

St. Mary School Handbook

FIDES ET RATIO

(Faith and Reason)

"Faith and reason are like two wings on which the human spirit rises."

-Saint John Paul the Great



ST. MARY CATHOLIC SCHOOL

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Revised 8-22-23

ADMINISTRATION ~ FACULTY ~ STAFF

Rev. David Fons	Pastor
Mr. R.J. Lomas	Principal
Mrs. Phyllis Hammang	Assistant Principal
Mrs. Kathy Tarnacki	School Provost
Mrs. Emily Riley	Secretary
Mrs. Bonnie Whelton	Pre-Kindergarten Director
Mrs. Marlene Dippel	Kindergarten
Miss Emma George	First Grade
Miss. Amanda Hammond	Second Grade
Miss. Alexa Iannarelli	Third Grade
Mrs. Justine Dailey	Fourth Grade
Miss Maria Luea	Fifth Grade Homeroom, Math 5, Eng. 5, Sci. 5, Sci. 8
Mrs. Lisa Hasse	Math 7, Sci. 6, Sci. 7
Mr. Anthony Fisher	Math 6, Eng. 6, Religion 5,6,7,8
Miss Madeline Barry	English 7, Lit. 5,6,7,8, Art PK-8
Mr. Brian Koski	Math 8, Eng. 8, History 5,6,7,8
Mrs. Nancy Hilker	Catechesis of the Good Shepherd Pre-K – 5 th Grades
Mrs. Becky Strzalkowski	Phys. Ed.
Mrs. Kathleen Hayes	Music
Mrs. Mrs. Peggy Kuhr	Librarian
Miss Emily Flint	Pre-Kindergarten Aide
Mrs. Brenda Maurer	Pre-Kindergarten Aide
Miss Aprale Bauman	Pre-Kindergarten Aide
Mrs. Anna Filice	Kindergarten Aide
Mrs. Laurie Barnes	Pre-Kindergarten Aide
Mrs. Iannarelli	Pre-Kindergarten Aide
Mr. Matt Morse	Director of Maintenance
Mr. and Mrs. Dave Mueller	Athletic Director(s)

School Office

Phone: (517) 655-4038

Secretary email: stmarys@wowway.biz

The school office opens at 7:30 am each morning and closes at 3:30 pm each afternoon. The office staff is here to assist parents and students as well as welcome visitors to our school.

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SCHOOL IDENTITY

MOTTO**FIDES ET RATIO**

(Faith and Reason)

“Faith and reason are like two wings on which the human spirit rises.”

-Saint John Paul the Great

VISION

Graduates of St. Mary School are grounded in the unity of faith and reason as leaders who are primed to realize their full potential. They are academically strong and open to growth by embracing challenge. As life-long learners, they read well, speak well, and think well, and know that truth and beauty are good in themselves. As a result, they continue to progress in deepening their faith and emerge as persons of character and compassion as Disciples of Christ.

MISSION

Saint Mary Catholic School is committed to assisting parents in the formation of their children by engaging in a classical education in which students unify faith and reason to carry the light of truth to the world. By helping students strive for academic excellence, delight in the gift of learning, and imitate the virtues of Jesus Christ, children will be joyfully compelled to live a life of knowledge, love, and service.

SCHOLARS’ PLEDGE

I pledge to seek the truth and to love all that is good and beautiful.

I will strive to achieve clarity of thought, nobility of character, and purity of heart.

Therefore, I will pursue my education with diligence, humility, and honor, embracing excellence and renouncing mediocrity.

I will assume responsibility for my actions.

I will treat my peers and my teachers with the utmost dignity and respect.

And I will aspire above all to wisdom, and to a life of faith, hope and charity, so that I may fulfill my destiny as a child of God.

EXPLANATION OF COAT OF ARMS

The Fleur de Lis is a stylized lily created in France as a symbol of Our Lady. The Lily, symbol of virginity and purity, is widely known as the Saint’s Flower. Numerous saints are pictured embracing one or more lilies. One of the most notable being St. Joseph. In addition, the Fleur de Lis is shown with three petals, depicting the Blessed Mother’s relationship to the Trinity-Father, Son, and Holy Spirit. The Fleur de Lis stem is a pen pointing towards a Bible. This reminds us of the Gospel writers, Matthew, Mark, Luke, and John, as well as the other Holy writers of the Word of God. Lastly, cresting our motto and enveloping the Bible is a laurel wreath. While in Greek mythology a laurel wreath represents victory. However, in God’s Garden, we must prune and plant on good fertile land, the laurel tree flourishes in wisdom.



VISITORS AND GUESTS

ALL VISITORS TO THE SCHOOL, INCLUDING PARENTS AND VOLUNTEERS, MUST REPORT TO THE SCHOOL OFFICE. Your name on our sign-in sheet will help us determine the number of adults in the building in case of an emergency. Upon entering the building, please direct anyone who has entered with you to the office.

All visitors please sign in and sign out at the front desk upon entering the school. This is for the safety of our school students as well as our visitors. When entering St. Mary School during school hours all visitors and parents MUST sign in and get a VISITOR badge and lanyard from the main office.

During the school day, parents should bring items for students to the school office. Classes should not be disturbed. Messages to students will be delivered at an appropriate time determined by the office staff. Parents and/or visitors may not interrupt a class that is in session. Phone calls for office staff to give messages to students must be made before 2:30 P.M.

Students may not invite a guest or visitor to come to St. Mary during the school day without first seeking permission from the principal and teacher. If a student wishes to bring a friend to class for a day, the student's parents must contact the principal.

DISCRIMINATION POLICY OF THE DIOCESE OF LANSING

The ministry of the Catholic Church, in keeping with the revealed word of God, can never be restricted to people of one race or color, nor to the people of any one nation or ethnic origin. In this tradition the Catholic schools of the Diocese of Lansing believe that all people are fashioned in the image and likeness of God and have been redeemed by Jesus Christ. As an integral part of this belief, Catholic schools cannot and do not discriminate on the basis of race, color, national, or ethnic origin in any area of administration.

We affirm, then, that all educational policies, scholarships and loan programs, all athletic and school-administered programs and activities, all employment policies and contractual agreements conform to this belief. Consequently, we willingly comply with the limitations of Title VII of the Civil Rights Act of 1964 as amended and Title IX of the Education Amendments of 1972.

ENROLLMENT

Consideration for entrance into St. Mary School is prioritized according to the following formula:

- A. Students already enrolled.
- B. Students from families already enrolled.
- C. Students from families registered in St. Mary Parish.
- D. Students whose families are not currently registered at St. Mary School or Parish

New registrations will be processed after a reasonable amount of time has been given to present enrollees to re-enroll. The policy determining priority will be in effect until March 15. After that date, students will be received on a first come first served basis.

