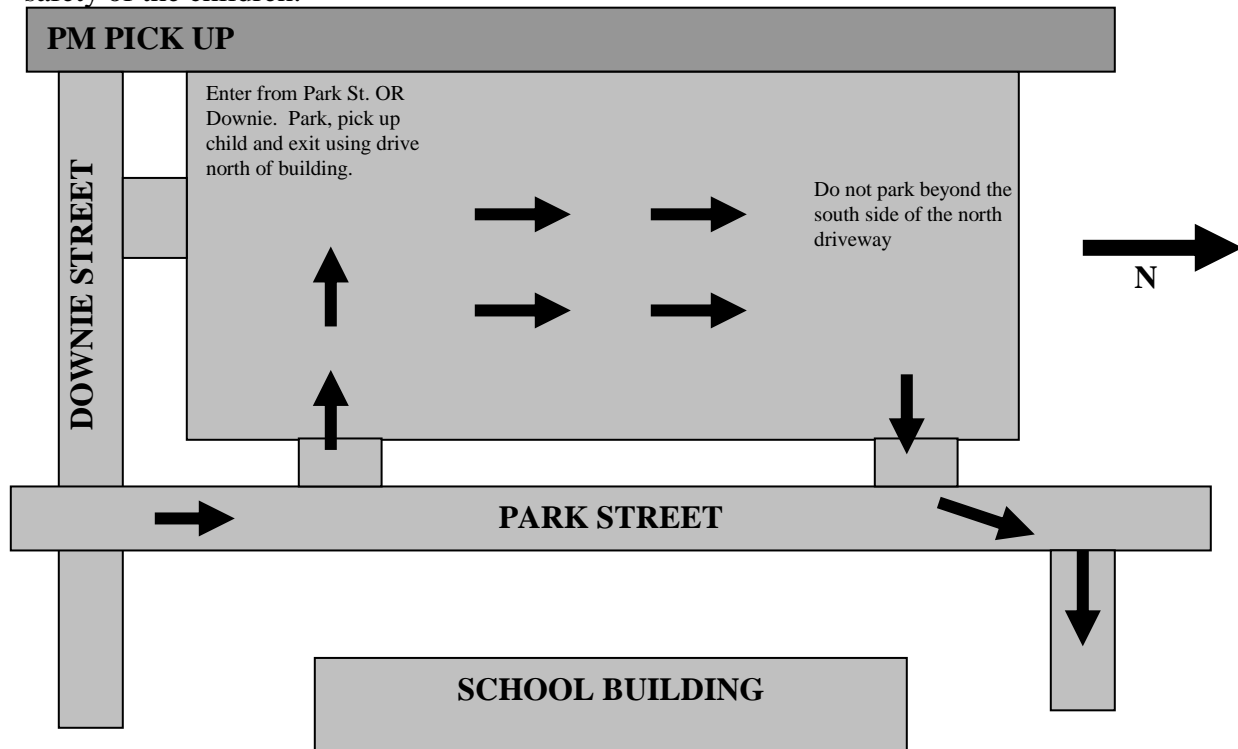
Morning AM Drop off:

All parents/persons bringing students to school are to drop off students on the south end of the parking lot. (see the following diagram) If you wish to park, please park facing Downie Street in the designated spaces. This leaves the north two-thirds of the lot free of cars and **safe** for the students to play while waiting to enter school at 8:00 a.m.



Afternoon PM pick up:

All parents/persons picking up students are to park in the parking lot, facing north. Please do not park on Park Street, or under the basketball backboards. **Parents are expected to exit their vehicles and come to the designated area to walk students safely to their vehicles.** Park Street is reserved for Dial -A-Ride and the school bus. It is also posted no parking 7:00am – 4:00pm. Any person parking on Park Street during school hours may be ticketed. Cars are to go behind the school when they exit the parking lot. By going behind the school we avoid cars pulling out of the parking lot and turning in front of students crossing Park Street to meet their parents. All of this is for the safety of the children.



Placement of Students

If a student's placement is in question:

1. The teacher will contact the principal who will contact the parents.
2. The principal will do a formal observation of the student and informally test the student.
3. The parents will be asked to observe the student in the classroom.
4. The teacher and principal will evaluate the student with the parents at the end of the second and third weeks of school.
5. A final decision will be made by the end of the fourth week of school by the teacher, principal, and parents as to the placement of the student.

Procedure for Establishing a School Policy (3/96)

1. A concern is brought forward by one or more of the following: Pastor, Principal, Faculty-Staff, Parent(s).
2. The concern is discussed at a School Committee Meeting. A sub-committee is formed to study the concern and word the recommended policy. The sub-committee reports back to the full School Committee at the next meeting. They give their approval to move forward.
3. The Pastor is appraised of the concern, the discussion that has taken place thus far and the proposed policy. His input is appropriately noted. He gives his approval to proceed.
4. The proposed policy is brought to the Parish Council. Council takes the proposed policy under advisement. At their next meeting they discuss the proposed policy and decide to recommend the policy to the Pastor, ask for further clarification, or reject the proposed policy with recommendations to make it acceptable.
5. The Parish Council recommends the policy to the Pastor for his final approval.
6. The policy is noted as approved by the Pastor on a particular day. The information is disseminated to parents and is published in the next copy of the Parent-Student Handbook.