Kindergartners must attain 5 years of age by September first of the year in which they enroll and successfully complete the kindergarten Success Day evaluation. New students entering grades 1-8 must complete an entrance exam before formal acceptance is granted.

New students must have a current physical dated after May 1 of the year in which the child enrolls. MHSAA rules for athletics require all students, new or returning, to have an updated physical each year dated after May 1st.

STUDENT EXPECTATIONS

- A. Work toward being model Christians in all their school activities.
- B. Respect each person, follow all teacher & administrator directions, and respect the dignity of all students.
- C. Abide by all classroom and school rules and procedures.
- D. Be on time and ready to learn with sufficient sleep and nourishment.
- E. Appear neat, clean and in dress code.
- F. Achieve the best academic standards of which they are capable.
- G. Complete all assignments, test preparation and make-up work.
- H. Be respectful of school facilities and all material items.
- I. Give their best effort every day and conduct themselves in a responsible and polite manner at all times.

PARENT CODE OF CONDUCT

Parents who enroll their children at St. Mary Catholic School are partners with the school in their children's education. The school welcomes them as the primary teachers of your children, to work with the school in providing professional expertise, pertinent information and constructive communication regarding their child's needs and progress. This partnership will require the following Parent Responsibilities:

- A. Accept the Mission Statement of our school and its implementation in our school.
- B. Read, agree, sign and commit to the **Covenant Between Parents of Children Attending Saint Mary School and Saint Mary School and Parish**. (attend Sunday Mass, pray daily, promote virtue, share time and talent, etc.)
- C. Read, agree and sign the 2023-24 **Diocesan Family-School Agreement**.
- D. Attend parent meetings and parent-teacher conferences throughout the year.
- E. Provide financial support through timely tuition payments.
- F. Support the school by actively participating by volunteering, including fundraising needed for the support of our school.
- G. Communicate and interact with the teaching staff and administration in a positive and respectful manner.
- H. Respect and follow school and classroom rules as a model for their child to imitate.
- I. Make sure their child's school attire is clean, appropriate, and conforms to dress code.
- J. Ensure their student(s) attends and participates in all Diocesan required assessments.
- K. Follow up on any concerns they have regarding their child's education.
 - Always speak first with your child's teacher.
 - Then, talk with the principal.
 - Make sure you know all the facts.
 - Focus only on the current issue.

- Offer suggestions during conferences.
- L. Understand that discipline begins in the home and is continued at school. Parents who set limits, responsibilities and duties, enforce respect and discipline appropriately will help their child/ren follow the rules and expectations of St. Mary Catholic School.
- M. Drop off and pick-up children on time.

VOLUNTEERING

Volunteers are an essential part of a successful school community. The school asks that all families sign up for a mandatory 5 days of Lunch/Recess volunteer duty AND to volunteer for at least 5 PTO or church sponsored events. Families will be charged a \$25.00 fee for each event or Lunch/Recess not attended. For example, if a family does not volunteer to cover the required 10 times in a given school year, at the end of the school year the fee they incur will be \$250.00. This fee will be charged the last week of school. Please contact the PTO president for volunteering opportunities. (Please see VIRTUS volunteering requirements).

SCHOOL STUDENT UNIFORM AND DRESS CODE

UNIFORM PHILOSOPHY

As students of St. Mary Catholic School, students will reflect modesty, dignity, humility, unity with one another, and pride in the school and parish. The blue and white colors reflect devotion to school patroness, the Blessed Mother.

St. Mary students learn discipline and establish standards of behavior and mutual respect by wearing their uniforms. These characteristics lead each person, even the youngest students, to develop self-control and self-respect.

The required uniform unites the entire student body and becomes an outward sign of common goals and purpose of St. Mary School. Kindergarten through eighth grade students are brought together simply by wearing a shared uniform. Within the school community, the uniform distinguishes students as representatives of St. Mary Catholic School. The uniform dress code is based on plain, sensible attire that is appropriate for both school and church. The wearing of a uniform continues a lengthy tradition in Catholic schools.

In all cases where a question arises about the appropriateness of a student's attire, the principal or front office will act as a final arbiter.





To correct any uniform issues, parents may be called during the school day to bring in the proper uniform item for their student.

If parents feel a need for assistance, due to financial hardship, please contact the school office.

Please note the highlighted items for 2023-2024.

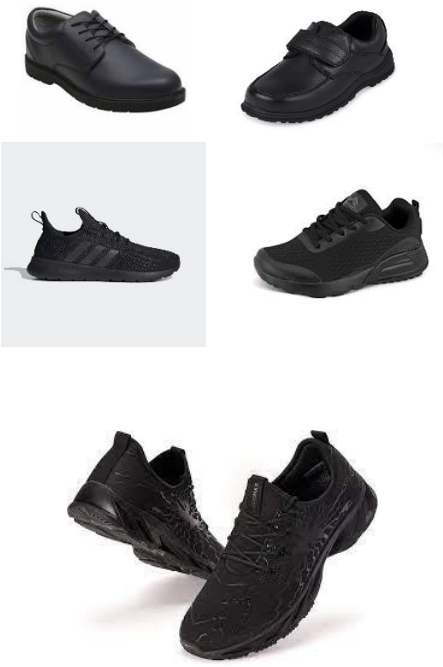




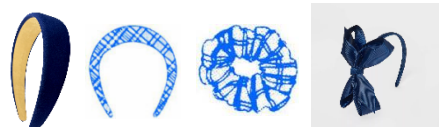
Infractions slips will be in use beginning on August 24, 2023, the first day of school.

The official St. Mary uniform supplier is Schoolbelles at www.schoolbelles.com. The St. Mary Catholic School code for ordering is: **S2744**.

<p style="text-align: center;">Girls Uniform</p> 	<p style="text-align: center;">Girls Uniform</p> <p>Plaid Jumpers: Young 5's - 3rd grades <i>(MUST be worn with white blouse and Schoolbelles navy cross tie *NEW*)</i> REQUIRED 2023-2024.</p> <ul style="list-style-type: none"> * Jumper & skirt length MUST touch the knee cap. * REQUIRED Navy "modesty" shorts (bike shorts; must not be visible) <p>Plaid Skirts/skort: 4th - 8th grades</p> <ul style="list-style-type: none"> * Plaid Skirts/skort: length MUST touch the knee cap. * SKIRTS (not for skorts): REQUIRED Navy "modesty" shorts (bike shorts; must not be visible) <p>Navy Chino Uniform Pants: Young 5's - 6th grades Navy Chino walking shorts: Young 5's - 6th grades (1st & 4th quarters ONLY)</p> <p>Khaki Chino Uniform Pants: 7 & 8th grades Khaki Chino Walking shorts: 7 & 8th grades (1st & 4th quarters ONLY)</p> <p>Navy or Black Belt: 1st - 8th grades</p> <ul style="list-style-type: none"> *All pants and shorts MUST be worn with a belt *Plain belt & plain buckle *<i>Young 5's & KINDERGARTEN – No belt required with elastic waistband navy pants.</i> <p> Pants/shorts: NO cargo style, jeggings (stretch/tight) style, extra buttons, extra pockets, extra zippers or extra stitching/decoration, jean material.</p>
<p style="text-align: center;">Girls Uniform</p>  <p style="text-align: center;">-OR-</p>  <p style="font-size: small; text-align: center;">*Design color, garment color and size may vary.</p>	<p>White Blouse: Young 5's - 8th grades</p> <ul style="list-style-type: none"> *Peter Pan collar; Long or short sleeve <i>(MUST be worn with blouse and Schoolbelles navy cross tie *NEW*)</i> REQUIRED 2023-2024. *Worn with pants, shorts, jumper, skirt or skort <p>Light blue or Navy Polo: Young 5's - 8th grades</p> <ul style="list-style-type: none"> *REQUIRED: Embroidered St. Mary Logo * Long or short sleeve *Worn with pants, shorts, skirt, or skort * Polo shirts are NOT to be worn under a jumper.