Recess

All students will go outside during the recess period, weather permitting. If a child is too ill to go outside for recess, they are too ill to be in school and should be home recuperating. A current doctor's note is required for a student to stay inside during recess. Students will not go outside when the temperature is zero degrees or below, when the wind chill would bring the temperature to zero degrees or below, when it is raining, or, there is a severe snowstorm. Please remember to have children dress appropriately for the weather.

Student Records (FERPA)

St. Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. The official school student file is called a CA-60. In the file are kept academic transcripts (report cards), results of academic testing, health records, and requests for special services and the results of those requests. Parents requesting records, transcripts, or recommendations must make a five school-day request to the school office. Completed forms will be sent via USPS. Special handling will require that all postal fees be paid by the parents. **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

School's Right to Amend

The school retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

Severe Weather, Fire, Lock-down Procedures and Emergency Response Plan

Weather Delay/Cancellation

During inclement weather at any time of the year, particularly during winter, tune into your local radio station, **ABC 12 or check abc12.com**. On days with a delayed starting time, the preschool morning classes and Young 5 class are cancelled. **Please listen carefully to the stated announcement. A two-hour delay means school begins at 10:05 a.m., while a delay until 11:00 am means school will begin at that time.**

When Alma Public Schools close early due to inclement weather, St. Mary's will close early also. Please make arrangements early in the year so your child will know what to do should the need arise.

If at any time you feel the weather is such that you shouldn't send your child to school or that you want to pick up your child early, please contact the school office.

LOCAL RADIO STATIONS:

WFYC/AM SNF WQBX/FM - Alma 1280 AM 104.9 FM

Fire

Students are to follow the directions of the teachers. In accordance with MANS (Michigan Association of Non-public Schools) regulations, at least six fire drills are required each year, four of which must be in the fall. Students are instructed in proper conduct during the drills. All classroom doors and windows must be closed before leaving the building. No talking or running is allowed. No one is to stop for a coat or other items during a fire drill.

Tornado

In the event of a tornado watch, the children will remain in school. Weather reports will be monitored. In the case of a more severe weather development, the procedure for a warning is to take cover. Students will be instructed to take cover in the lavatories on the north wall in the parish hall and in their classrooms or in the basement of the rectory if time allows. In accordance with the MANS regulations, at least two tornado drills are required each year, one must be in the fall.

Lock-down

Students are to follow the directions of the teachers. In accordance with safety regulations, at least two lock-down drills are conducted each year. Students are instructed in proper conduct during the drills. All classroom doors will be locked. Windows and blinds are to be closed. In non-emergency lock-downs, teachers and students will remain in seats. In emergency lock-downs, the teacher and the students are to move away from the windows and drop to the floor and stay low or to exit the building if advised.

Emergency Response Plan

In the event of an emergency or crisis situation, the Parish Office will be the communication center. For safety reasons, parents will NOT be allowed in the school. Dismissal or evacuation of students will be at the designated meeting center (the Church or Alma College) when appropriate. **Children may be released to the parents, or the person you have indicated on your Authorization for Student Release after signing out. Please listen to the local radio or TV stations for ongoing development of the situation. PLEASE do not telephone the school(s) since those phone lines must be kept open for emergency personnel. While we understand parents concern, your child safety comes first.**

Supply Lists

Supply lists for each grade are available in the school office & will be posted on our website www.nativityparish.net/school. These help with early shopping and also limit shopping to the necessities. Children are encouraged to bring to school only the supplies designated.

Technology Acceptable Use Policy

See Appendix F

Title IX Coordinator

Diocese of Saginaw Catholic Schools has a Title IX Coordinator. The Title IX Coordinator is responsible for coordinating compliance with Title IX of the Education Amendments of 1972 which prohibits sex discrimination including, but not limited to, sexual harassment, and sexual assault or violence that denies or limits a student's ability to participate in or benefit from Dioceses of Saginaw Catholic Schools' education programs, and activities.

The Diocese of Saginaw Catholic Schools does not discriminate on the basis of sex against students, and will respond to reported violations of Title IX promptly, and appropriately. In the event that an allegation includes behavior that is under review by law-enforcement authorities, the Diocese of Saginaw Catholic Schools will assess the timing of any investigation or action it may take so that it does not compromise the criminal investigation.

If you have been sexually assaulted, you should immediately contact the local law-enforcement authority, and seek medical attention. You may also contact the Diocese of Saginaw Catholic Schools Title IX Coordinator.

For concerns or complaints of sex discrimination, sexual misconduct or other gender-based issues, you should contact, as soon as possible, the Diocese of Saginaw Catholic Schools Title IX Coordinator, Mary Ann Deschaine, Ed.S., Superintendent, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6651, mdeschaine@dioceseofsaginaw.org. In the event that the Title IX Coordinator is unavailable, please contact the Assistant Title IX Coordinator, Sister Mary Judith O'Brien, RSM, Chancellor, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6620, mobrien@dioceseofsaginaw.org.

Tobacco, Alcohol and Other Controlled and Non-Controlled Substances

No student will possess and/or use tobacco, alcoholic beverages or controlled and non-controlled substances on school property. The selling and/or distributing of controlled substances on school property is prohibited. Disciplinary Action will be at the discretion of the administrative team.

Use of School Grounds

Case law indicates that schools can be held responsible for accidents on playgrounds or school property before or after school. It is for this reason that St. Mary's does not permit students to arrive before 7:45 a.m. Students who ride the Alma Public School bus are to enter the building and stay by the glass doors if arrival time is prior to 7:45am. The supervising teacher will then ask the students to accompany her to the parking lot at the appropriate time.

Students are supervised after school until the public school bus, Dial-A-Ride bus, a parent or child care provider arrives for them. When students are not picked up by 3:15 p.m., they will be sent to the office and a call will be placed to the parent or guardian.

In order to encourage responsibility and for the safety of the children, students will not be allowed to re-enter the school building after 4:00pm for forgotten books, papers, etc.

Visitors

For the safety of your children visitors are to ring the doorbell and wait to be admitted to the school building. All visitors and St. Mary School parents, sibling, etc. **MUST** report to the school office and sign in before continuing into the building.

Volunteer Program

St. Mary School has active parents. They form the nucleus of a very successful Volunteer Program. There are many opportunities available for parent involvement. See Appendix D for a list of volunteer activities. Volunteers need to attend a VIRTUS training class which is usually scheduled here at St. Mary School in September. You only need to attend once, not each year.

Weapon Free School Zone

St. Mary School will abide by Public Act 328 of 1994. In language students will understand this means that no weapons (weapons for our purposes are defined as anything that could cause harm) are allowed in school. Any student discovered to be or suspected of carrying or possessing a weapon, harassing or bullying in violation of this policy shall be excluded from classes pending investigation.

A parent or legal guardian will be contacted to pick the student up from school. The student is expelled. The law reads: "An individual who was in grade 5 or below at the time of the expulsion shall not be reinstated before the expiration of 90 school days after the date of expulsion. An individual who was in grade 6 or above at the time of the expulsion, shall not be reinstated before the expiration of 180 school days after the date of expulsion." A copy of the law is available in the principal's office. Toy weapons are also not allowed in school.

Appendix A

Discipline

**Christian Behavior Expectations
Progressive Consequence Plan (Y5-2)
Progressive Consequence Plan (3-6)**

St. Mary School

Christian Behavior Expectations

In keeping with the Christian nature of St. Mary School, the very highest standards of conduct and courtesy are expected of all students at all times. So that all students can interact in a safe atmosphere conducive to learning, consistent manner. The following is a summary of this plan.

To promote positive and productive learning, and in keeping with the Mission Statement of our school, seven Christian behavior expectations have been adopted. They will be shared at the beginning of the school year and reinforced throughout.

1. BE PROMPT AND PREPARED

- A. Be on time.
- B. Come with appropriate materials.

Be on guard, therefore. The Son of Man will come when you least expect it.

Luke 12:40

2. RESPECT AUTHORITY

- A. Listen to authority.
- B. Follow directions promptly.
- C. Accept responsibility for behavior.

Pay attention and you will have understanding.

What I am telling you is good, so remember it.

Proverbs 4:2

3. RESPECT RIGHTS OF OTHERS

- A. Use appropriate voice.
- B. Listen to speaker.
- C. Respect the opinion and point to view of others.

Whatever you do for the least one of these you do for me.

Matthew 25:40

4. RESPECT PROPERTY

- A. Handle school/student property carefully.
- B. Report broken items promptly.

Every good gift and every perfect present come from God.

James 1:17

5. DISPLAY A CONCERN FOR LEARNING

- A. Remain on task.
- B. Allow others to remain on task.

If you want to be wise, keep the Lord's commandments, and he will give you wisdom in abundance.

Sirach 1:26

6. DISPLAY APPROPRIATE SOCIAL SKILLS

- A. Cope with disagreement, teasing, and criticism.
- B. Display courtesy.
- C. Display tact.

Love your neighbor as your self.

Matthew 22:39

7. DISPLAY POSITIVE AND PRODUCTIVE CHARACTER

A. Live by high standards.

B. Go beyond what you expect from others.

Each one as a good manager of God's different gifts must use for the good of others the special gifts he or she has received from God.

I Peter 4:10

St. Mary School
Progressive Consequence Plan
Developing Student Ownership and Responsibility
(Y5's-2nd Grade)

- 1. Warning with an interaction.**
The student will tell the teacher what they did wrong and what they will do to improve.
- 2. Time out (Y5's-2) Second Warning (3/4).**
- 3. Behavior improvement plan.**
 - A. Student describes inappropriate behavior.
 - B. Student makes commitment to improve.
- 4. Meeting with principal and phone call to parents.**
 - A. Student must follow Parent Calling Form.
 - B. Witness signs form.
- 5. Meeting with parents.**
 - A. Parents, student, teacher, principal meet.
 - B. Group behavior plan is developed.
- 6. In-school suspension.**
- 7. Out of school suspension.**
- 8. Expulsion.**

Severe Clause = Move to steps 4, 5, or 6. Revised 05/04.

St. Mary School
Progressive Consequence Plan
Developing Student Ownership and Responsibility
(3rd-6th Grades)

- 1. Warning**
- 2. Behavior Report Cards**
 - A. Student describes inappropriate behavior
 - B. Student obtains signature of parents and principal then returns card to his/her teacher.
- 3. Meeting with the principal and phone call to parents.**
 - A. Student must follow Parent Calling Form.
 - B. Witness signs form.
- 4. Meeting with parents.**
- 5. In-school suspension.**
- 6. Out of school suspension.**
- 7. Expulsion.**

Severe Clause = Move to steps 3, 4, or 5. Revised 8/01.