<p style="text-align: center;">Girls Uniform</p> 	<p style="text-align: center;">Girls Uniform</p> <p>Socks: Young 5's - 8th grades *Solid navy or white knee-high socks, navy or white cuff socks *Socks must be worn at all times.</p> <p>Solid Navy tights: Young 5's - 8th grades</p> <p>Navy Leggings: Young 5's - 8th grades *May be worn for warmth); ONLY with jumper/skirt/skort *Ankle Length</p> <p>NO No: No-Shows/Ankle; company logos or embellishments</p> 
<p style="text-align: center;">Girls Uniform</p> 	<p>Black Dress Shoes: Young 5's - 8th grades</p> <p>NO NO: mid or high heel; shiny/glossy surface; exposed toe or heel</p> <p>Tennis Shoes Must be ALL Black or Navy: Y5 - 8th grades</p> <p> *MUST HAVE: * ALL black/navy soles * ALL black/navy laces * ALL black/navy logos</p> <p>*Tennis shoes must be worn for gym. *Young 5's & KINDERGARTEN – Velcro Shoes are STRONGLY encouraged</p> <p>NO NO: ballet shoes, slippers, moccasins, sandals, flip-flops, crocs, high heels, rain/snow boots, dress boots, ankle boots, work boots, hiking boots, flashing lights, hidden wheels, jewels, fur, characters, spikes, emit noises or glitter surfaces</p>

<p style="text-align: center;">Boys Uniform</p> 	<p style="text-align: center;">Boys Uniform</p> <p>Light blue or Navy Polo: Young 5's - 8th grades * REQUIRED: Embroidered St. Mary Logo * Long or short sleeve</p>
<p style="text-align: center;">Boys Uniform</p> 	<p>Socks: Young 5's - 8th grades *Solid navy or black dress socks *Solid white or black athletic socks. *Socks must be worn at all times.</p> <p>NO: No-Shows/Ankle or company logos</p> 
<p style="text-align: center;">Boys Uniform</p> 	<p><u>Navy Chino Uniform Pants: Young 5's - 6th grades</u> <u>Navy Chino Walking Shorts: Young 5's - 6th grades (1st & 4th quarters ONLY)</u></p> <p><u>Khaki Chino Uniform Pants: 7 & 8th grades</u> <u>Khaki Chino Walking Shorts: 7 & 8th grades (1st & 4th quarters ONLY)</u></p> <p>Navy or Black Belt: 1st - 8th grades *All pants and shorts MUST be worn with a belt *Plain belt & plain buckle *Young 5's & KINDERGARTEN – No belt required with elastic waistband navy pants.</p>

<p style="text-align: center;">Boys Uniform</p> 	<p style="text-align: center;">Boys Uniform</p> <p>Black Dress Shoes: Young 5's - 8th grades *Slip on or shoe laces *solid color, all black</p> <p>Tennis Shoes Must be ALL Black or Navy: Young 5's - 8th grades</p> <p style="color: green; font-size: 2em;">✔</p> <p>*MUST HAVE: * ALL black/navy soles * ALL black/navy laces * ALL black/navy logos</p> <p>*Tennis shoes must be worn for gym. *Young 5's & KINDERGARTEN – Velcro Shoes are STRONGLY encouraged</p> <p style="text-align: center;">  NO: slip-ons, slippers, moccasins, sandals, flip-flops, crocs, high heels, rain/snow boots, dress boots, ankle boots, work boots, hiking boots, ballet flats; flashing lights, hidden wheels, jewels, fur, characters, spikes, emit noises or glitter surfaces </p>
<p>Optional Items – Girls & Boys</p>  <p style="text-align: center; font-size: 0.8em;">*Design color, garment color and size may vary.</p>	<p>NAVY CARDIGAN SWEATER: Young 5's - 8th grades *solid Navy color *button down front</p> <p style="text-align: center;">  NO: pearl/jewel/character buttons, embellishments, or hoods </p> <p>NAVY FLEECE JACKET w/St. Mary Logo: Young 5's - 8th grades *Required embroidered St. Mary Logo *Solid Navy color *Front zipper</p> <p style="text-align: center;">  NO: embellishments or hoods Sweatshirts are NOT allowed in school. </p>
<p>Optional Items – Accessories - GIRLS</p> 	<p>Hair accents: Young 5's - 8th grades - Girls only</p> <p>*Must be simple, matching St. Mary plaid school uniform (Schoolbelles) or the neutral colors of navy and/or white.</p>

<p>Optional Items – Girls & Boys Jewelry</p> 	<p>JEWELRY: Young 5's -8th Grade</p> <p>Religious Medals: ACCEPTABLE for boys and girls</p> <p>Simple post earrings: for girls ONLY.</p> <p>Traditional Wristwatches are permitted.</p> <p>*Students who choose to wear jewelry may be asked to remove it in physical education class or when it becomes a distraction or a safety hazard.</p> <p> NO: large, thick metal chains, dangling earrings, cuff earrings, nose rings/piercings, brow piercings, ankle bracelets, wrist bracelets, SMART watches, visible tattoos, fake or otherwise.</p>
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<p><u>Hygiene & Grooming</u></p>	<p>*All students should come to school clean and well-groomed.</p> <p>*Grooming for all students should be in keeping with the student's age.</p> <p>*Uniforms should be clean and have no holes or rips.</p>
<p>Hair/Nails</p>	<p>*Hair shall be groomed so that both eyes are always visible and hair may not be dyed or unusually colored.</p> <p>*Hair for boys in Pre-K – 8 must be above the shirt collar.</p> <p>* Haircuts with symbols or letters cut into it are not allowed.</p> <p>*Boys must be clean shaven. No mustaches, beards, and goatees are allowed.</p> <p>*Nails will be kept clean and trimmed.</p> <p>*No nail polishes and No false nails</p>
<p>MAKEUP</p>	<p>*NO: Make-up on Pre-K – 8 students</p> <p>*NO visible tattoos, fake or otherwise</p> <p>*See also "Hair/Nails" above</p>
<p>Jewelry</p>	<p>*Ear piercings are the only piercings allowed, and only upon girls. Only post earrings may be worn. Piercings are not to exceed two piercings per ear.</p> <p>*See also "Optional Items" Jewelry above</p>

Clothing Notes	<p>*Students may wear a plain white undershirt under uniform shirt.</p> <p>*Pants are to be worn at the waist, not sagging, baggy.</p> <p>*Undergarments should not be visible.</p> <p>*Sweatshirts are not part of the school uniform.</p> <p>*Shoes with laces MUST be tied.</p> <p>*Hats & Hoods are to be worn outside only.</p> <p>*Shirts are to be tucked in at all times.</p>
Dress Up: Concerts, Picture Day, Catholic Schools Week, 8 th Grade Graduation	<p>*Girls -Practice Modesty. Dresses and skirts MUST be knee cap length (touch the knee). Spaghetti straps/tank top and bare shoulders must be covered with a sweater or shirt. No bare midriffs. Dress shoes with a 2-inch heel or less may be worn, open toe is acceptable.</p> <p>*Boys - Practice Respect. Dress slacks, collared dress shirts/polos (tucked-in) and dress shoes are acceptable. Ties and sport coats are optional.</p> <p>Girls & Boys: Hats are to be worn outside only.</p>
Spirit Wear Days	<p>*Spirit Wear will be allowed only on designated days determined by staff.</p> <p>*Parents will be notified on a monthly calendar and by school newsletter - Flocknote and/or Remind.</p> <p>*Approved spirit wear tops are: St. Mary 5K Run/Walk t-shirt or St. Mary Spirit Wear t-shirts from school spirit wear shop.</p> <p>*If jeans are allowed on a designated day they must be free of holes and rips.</p> <p>*NO jeggings, yoga pants/spandex/tight-fitting, stretch pants, etc... may be worn.</p> <p>*Shorts must be no more than 2 inches above the knee.</p> <p>*Participation in Spirit days is optional and regular uniform is always acceptable.</p>

Physical Education Class

- 5th – 8th grade will change into appropriate gym attire for class.
- Gym dress attire shall be modest and clean.

- No clothing shall represent messages promoting tobacco use, alcohol, drugs or other inappropriate symbols or words for a pre-K – 8th grade setting.
- No bare mid-drifts.
- No tank tops or spaghetti strap tops.
- Shorts must be no more than 2 inches above the knee.
- Athletic shoes must be worn and laces tied.

The school staff and administration reserve the right to require a student to change any clothing that is determined to be out of uniform, inappropriate, immodest or distracting. Violations of the dress code will subject students to disciplinary action.

AM HOMEROOM DRESS CODE CHECK— A student not in dress code compliance will call home from the office to have dress code wear brought to school. Students will be readmitted to the classroom only after being dress code compliant.

SCHOOL – PARENT COMMUNICATION

SCHOOL NEWSLETTER

To keep up to date on school events, church events, calendars, and all other pertinent school information, please sign up for our weekly newsletter online or in the main office. To subscribe, visit the school website at <http://www.stmaryschoolwilliamston.com/> and enter your email address into the provided space on the home page.



Stay on top of what's going on at school from assignments to activities to closures. Flocknote makes sure families get the information they need, when they need it, right on their phone. Leave the phone numbers you would like added to the school system in the main office. All parents have the ability to download the Flocknote app and subscribe via the app. This may be convenient for some, but is not necessary to utilize the service.

TEACHER CONTACT

Phone calls, emails, and notes may be used frequently to contact teachers regarding student needs, classroom activities, etc. Please do not call teachers at their homes or on their cell phones unless invited to do so.

GRIEVANCE PROCEDURE

If a social, behavioral, academic, or any related problem or concern develops regarding a student, the parent should use the following procedure in the designated order:

STEP 1: Contact the teacher in question to request a meeting. A conference with the teacher will very often lead to a satisfactory resolution of the problem. Please do not approach a teacher for discussion regarding a problem when students are present. *(Please abstain from making judgements before hearing from the teacher. Please do not share premature reflections with*

children which can potentially affect your child's relationship with the teacher and undermine the teacher's authority.)

STEP 2: If, after a conference with the teacher, the problem has not been resolved, make an appointment with the school principal.

STEP 3: If a resolution has not been reached, the next step is to schedule a meeting with the pastor.

Any parent has the right to address the Diocese of Lansing if the parent feels that a satisfactory resolution to a school problem has not occurred and only after all other previous steps have been exhausted.

A REMINDER TO ALL PARENTS: *When children explain an occurrence that took place at school, they do so from their own perspectives. The only way to receive all pertinent information about the incident is to discuss it with the supervising teacher. This communication is vital for parents who wish to stay fully informed of any issues concerning their children. The supervising teacher usually has more information about a given situation than the principal may have at any one time. It is crucially important for parents, therefore, to seek out the teacher first before proceeding to the next step listed in the above procedure. Please go to the source to gain a proper perspective in any instance. The faculty and staff are all here to serve you and your children. We will work cooperatively with you to resolve any of your concerns.*

ACADEMIC POLICIES

CURRICULUM

"The enduring foundation on which the Church builds her educational philosophy is the conviction that it is a process which forms the whole child, especially with his or her eyes fixed on the vision of God. The specific purpose of a Catholic education is the formation of boys and girls who will be good citizens of this world, enriching society with the leaven of the Gospel, but who will also be citizens of the world to come. Catholic schools have a straightforward goal: to foster the growth of good Catholic human beings who love God and neighbor and thus fulfill their destiny of becoming saints."

- The Holy See's Teaching on Catholic Schools

"If we fail to keep in mind this high supernatural vision, all our talk about Catholic schools will be no more than a "gong booming or a cymbal clashing" I Corinthians 13:1

CURRICULUM OVERVIEW

Classical education consists of three laws of learning – the TRIVIUM.

Tri means three and via means way or road. It is broken down into 3 stages: Grammar stage (early childhood up to middle school age), Dialectic Stage (mainly middle school), and the Rhetoric Stage (high school level). It is not an arbitrary theory or new fad in education. The Trivium focuses on the observations of the ancients in the way learning takes place beginning with childhood through to young adulthood. Due to the grade levels offered, the academic emphasis at St. Mary's focuses mainly on the Grammar stage and the beginnings of the Dialectic stage.