Appendix B

St. Mary School Finances

St. Mary School has a registration fee, tuition base, and fundraising requirement for all Preschool-6th grade students.

Registration

The mandatory \$35 Registration Fee for school families is due at the time of registration and is **non-refundable**. Payment reserves a place for the student at St. Mary's for the specified school year.

Tuition

Parents are required to create a FACTS account each year through www.factsmgmt.com if they do not pay tuition up front in full prior to the first day of school. If a payment is not made via FACTS, the business manager, principal, or parochial administrator will contact the family regarding financial issues immediately. A decision will be made concerning tuition payments for the rest of the school year. It is the responsibility of the parents to seek the information, if needed in order for their child(ren) to attend St. Mary School.

Fundraising

Each school family K-6 has a fundraising requirement of **\$350**. **Young 5 families \$200** and **Preschool families \$100**. See Appendix D for fundraising opportunities.

Appendix C

Communicable Diseases

The following is a practical guide to follow for the common communicable diseases. This is based on the ruling of the Health Department.

1. The principal may exclude and readmit children under these recommendations.
2. Children may be admitted to the school earlier with written approval from the family physician.
3. Contacts without symptoms should be excluded until medical clearance is obtained.
4. See **Communicable disease attached** handout from the **Mid-Michigan District Health Department Revised 2014** for specific conditions. ****It doesn't address Fever separately from a specific illness. Our policy is a child must be fever free for 24 hours without the use of fever reducing medication to return to school. ****

It should be noted that these diseases are primarily transmitted by direct contact with the infected individual through coughing, sneezing, or direct transfer. Books, papers, and other school equipment usually do not act as vehicles for transmission of diseases.

Cases of Diphtheria, Polio, Smallpox, Tuberculosis and other dangerous communicable diseases will be admitted only on recommendation of the Health Department. Contacts of these are investigated by the Health Department and may remain in school unless advised otherwise.

Parents are to call the school office to report any of the above conditions 989-463-4579.



"Procedural Guidelines Regarding HIV/AIDS and Other Communicable Diseases For Schools, Religious Education and Youth Ministry Programs" were adopted August 1, 1992 by the Diocese of Saginaw. A copy is available in the school office.


Remember, a child's illness is most contagious during the early stages







- Signs of illness to watch for: skin rash, sore throat, flushed skin, vomiting, diarrhea, cough, headache, fever, runny nose, and fatigue.
- Staying home and resting at the first sign of illness will help shorten the length of illness.
- When your child begins to show signs of illness, contact your physician for instructions.
- Cooperate with your school, day care center, and health department by keeping your child at home if they are ill.
- Be sure to notify the school if your child is ill.
- A sick child does not learn well at school and endangers the health of classmates.

COMMUNICABLE DISEASE INFORMATION

Disease and incubation period	How the illness is spread	Signs and symptoms	Contagious period	Return to school
Bacterial Meningitis (Meningococcal and Haemophilus) 1 - 10 days Average 2 - 4 days 	Droplets from nose, throat and mouth spread virus and bacteria by sneezing, coughing and speaking	Sudden onset of high fever, headache and stiff neck. In severe cases, delirium, stupor or coma can occur. Purplish spots on limbs and mucous membranes may be seen with meningococcal meningitis	When cleared by a physician	Upon recovery, minimum 7 days
Chickenpox (Varicella) 10 - 21 days Average 14 - 16 days 	Secretions of the nose, throat and mouth through sneezing, coughing, or speaking. Discharge from skin lesions	Slight discomfort, mild to high fever, headache, loss of appetite. Lesions appear in bunches mostly on upper body. Face and extremities less affected. Teardrop shaped lesions surrounded by reddened area	5 days before rash to 5 days after rash starts	When lesions are dry and crusted, at least 1 week after breakout first appears
Common Cold 1 1/2 - 3 days	Secretions from the nose, throat and mouth through sneezing, coughing, or speaking	Coughing, runny nose, irritated nose and/or throat, light chills, rare slight fever	24 hours before symptoms appear up to 5 days after onset of symptoms	Minimum 3 days after onset of symptoms