A brief explanation of those two stages follows:

Grammar Stage – This stage corresponds to the elementary grades (K-4th grade) and emphasizes the memorization of concrete facts. In terms of cognitive development, children at this stage naturally zero in on concrete facts, and enjoy storing up a tremendous amount of information, recalling it via songs, nursery rhymes, math facts, grammar rules, poems etc. Children learn their math facts to be able to correctly do computation. They learn phonics rules to read well. They learn grammar and spelling rules in order to correctly write and express themselves. Instruction that complements this natural affinity is very enjoyable, fruitful, and prepares the child to enter easily into the Dialectic Stage.

Dialectic (or Logic) Stage – This stage generally applies to grades 5-8, emphasizing understanding and analytical thinking which aids the child in the art of reasoning. All of the information the child memorizes acquired in the grammar stage, now is utilized in this stage where a child works to understand the facts they have learned and begin to relate those facts to one another. This is the stage where children question and analyze the facts they have learned to see if it is in fact true. Truth always holds up very well under examination. Whether academic or spiritual, truth learned easily transitions to analysis.

With all this in mind, academic materials have been chosen to support the philosophy of a specifically Catholic Christian Classical education for the students. These materials provide instruction intended to support and challenge students spiritually as well as academically. Most curriculum materials are written from a Christian perspective, keeping Christ and Christian truth front and center of all learning! As stated by G.K. Chesterton “That is the one eternal education: to be sure enough that something is true that you dare to tell it to a child.”

RELIGION ALL GRADES – Celebrations of our Catholic Christian faith will be present and visible each day through prayer, Mass attendance, Reconciliation, the observance of holy days, monthly Adoration and other Catholic practices. It will also be very evident in our chosen curriculum, daily academic instruction, and the overall spirit and focus of our school community.

In addition, all students in grades pre-kindergarten through fifth will participate in religious instruction through the program “Catechesis of the Good Shepherd”. Catechesis of the Good Shepherd is a beautiful approach to the religious formation of children. It is rooted in the Sacred Scriptures, Catholic doctrine, the liturgy of the Church, prayer, and the educational principles of Maria Montessori. Children gather in an atrium – a room prepared for them, which contains simple yet beautiful materials they use to help them absorb the most essential proclamations of the Christian faith. It is a sensorial rich experience that gives children the opportunity to grow in love and knowledge of God through the Christian tradition. CGS is a method of handing on the faith to children that follows the rhythm of the life of the Catholic Church according to the liturgical seasons and key events in the life of Jesus Christ.

PROGRESS REPORT CARDS

It is the goal of the school to be in frequent contact with parents. Kindergarten through 8th grade students are issued grades four times during the school year. Midway through each term, parents of any student who is doing unsatisfactory work will be notified. The following table outlines the school grading systems used at the various levels.

GRADING SCALE

K-3rd Grades	4th-8th Grades
SKILL BASED RATINGS	SUBJECT BASED RATINGS
1 - Beginning	A – 92 to 100%
2 - Developing	B – 82 to 91%
3 - Mastering	C – 72 to 81%
4 - Applying	D – 62 to 71%
NY—Not Yet Taught	E – Unsatisfactory

Incompletes must be made up by a specified date or the grade will be deemed to be failing. Report cards are sent home approximately a week after a term ends.

Honor Roll

1. Honor Roll (4th-8th)

To recognize students who have achieved A's and B's in ALL classes including performance in practicing virtues, students will be awarded honor roll certificates. They will be recognized for this achievement for every quarter.

2. St. Mary Catholic School Honors Banquet will be held in the spring during the last days of school. Athletic awards as well as virtuous and academic awards for students will be recognized.

Academic Honors

Each term academic honors are issued to 5th through 8th grade students based on the core subjects of Religion, English Language Arts, Math, History, and Science as follows:

Cum Laude 'With Praise':

88% (B+) overall grade average or above with minimum grade of 82% (B-).

Magna Cum Laude 'With Great Praise':

92% (A-) overall grade average or above with a minimum grade of 88% (B+).

Summa Cum Laude 'With Highest Praise':

96% (A) overall grade average or above with a minimum grade of 92% (A-).

Students will earn academic honors at the end of the school year based on an average of their four end-of-term grades in each of the core subjects according to the above standards.

HONORS ASSEMBLY

At the end of the year, students are given recognition for their achievements.

ASSESSMENT

NWEA Standardized Testing - The NWEA Measures of Academic Progress (MAP Growth) assessment will be administered to kindergarten through eighth grade students. Participation in this Diocesan mandated assessment program is required. These assessments are a powerful tool in understanding student learning progress and are used to determine how best to tailor

instruction to best promote student learning. Parents are sent a report providing current and past student performance results.

The Diocese of Lansing Religion Test is given annually in the spring in grades 5 and 8.

PROMOTION/RETENTION

It is the policy of St. Mary Catholic School to promote students to the next grade when it is confirmed that students are academically and socially prepared for success. If a student is failing to thrive in their current placement, parent(s), teacher(s), and administration will conference as necessary in regards to future placement. The success of the student is the most important outcome in any case.

HOMEWORK POLICY

The St. Mary School Administration and Staff readily recognizes the need and importance for children to have “down-time” for family activities, meals, chores, and prayer, to name a few examples. The school acknowledges that there is an abundance of research and philosophies that support multiple approaches as to the value of homework and whether or not it is necessary. The basis of the St. Mary school philosophy and approach to homework emanates from the Latin phrase *Cura Personalis* which translates as “care for the entire person”. It is an approach that respects all that makes up an individual and an endeavor to find balance in work and prayer, which is necessary for a spiritual life. It recognizes that our talents, abilities, physical attributes, personalities, desires, hearts, faith, and minds are all ‘gifts from God’ and equally worthy of care and attention. This approach encompasses all including staff, students and their parents. There is enough evidence, through observation, experience and research to justify the value for homework. Homework enables the child to do individual work, apply and help master knowledge that has been acquired to prepare for the next day’s lesson and serves as a window of opportunity to instill virtues like responsibility, personal discipline, foresight, patience, perseverance, orderliness, self-control and honesty.

For the reasons listed above, and to defer a degree of autonomy to each individual classroom teacher and situation, along with bearing in mind age-grade level appropriateness, the school is reluctant to enforce a strict school-wide policy for homework; Rather, the school supports the general guidelines, below.

GENERAL HOMEWORK GUIDELINES

LEVEL	SUBJECT(S)	GUIDELINE
K	Reading, Math	If given, 5-10 minutes per subject
1 - 2	Reading and Math	If given, 10 minutes per subject
3 - 4	2-3 subjects	If given, 10-15 minutes each
5 - 6	All academic courses	If given, 15-20 minutes each
7 - 8	All academic courses	If given, 20-25 minutes each (not to exceed 60 minutes.)

There is an emphasis, however, that homework should have a meaningful purpose, i.e. not just “busy work”, and that time necessary for completing homework will vary according to grade level, assignment, the rate of a child’s work, and whether a child is using time wisely in class. The need may exist for extra drill practice, remediation, or enrichment, and so homework may be assigned and listed in the assignment notebook.

Homework can serve as a part of **'family time'** which reinforces the partnership between parent and school and allows parents to monitor more closely the topics being learned at school. Parents are asked to review homework and any other assignments, checking for accuracy, neatness, clearly expressed thoughts, etc., and making sure students are not falling behind. Parents should sign their children's daily planners. ***If, however, a child seems to be spending an excessive amount of time on assignments, please confer with the teacher.***

PARENT/TEACHER CONFERENCES

Report cards are issued to all students four times per year at the end of each academic quarter. Parent/Teacher Conferences are held twice a year. Conferences are very important to enhance the communication between school and home. All parents are required to attend the fall conferences. Spring conferences are optional for families to further discuss a child's progress with their teachers and will be made upon appointment only. Additional conferences may be scheduled at any time during the marking period. Teachers cannot take time for unscheduled meetings; your cooperation and support are appreciated.

SACRAMENTAL PREPARATION

All students who are baptized Catholics are given the opportunity to prepare for and receive the Sacraments of Reconciliation, Eucharist, and Confirmation. These programs are coordinated by the St. Mary Religious Education Office. The preparation for these Sacraments is the responsibility of the parents, school, and parish working together.

Second grade is a sacramental preparation year as the students have the opportunity to receive both Reconciliation and Eucharist for the first time. Eighth grade students are eligible to begin their preparation for the sacrament of Confirmation. Candidates for Confirmation will have a year of study to develop their understanding of this sacrament and will be asked to become active members in our Catholic Church Community through service to others. The candidates will receive Confirmation during the 8th grade year. Please Contact the Director of Religious Education for more information about this process.

FAMILY EDUCATION AND PRIVACY RIGHTS

In accordance with Public Law 93-380 regarding Protection of Rights and Privacy of Parents and Students, the parents of any student shall be entitled to receive, or be informed of, that part of such record or data as pertains to their child. If a parent wishes to examine his/her child's record, he/she should make this request through the school office. In turn, the principal will make an appointment with the parent. The records will then be examined in the office with the principal and the parent. Written consent from the student's parent will be required when specific records are to be released to judicial or counseling agencies with any subpoenas or orders from any educational institution or agency.

TEXTBOOKS

All students are expected to be prepared for all classes by having the necessary supplies every day. A list of needed supplies is available on the school website and is updated each summer. Textbooks are to be used properly-not written in or intentionally destroyed. Parents are responsible for replacing damaged text books.

Textbooks at St. Mary Catholic School are purchased from the yearly budget when needed. Students are assigned books at the beginning of the school year and instructed as to how to report their exact condition to each classroom's teacher. If a book is returned at the end of the school year and damage has occurred, the student is held responsible for the book and the student's family will be charged the replacement cost.

ATTENDANCE AND ABSENCE POLICIES

SCHOOL SCHEDULE - ARRIVAL AND DISMISSAL PROCEDURE

7:30 am - School doors open and students may enter the building

7:50 am - First Bell

7:55 am - Second Bell - School Day begins and students get ready to leave for Mass

11:35 am - Announcements/ Prayer

11:40 am - Lunch/Recess bell

11:40 - 12:00 (3 - 8 LUNCH)

11:40 - 12:00 (PK - 2 RECESS)

12:00 - 12:20 (PK - 2 LUNCH)

12:00 - 12:20 (3 - 8 RECESS)

12:20 pm - Lunch/Recess ends

3:05 pm - Announcements/Prayer

3:10 pm - Dismissal

AM DROP OFF

PK/Y5/Kindergarten through eighth grade must be dropped off in the car line at the north parking lot entrance, then head directly to class. (PK parents should park and enter through the same north entrance - One parent only please.) K through 8th parents must remain in their cars. If you need to speak to a teacher please make an appointment, park and enter through the school Main Office.

PM PICK UP

Please help us keep things flowing by **picking up on time**. At the end of the day each teacher will dismiss students at the **north parking lot door**. Families will be dismissed in descending order from oldest siblings who will collect younger siblings as they pass their sibling's home room. Remaining students are sent to SMART after school care. **AM only prekindergarten students** get picked up by parents through the main entrance at 11:30Am. No re-entry in the building after dismissal. **(DRIVERS) ONE WAY EXIT PLEASE** - To maintain safety and keep traffic flowing. Please enter the parking lot from **Cedar Street** entrance and exit on to **High Street**.

ARRIVAL AND DISMISSAL SAFETY TIPS

- Common sense and courtesy are key to making morning drop off and afternoon pick up traffic move smoothly and keep the parking lot and school grounds a safe place for families and their children.
- **Never** park at the curb on North Cedar Street. It is illegal to block traffic and subject to owner's vehicle being towed. This is considered a Fire Lane.

- Please park in the North school parking lot to pick up students. Students will be collected at this entrance.
- DO NOT wander the halls until after the final bell rings.
- Please drive as if a child's life depends on it.
- Please cross North Cedar Street safely. This street is also a McCormick Park parking lot as well as a boat launch. At times our street can be a high traffic area.
- Early pick up times by parents/guardians or designees MUST be communicated to the office in advance. Pick up of this nature MUST take place at the school office.

ATTENDANCE

Parents are obligated to have their children at school on time daily. The school calendar lists the days that school is in session. On a day a student is absent, parents must call the school (517.655.4038) before 8:15 A.M. to report the absence. The school day begins at 7:50 AM with students seated in their homeroom counted as present. The school day concludes with dismissal at 3:10 PM.

In case of absence, the parent should inform the school so that arrangements may be made for make-up work. Older students (grades 6-8) who have been absent, have the responsibility to arrange making up assignments and tests.

Any missing assignments and/or tests are to be completed within 2 days after returning from an absence unless there are extenuating circumstances.

Any student who has been taken from school for an appointment of any kind and then returns is responsible, the next day, for any tests or assignments missed due to the appointment.

ABSENCES

In the interest of student success, it is important that children be in regular attendance and in regular timeliness at school. St. Mary recognizes that absences are sometimes unavoidable. If a child is going to be absent, please reach out to the child's teacher and/or the school office as soon as possible at (517) 655-4038 to report their absence. It is important to note that students who miss **more than 1.5 hours** of class time, at any point during the school day, will be considered absent, half day. If a child enters school after 7:50 a.m., they **must** report to the office to be signed in. Additionally, if children need to be picked up early, parents must sign them out at the front office.

FEVER/ILLNESS

Children cannot attend school if they have excessive coughing, nasal discharge, fever, chills headache, fatigue, body aches or have been vomiting or had diarrhea. Students may return to school when they are 24 hours fever/vomit free without the use of fever reducing medicine (even if they feel better). If a child vomits or has a fever at school, St. Mary requests that the child be picked up as soon as possible to prevent spread of illness.