 Vaccine preventable disease


COMMUNICABLE DISEASE INFORMATION


Disease and incubation period	How the illness is spread	Signs and symptoms	Contagious period	Return to school
Fifth's Disease 4 - 20 days	Secretions from the nose, throat and mouth through sneezing, coughing or speaking	Rash begins as a solid red area on cheeks, spreading to upper arms, legs, trunk, hands and feet	Most infectious before the illness. Not likely to infect after rash and other symptoms appear	Children who feel well need not be excluded from school upon recommendation from their physician
German Measles (Rubella) 14 - 21 days Average 16 - 18 days 	Secretions from the nose, throat and mouth through sneezing, coughing, or speaking	Rash begins on face and spreads to rest of the body within 24 hours. Swelling of lymph nodes behind ears and base of skull. Mild cold-like symptoms often present	7 days before to 7 days after rash onset	Upon recovery with minimum of 4 days
Hand, Foot & Mouth 3 - 6 days	Direct contact with discharges from tiny blisters of an infected person. Secretions from the nose, throat, and mouth through sneezing, coughing, or speaking	Sudden onset of fever and tiny blisters on extremities, inside mouth and throat. Rash on hands and feet, mostly palms and soles. Symptoms may be present 5 - 7 days	2 - 3 days before onset and several days after onset	Upon recovery when cleared by a physician
Hepatitis A 15 - 50 days Average 28 days 	Fecal (stool) - oral contamination of hands, food and drinks placed in the mouth	Sudden start with loss of appetite, nausea, fever and abdominal pain/discomfort. Within a few days, jaundice occurs with yellowing of eyes and skin and darkening of urine	1 - 2 weeks before symptom onset to 1 week after jaundice development. Virus shedding may last up to several months	When cleared by a physician
Impetigo 4 - 10 days	Direct skin contact with wounds or discharges from an infected person	Isolated puss filled spots which become crusted and break, releasing a straw colored fluid. Usually occurs in facial region	As long as puss-filled lesions continue to drain	Upon satisfactory medical treatment
Influenza 1 - 3 days 	Secretions from the nose, throat and mouth through sneezing, coughing, or speaking	Illness starts with chills, fever, headache, muscle pain, and coughing, followed by other cold symptoms	1 day before onset of symptoms to about 7 days from the first symptom in children	When fully recovered
Measles 8 - 13 days Average 10 days 	Secretions from the nose, throat and mouth through sneezing, coughing, or speaking	Fever, runny nose, red eyes, and coughing. Rash around the ears and hairline followed by the face and neck, trunk, and arms	4 days before rash and up to 4 days after	Upon recovery, minimum 7 days
Mononucleosis 4 - 6 weeks	Person to person with contact from their saliva, such as through kissing, sneezing and sharing utensils	Fever, sore throat, drowsiness, swollen lymph nodes (especially in neck and armpit), swollen spleen. Swollen tonsils develop whitish-yellow covering. Skin rash and muscle aches	Varies, but while the person has symptoms and for up to two months	When cleared by physician. Avoid vigorous activities for up to one month to avoid rupture of spleen
MRSA Varies and can be indefinite	Direct skin contact with wounds or discharges from an infected person	Bacterial infection (staph) that may be resistant to certain antibiotics. Commonly appears as a skin lesion that looks like a pimple or boil	As long as lesions can drain or indefinitely in the carrier state (found on the skin or in nose and not causing infection)	When cleared by a physician and able to keep draining wounds covered




Vaccine preventable disease

COMMUNICABLE DISEASE INFORMATION

Disease and incubation period	How the illness is spread	Signs and symptoms	Contagious period	Return to school
Mumps 2 - 3 weeks Average 18 days 	Secretions from the nose, throat and mouth through sneezing, coughing or speaking	Pain or heavy swelling near ears. Fever and swelling of salivary glands	As long as 7 days prior to swelling and 5 to 7 days after onset	When swelling and fever subside
Pediculosis (Head Lice) 6 - 10 days	Contact with others, including their belongings	Itching and burning. Close examination shows nits on or near scalp	Until eggs and lice are destroyed in hair, on clothing and bedding	Following treatment and lice-free or nit-free (per school policy)
Pink Eye 6 - 10 days	Direct skin contact with wounds or discharges from an infected person	Irritation of the eye, tears, swelling of lids, and sticky fluid in the corner of the eye	During the period of active infection. Some recover in only a few days, but many cases take 2 - 3 weeks	After 24 hours of starting antibiotic and under direction of physician
Ringworm Unknown	Contact with others, including their belongings	Scalp: scaly patches of temporary baldness. Body: flat, spreading ring-shaped lesions. The outside is usually red with a lighter inside	As long as lesions are present and spores persist on contaminated materials	As directed by a physician with exclusion from showers, pools and wrestling.
Scabies 4 - 6 weeks	Contact with others, including their belongings	Pimples and tiny burrows appear as slightly discolored lines. Intense frequent itching	Until mites are destroyed by treatment	When cleared by a physician

Scarlet Fever 2 - 5 days	Droplets from nose, throat and mouth spread virus and bacteria by sneezing, coughing, and speaking	Begins with fever and sore throat. Rash with a pink-red flush appears like a sunburn with goose pimples that spread to all parts of the body. Rash can peel like a sunburn. Tongue often has strawberry appearance	Variable. If not treated, can be contagious for weeks	When signs of illness are completely gone or on antibiotics for 72 hours
Strep Throat 2 - 5 days	Droplets from nose, throat and mouth spread bacteria by sneezing, coughing and speaking	Similar to scarlet fever but without the rash. A fever and sore throat are pronounced	Variable. If not treated, can be contagious for weeks	After seen by physician and on antibiotics for 24 hours
Vomiting/ Diarrhea 1 - 3 days	Fecal (stool) - oral contamination of hands, food, and drinks placed in the mouth	Nausea, vomiting, diarrhea, abdominal pain, occasional fever	From onset of illness until symptoms subside	24 hours after last loose stool or vomiting episode
Whooping Cough (Pertussis) 6 - 20 days Average 7-10 days 	Droplets from nose, throat and mouth spread bacteria by sneezing, coughing and speaking	Rummy nose and sneezing. 1-2 weeks later, spasm of coughing followed by a high pitched gasp for air called a "whoop." Coughing can be associated with difficulty breathing and vomiting	Early, when patient has common cold-like symptoms, to approximately 3-4 weeks after cough onset	Upon recovery with a minimum of 21 days after development of cough

 Vaccine preventable disease

Appendix D

St. Mary School Parent Volunteer Program

Parents are very active at St. Mary's. They participate in all aspects of the school. Below is a listing of opportunities available to parents. Each year parents are given a chance to sign-up to volunteer in areas that interest them. Parents that volunteer on a regular basis must attend VIRTUS training through the Saginaw Diocese. A training session is usually scheduled at the beginning of the year at St Mary School. However many training sessions are offered at various times throughout the diocese.