TARDINESS

Students will be marked tardy at 8:00 AM. Those who come to school after 8:00 AM must report to the office and obtain a tardy slip before going to class. Frequent tardiness not only impacts the

child involved but also is disruptive to the teacher and other students in the class resulting in loss of valuable class time.

MEDICAL/DENTAL APPOINTMENTS

Appointments should be made outside of school hours. If it is necessary to schedule an appointment with medical doctors, dentists, etc., during school hours, then a note from home requesting the student be excused should be presented to the office before 8:00 AM. The time of the appointment and the doctor's name should be included. The student shall be picked up from the school office by the parent, and upon returning to school, the student will report to the office. Leaving during the school day for an appointment means that it is the student's responsibility to complete and return the next day any missed assignments or make-up any missed tests.

When a student becomes ill or is injured during the school day, the school will contact the parents (or an adult designated by the parents) to come to the office to pick up the student.

FAMILY TRIPS & VACATIONS

The normal school schedule provides time for vacations at Christmas, Easter, and summer. Parents are requested to plan vacations during these periods of time. The interruption of academic studies for lengthy vacations during the school year can be detrimental to the student. Teachers are not required to prepare work ahead of time for the student. Because of the importance of the material missed, parents become responsible for preparing the child for any missed tests. Any missing assignments and/or tests are to be completed within 2 - 3 days after returning from vacation.

FUNERALS

Please notify the school if your child will be absent due to a funeral. Due dates for missed work may be determined on a case-by-case basis.

MASS ATTENDANCE

St. Mary Catholic School students attend Mass frequently. Grades 1- 8 attend Mass Tuesday-Friday during the school year. Grades Y5 and K join their classmates on Fridays for an all-school Mass. During these Friday Masses, grades alternate participation during the Mass.

Parents, Guardians, friends and family are invited, and encouraged(!), to join us at Mass.

All students are required to attend school Masses as the Mass is a part of the curriculum. Missing Masses will reflect in the student's virtues grade.

Approximately once a month, on Friday, students are given the opportunity for Confession with the pastor during their assigned Adoration time.

Each Monday begins with prayer at an assembly for grades K-8th. Students are given the opportunity for praise and worship, to sing hymns, and to demonstrate memorization and recitation skills, while also being updated on recent school events.

Students will alternate grades K-8th attending Adoration every Friday for 30 minutes.

Prayer takes place in the classrooms daily. In addition, prayer is said over the announcement system, before lunch and before dismissal at the end of each school day. Catholic students and faculty and staff at St. Mary are encouraged to receive the Sacraments often.

DISCIPLINARY POLICIES AND PROCEDURES

VIRTUES OF STUDENTS

In the school setting, the call to discipleship is extended not only to the students but also to their parents, the faculty, the staff, and the administration. It is the fruit of a personal encounter with Christ which affects one's intellectual, spiritual, physical, and social life. "The disciple of Christ must not only keep the faith and live it, but also profess it, confidently bear witness to it, and spread it" (CCC,1816).

How a school can change the atmosphere of the school from a negative to a positive: When everyone speaks with words like 'affability,' 'modesty,' 'prudence,' 'kindness,' this becomes a vocabulary that even children in kindergarten can understand. The common vocabulary does change the culture. **Let's set the bar high!**

- **LEARN: Ways to practice virtue.** *The school's goal is to help you teach the lexicon, the language of virtue, to help create a culture that students can learn and grow.*
- **LIVE: Joyfully as a disciple of Christ.** *The school wants to help students live the virtues as well as develop a relationship with the person of Jesus Christ through Lectio Divina.*
- **WITNESS: Conversion and Happiness.** *As students begin to learn and live the virtuous life, they will become a witness to others, a disciple of Christ to share the Good News!*

GUIDELINES OF STUDENT CONDUCT

Students are expected to abide by the following guidelines for conduct which embody virtues like **responsibility, obedience, foresight, courtesy, self-control, good judgement, magnificence, charity, kindness and modesty.** **To do this they will be expected to:**

- Respect the rights, feelings and property of other people in school, students and adults (**respect**).
- Work to keep the school free from all forms of bullying, teasing, intimidation and harassment (**charity**).
- Never leave the school grounds during school hours. St. Mary operates a closed campus. A parent or representative must sign the student out at the office (**obedience**).
- Consume food/drink items in the cafeteria unless otherwise stated by the teacher (**obedience**).
- Only chew gum off school grounds (**obedience**).
- Use appropriate language at all times (**self-control, good judgement**).
- Walk when inside all campus buildings (**obedience, self-control**).
- Use appropriate displays of public affection (e.g., no snuggling, hand holding, kissing) (**respect**).
- Follow the St. Mary uniform code in a prideful manner (**modesty, responsibility**).

- Demonstrate academic integrity and achievement (**foresight, good judgement**). Seek forgiveness from, and make amends with, any person they may have hurt, physically or emotionally, and forgive those who have offended me (**responsibility, justice, respect**).
- Accept the consequences of actions (**humility, justice**).
NOTE: Parents/Guardians are responsible for the supervision of their children before and after school.

CLASSROOM EXPECTATIONS AND EXERCISING VIRTUES

Because there are a variety of subjects being taught at St. Mary, each teacher has specific classroom rules and protocols. These rules and protocols will be enforced by the teacher, substitute teacher, or volunteer. When a student's behavior has not been modified to meet classroom expectations, a referral to the principal occurs. A student's parent/guardian will be notified from the classroom teacher via a phone call. In general, students are required to follow these guidelines:

1. Show respect for others, their opinions, and their property through considerate acts and courteous language. (**RESPECT**)
2. Be prepared for class with the proper materials, full attention, a positive attitude, and best effort. (**INDUSTRIOUSNESS, MODESTY, OBEDIENCE**)
3. Be prompt and ready for class when the bell rings. (**DOCILITY**)
4. Follow directions. (**OBEDIENCE**)
5. Be responsible for your own work. (**RESPONSIBILITY**)
6. Be honest and committed to integrity in your work and relationships. (**HONESTY, INTEGRITY**)

AUTHORITY

Students will be held accountable for their actions at all times while on and off campus. Administrators, teachers, staff, and volunteers will enforce the Scholar's Pledge (pg. 4), even if the student is not directly under their charge. Areas of Authority include:

1. While a student is attending school or on the way to and from school activities.
2. While a student is on school property or in a designated school vehicle.
3. While a student is at a school-related event or activity.
4. While a student is under the jurisdiction of the school.

GENERAL SCHOOL-WIDE PROCEDURES

St. Mary School aims to develop self-discipline in students marked by respect for others and themselves. When a student fails to exercise proper behavior, the following steps will be taken, depending on the seriousness of the act:

1. Warning.
2. **Slip** may be issued and loss of privileges. (see next section, slip procedure.)
3. Phone call to parent.
4. Detention (4th grade and up).
5. Administrator/teacher/parent/student conference.
4. In school or out of school suspension or expulsion. All work missed (tests, quizzes, etc.) must be made up by the student but will result in only half-credit.