Classroom Opportunities

- Teacher assistant at home (cut, sort, assemble, prepare, compile and sort student book orders)
- Morning classroom helper
- Afternoon classroom helper
- Art Reach docents

Office Help

- Stuff Sunday bulletins
- Cut and sort Box Tops

Library Opportunities

- Library aide

Committees

- Marketing and Enrollment
- Technology
- Hospitality
- School Committee

Fundraising Opportunities to fulfill your fundraising requirement (\$350 for K-6, \$200 for Young Fives)

- Mardi Gras Auction (25% of purchase of bid items on auction night)
- SCRIP

Fundraising Activities for St. Mary School

- Bishop Ball Raffle
- Treasure Sale
- Trekking for Technology
- Lent Fish Fries
- Cash Raffle for Mardi Gras

Student Activities

Santa Supper	Drive St. Mary float in parades
Christmas Store	Book Fair

Other Opportunities

- Pop the popcorn for Spirit Day sales on Wednesday
- Playground supervision, 11:30-12:15 p.m.
- SCRIP Helper after Masses on weekend

Appendix E

Pest Management

Advisory to Parents As required by Michigan Department of Agriculture

As part of St. Mary Catholic School's pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice following any such application. If you need prior notification, please complete the information below and submit it to the school.

Student(s) Name: _____ **Classroom:** _____

Parent/person to be notified:

Name: _____

Address: _____

City: _____ Zip: _____

Phone number: _____

If you have any questions regarding this matter please contact the school office 989-463-4579.

Appendix F

St. Mary School

Student Technology Acceptable Use Policy

Opportunity/Privileges

Students will have access to all authorized hardware and software to facilitate learning and enhance communication.

Students will have access to information from outside resources, including monitored access to the Internet (direct supervision or electronic filtering.)

Responsibilities

Students are responsible for using the technology in the school to facilitate learning and for purposes consistent with the school's program.

Students are responsible for adhering to the standards established by the school for use of the equipment, programs, labs and networks.

Students are not allowed to bring into school their own programs, documents, files, etc.

Students are responsible for keeping equipment, programs, and files from being relocated, modified, corrupted, or removed from school premises.

Students are responsible for maintaining the privacy of passwords and the integrity of electronic mail systems. Students are expected to use appropriate Network Etiquette*. Students are responsible for using Internet and the telecommunications access only for direct learning experiences.

Students are responsible for adhering to all copyright guidelines as posted at each computer.

Privileges

The use of the St. Mary School network is a privilege, not a right, and inappropriate use of the network may result in cancellation of those privileges.

Disciplinary Action:

Violations may result in:

- a. consequences as outlined in the St. Mary School Progressive Consequence Plan
- b. suspended use from equipment or the system
- c. restricted access
- d. financial restitution, and /or
- e. other appropriate disciplinary measures

Network Etiquette

You are expected to abide by the generally accepted rules of computer network etiquette. At the present time, these include (but are not limited to) the following:

1. Be polite. Do not be abusive in your messages to others. Treat others fairly.
2. Use appropriate language. Do not swear or use vulgar, obscene, or inappropriate language. All communications deemed illegal by any federal, state, or local ordinances are strictly forbidden.
3. Do not reveal the personal address and/or phone number of yourself or of any other student(s) or colleague(s).
4. Note that your electronic mail is not guaranteed to be private. People who operate the system have access to all electronic mail. Messages relating to or in support of illegal activities may be reported to proper authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users. The system operators have complete discretion regarding any violation of this standard.
6. As the rules and guidelines change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

Appendix G

Expected Behavior in the Catholic Schools of the Diocese of Saginaw Anti Bullying Policy

Rationale

Bullying is sinful, cruel, unchristian behavior that is a serious violation of the Christian Behavior Expectations, as well as a violation of the law. Bullying is not acceptable in Catholic Schools because it is completely opposed to the teachings of Jesus Christ; it destroys the dignity of students; undermines the Christian atmosphere in school; and deprives students of a safe learning environment.

What is Bullying?

Bullying is a form of aggression when a person willfully subjects another person (victim) to intentional, unwanted and unprovoked hurtful verbal, written, or physical actions that may result in the victim feeling oppressed, intimidated, and/or threatened. Bullying involves a pattern of behavior repeated over time and an imbalance of power or strength, making it difficult for the victim to defend him or herself.

Types of Bullying

Forms of bullying may include, but are not limited to:

Physical bullying – punching, shoving, kicking, strangling, hair pulling, beating, biting, excessive tickling, tripping and pinching.

Verbal/Written bullying – hurtful name calling, racial slurs, threats, taunts, insults, teasing and gossip.

Emotional (psychological) bullying—rejecting, terrorizing, extorting, humiliating, intimidating, defaming, black mailing, manipulating friendships, deliberate exclusion, and peer pressure.

Sexual bullying – many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving cross gender harassment, actual physical contact and sexual assault.

Cyber bullying—tormenting, treating, taunting, degrading, humiliating or otherwise targeting students or staff members or impersonating, using the Internet, interactive and digital technologies, or inviting others to join in these acts.

Consequences

The school authorities will act upon such events that may take place outside of the school when they pose a threat to a student or staff member or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities.

Consequences for bullying will vary depending on the severity of the offense, the age of the student, and the student's history of problem behaviors. The failure to follow Christian behavior expectations will result in the progressive consequences listed in the School Handbook under Christian Behavior Expectations.

Remedial measures shall be designed to reconcile the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

The school prohibits reprisal or retaliation against any person who reports an act of buying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Reporting

The principal or the principal's designee will be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal. The principal will be responsible for determining whether an alleged act constitutes a violation of this policy. The principal or the principal's designee will conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed **within three school days** after a report or complaint is made. Students and staff must be made aware of this time frame.

The School shall document instances of bullying and/or harassment using the diocesan Incident Report Form. A copy of the report will be filed in the Principal's office, and depending on the severity of the incident, a copy will be sent to the Superintendent of Catholic Schools.

The parents of each student involved shall receive notice about their child from the school administrator on the outcome of the investigation. Confidentiality will be maintained by the school for all parties involved.

Education

We believe that our Christian Behavior Expectations and Religion Curriculum teach students to attain knowledge and skills important to school success and good citizenship, and to develop a sense of ownership and responsibility for their own behavior. Skills include making good decisions, communicating effectively, developing coping skills, and resolving conflicts. Annual training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

St. Mary School Harassment/Behavior Rubric for Young Fives/Kindergarten

Levels	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1 Disrespect towards others and teasing	<ul style="list-style-type: none"> • Unkind gestures or looks • Name Calling • Insulting • Excluding others • Behaviors that hurt feelings • Swearing 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of hurtful behavior • Discuss an alternate action to mean behavior • Opportunity for apology • 5 minute loss of privileged time 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of hurtful behavior • Discuss/practice an alternate action to mean behavior • Opportunity for apology • 10 minute loss of privileged time • Behavior Report – draw or write during time out 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of hurtful behavior • Discuss/practice an alternate action to mean behavior • Parent Notification by chart mark • Opportunity for apology • Behavior Report – draw or write during time out • Loss of privileged time 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of hurtful behavior • Loss of 1 privileged time • Discussion with Principal • Parent Notification through phone call • Opportunity for apology • Behavior Report – draw or write during time out
Level 2 Physical Contact	<ul style="list-style-type: none"> • Pushing • Shoving • Hitting • Grabbing • Pinching • Hair Pulling • Throwing objects 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of hurtful behavior • Discuss an alternate action to mean behavior • Opportunity for apology • 5 minute loss of privileged time 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of hurtful behavior • Discuss/practice an alternate action to mean behavior • Opportunity for apology • 10 minute loss of privileged time • Behavior Report – draw or write during time out 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of hurtful behavior • Discuss/practice an alternate action to mean behavior • Parent Notification by chart mark • Opportunity for apology • Behavior Report – draw or write during time out • Loss of privileged time 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of hurtful behavior • Loss of 1 privileged time • Discussion with Principal • Parent Notification through phone call • Opportunity for apology • Behavior Report – draw or write during time out
Level 3 Severe Physical Contact	<ul style="list-style-type: none"> • Punching • Biting • Spitting • Kicking 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of mean/hurtful behavior • Loss of 1 privileged time • Discuss/practice an alternative action to mean behavior • Discuss with principal • Opportunity for apology • Behavior Report 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of mean/hurtful behavior • Discuss/practice an alternative action to mean behavior • Loss of 2 privileged times • Discuss with principal • Parent Conference • Opportunity for apology • Behavior Report 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of mean/hurtful behavior • Discuss/practice an alternative action to mean behavior • Loss of 3 privileged times • Discuss with principal • Parent Conference • Opportunity for apology • Possible 90 minute in-school suspension at principal's discretion • Behavior Report 	<ul style="list-style-type: none"> • 1 day in-school or out of school suspension at principal's discretion • Behavior Report

St. Mary School Harassment/Behavior Rubrics for First and Second Grade

Level	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1 Teasing	<ul style="list-style-type: none"> • Name calling • Insulting • Other behavior that hurts the feelings of others 	<ul style="list-style-type: none"> • Warning • Record on chart 	<ul style="list-style-type: none"> • One lost recess • Record on chart 	<ul style="list-style-type: none"> • 2 lost recesses • Record on chart • Student calls parent • BP 	<ul style="list-style-type: none"> • 2 lost recesses • Record on chart • BP • PPTS
Level 2 Social Exclusion	<ul style="list-style-type: none"> • Prohibiting others from joining a group • Rumors or gossip • Malicious notes 	<ul style="list-style-type: none"> • Warning • Record on chart 	<ul style="list-style-type: none"> • 1 lost recess • Record on chart 	<ul style="list-style-type: none"> • 2 lost recesses • Student calls parent • Record on chart • BP 	<ul style="list-style-type: none"> • 2 lost recesses • Record on chart • BP • PPTS
Level 3 Intimidation	<ul style="list-style-type: none"> • Threats of emotional or physical aggression 	<ul style="list-style-type: none"> • Warning • Record on chart 	<ul style="list-style-type: none"> • 1 lost recess • Record on chart • BP 	<ul style="list-style-type: none"> • 2 lost recesses • Student calls parent • Record on chart • BP 	<ul style="list-style-type: none"> • 1 day in-school suspension • Record on chart • BP • PPTS
Level 3 Mild Physical Contact	<ul style="list-style-type: none"> • Hitting, pushing, or grabbing, kicking, etc • Throwing objects • Rough play 	<ul style="list-style-type: none"> • Warning • Record on chart 	<ul style="list-style-type: none"> • 1 lost recess • Record on chart • BP 	<ul style="list-style-type: none"> • 2 lost recesses • Student calls parent • Record on chart • BP 	<ul style="list-style-type: none"> • PPTS • ½ in-school suspension with loss of recess • Record on chart • BP
Level 4 Harassment	<ul style="list-style-type: none"> • Racial, ethnic, or sexual name calling • Other severe forms of harassment 	<ul style="list-style-type: none"> • Warning • Record on chart • Student calls parent • 1 lost recess • BP 	<ul style="list-style-type: none"> • Student calls parent • 2 lost recesses • Record on chart • BP 	<ul style="list-style-type: none"> • 1 day suspension • Student calls parent • Meeting with principal • BP • Record on chart 	<ul style="list-style-type: none"> • PPTS • 2 day in-school suspension • Record on chart • BP
Level 5 Severe Physical Contact	<ul style="list-style-type: none"> • Punching • Kicking • Behaviors that may injury others • Fighting, etc. 	<ul style="list-style-type: none"> • 3 lost recess • Record on chart • Talk with principal • BP 	<ul style="list-style-type: none"> • BP • Record on chart • 5 lost recesses • PPTS 	<ul style="list-style-type: none"> • Record on chart • BP • 1 day in-school suspension • PPTS 	<ul style="list-style-type: none"> • BP • Record on chart • PPTS • 3 day in-school suspension

BP=Behavior Plan

PPTS = Principal, Parent, Student, Teacher Conference

St. Mary School Harassment/Behavior Rubrics for Grades Three, Four, Five, and Six

Level	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1 Teasing	<ul style="list-style-type: none"> • Insulting, name calling • Rough Play • Where there is intent to hurt or control • “Just Kidding” Behaviors 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • One SSR • BP 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • 3 SSRs • Supervised call to parents\ • Behavior Plan 	<ul style="list-style-type: none"> • Meeting with Principal • Record on chart • BP • ISS
Level 2 Social Exclusion	<ul style="list-style-type: none"> • Prohibiting others from joining a group • Rumors and gossip • Malicious notes • Graffiti against another student 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • Opportunity to apologize/make it right 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • 1 SSR • BP • Opportunity to apologize/make it right 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • one week SSR • Supervised call to parents • Behavior Plan • Opportunity to apologize/make it right 	<ul style="list-style-type: none"> • Meeting with Principal • Record on chart • ISS • Opportunity to apologize/make it right
Level 3 Moderate Physical Contact	<ul style="list-style-type: none"> • Pushing • Shoving • Tripping • Poking • Grabbing • Hair pulling 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • Opportunity to apologize/make it right 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • 2 SSR • BP • Supervised call to parents 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • One week SSR • BP • Supervised call to parents • Parent Conference 	<ul style="list-style-type: none"> • Meeting with principal • Parent Conference • OSS
Level 3 Moderate Intimidation	<ul style="list-style-type: none"> • Shoving • Planned exclusion • Silent Treatment • Social alienation • Emotional blackmail • Stealing, damaging property of others • Expressions/gestures 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • Opportunity to apologize/make it right 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • 2 SSR • BP • Supervised call to parents 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • One week SSR • BP • Supervised call to parents • Parent Conference 	<ul style="list-style-type: none"> • Meeting with principal • Parent Conference • OSS
Level 4 Severe Physical Contact/ Intimidation/ or Harassment	<ul style="list-style-type: none"> • Punching • Slapping • Kicking • Fighting • Spitting at others • Threats • Racial, ethnic, sexual, or other forms of severe harassment, intimidation stalking • Inappropriate touching 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • One SSR • BP 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • Two SSRs • BP • Supervised call to parents 	<ul style="list-style-type: none"> • 15 second intervention • Record on chart • One week SSR • BP • Supervised call to parents • Parent Conference 	<ul style="list-style-type: none"> • Meeting with Principal • OSS • Parent Conference • Mandatory Professional Intervention
Level 5 Possession of dangerous items	<ul style="list-style-type: none"> • Bomb Threat • Arson • Gang Activity • Explosives 	<ul style="list-style-type: none"> • Student sent to office • Referral to principal • Student calls parent • 1-10 day suspension up to and including expulsion • Parent Meeting • BP • Notification to Police 	<ul style="list-style-type: none"> • Student sent to office • Referral to principal • Student calls parent • 5-10 day suspension up to and including expulsion • Parent Meeting • BP • Notification to Police 	<ul style="list-style-type: none"> • Student sent to office • Referral to principal • Student calls parent • 10 day suspension up to and including expulsion • Parent Meeting • BP • Notification to Police 	<ul style="list-style-type: none"> • Student sent to office • Referral to principal • Student calls parent • 10 day suspension up to and including expulsion • Parent Meeting • BP • Notification to Police

SSR – Silent Supervised Recess BP=Behavior Plan ISS – In-school Suspension OSS – Out of School Suspension Consequences assigned may be more severe in any category based on the seriousness of the action.