SLIP PROCEDURES

Slip Protocol grades 4-8

1. Student receives a minor infraction slip.
2. Student takes slip home to get signed by parent and must return it the **next school day**.
3. If the slip is not returned a second minor infraction slip is issued.
4. **Three minor infraction slips in one quarter:** teacher and the principal meet with the parents and a detention is scheduled.
5. **Stepwise system will be used:** after one detention, a second detention will be issued after only two additional minor infraction slips. After the second detention, a third detention will be issued after one additional minor infraction slip.

****If a MAJOR infraction slip is issued the teacher and the principal will meet with the parents and a detention is scheduled.**

Slip Protocol gradesK-3)

If 3 infraction slips are received in one quarter a parent meeting with the teacher and principal is required.

WARNINGS AND DETENTION 5TH – 8TH GRADE

If a student has a discipline issue, they will receive an infraction slip stapled in their planner, along with a phone call home, informing parents of this incident. If a student accumulates 3 of these minor slips, they will be given a detention to be served the following Wednesday after school

If they receive a fourth notice, parents will be asked to come in for a meeting with the student and the administration. Upon receiving any further notices in a marking period, the student will be suspended from school.

CATHOLIC MORALITY AND CONSEQUENCES

St. Mary Catholic School, Williamston, in the Roman Catholic Diocese of Lansing, Michigan, is committed to maintaining a safe and respectful learning environment. A student's behavior, whether at school or away from school, can affect the safety of the student or of other students, or can be a sign of a significant issue in the student's life, or can affect the overall well-being of the school community. St. Mary Catholic School is a Catholic Learning Community in which parents, students, administrators, faculty, and staff pledge to assist young people to grow toward healthy, safe, moral, Catholic maturity. For this reason, parents and legal guardians agree that St. Mary Catholic School has full and complete discretion to impose discipline, or take other actions, or decline to take action, as it deems appropriate for any student behavior occurring anywhere at any time. The guidelines and steps of consequences for negative student behavior is listed below:

By enrolling a child in the school, parents and guardians give consent to the school's exercise of complete discretion to take any action it deems appropriate including, without limitation, oral caution, written warning, probation, conditions, suspensions, expulsion, or even referral to civil authorities.

The following offenses are considered serious in nature. The principal reserves the right to act on disciplinary matters not specifically addressed in this handbook.

1. Disrespect to any adult present in the school.

2. Threatening, bullying or name calling.
3. Fighting or other physical violence on or near the school premises.
4. Unwanted physical/sexual touching of any kind, or sexually explicit jokes or comments.
5. Leaving school grounds without permission, truancy or cutting class.
6. Repeatedly out of dress code.
7. Defacing or destroying property. In the case of destruction of school property, monetary retribution will be made back to the school by the offending student's family.
8. Repeated disturbances in class.
9. Failure to report to an assigned detention.
10. Misconduct at school sponsored events.
11. Failure to follow classroom or school rules as given by teachers and/or posted in the school.
12. Presenting any work(s), material(s), or idea(s) as coming from a false source, including, but not limited to, homework, projects, quizzes, tests, and parent or guardian signatures.
13. Use of tobacco, alcoholic beverages or drugs on school property or at school events.

BULLYING

St. Mary Catholic School seeks to be a place where students, parents, teachers, non-instructional staff, administrators, volunteers, and others live evermore fully in the presence of Jesus, whom they encounter in the Sacraments, in the Word, and in each other. Bullying is thus fundamentally and wholly incompatible with the Gospel values and virtues that are the foundation of the school. Therefore, the school will not tolerate bullying in any form including verbal or nonverbal aggression, intimidation, physical aggression or social alienation.

It is not possible to comprehensively define the concept of “bullying”. Normally, bullying involves one or more students intentionally subjecting another student to repeated degrading actions, words, or social interactions. Individual incidents of unkindness, such as a fight or an insult, are improper, but might not constitute bullying. Bullying goes further, with actions or speech that are deliberate and sustained, and are intended to isolate, hurt, or humiliate. Bullying speech could occur in the victim’s hearing or elsewhere, and could be oral, written, or electronic. This includes all forms of social media.

Any student, parent, teacher, or other person who is aware of a bullying situation should immediately notify both the teacher and principal. Upon such a report, the principal will determine the facts and take appropriate action.

Just as bullying cannot be comprehensively defined, it is not possible to catalogue in advance all the appropriate responses that the school might choose to take. For any particular circumstance, the school reserves the right to take any action it deems appropriate to ensure the health and safety of the student and the student body, including without limitation: oral caution, written warning, behavior contract, suspension, expulsion, or referral to civil authorities. Every member of the community shares, in the manner appropriate to age and role, responsibility, for the well-being of this Catholic Christian educational community. As appropriate to age and role, each person should model good behavior, shelter the vulnerable, and treat with respect and kindness other members of this community. Bullying and other unhealthy and immoral behaviors are sometimes portrayed in popular media as normal. This school exists for the purpose of introducing children to a fundamentally different way of living — a life in Jesus. Each of us

should be vigilant about bullying and unceasing in our prayer for all the members of this community

PHYSICAL VIOLENCE

St. Mary School aims to provide a safe, orderly learning environment and will not tolerate intentional physical violence against students, teachers, or staff. Students are expected to be mindful at all times of the physical safety of other students and to treat all persons with RESPECT and DIGNITY. Major offenses include:

1. Intentionally striking, or causing to be struck with an object, another person on the face or head.
2. Any intentional act resulting in an injury to another person that, in the reasonable judgment of the school, requires the attention of a medical professional; and a pattern of minor offenses.

Each offense is handled on an individual basis and will generally result in the following consequences after a conference with parents and principal; first offense will result in a suspension; second major offense will result in a suspension or be grounds for expulsion. Other offenses may be dealt with by conference with parents and principal, and/or suspension.

VANDALISM

Students and their parents shall be financially liable for any damage to property. This liability applies to items such as, but is not limited to books, supplies, equipment, buildings, and grounds.

Note: St. Mary follows the diocesan policy on vandalism which can be found in the diocesan handbook.

SEXUAL HARASSMENT

Sexual harassment is absolutely forbidden in any parish or school or other agency of the Diocese of Lansing. The Gospel of Jesus Christ, taught in all times and places by the Holy Catholic Church, includes a profound respect for, and charity toward, each individual person. Sexual harassment is utterly at odds with the Gospel, and will not be tolerated.

WEAPONS OR ILLICIT SUBSTANCES

Students participating in school, religious education, or youth ministry programs are prohibited from bringing weapons or illegal substances into the school, parish buildings, or any property thereof. Toy guns and weapons/drug paraphernalia are not allowed on school property.

Violation of this rule will lead to confiscation.

Note: St. Mary follows Diocesan Policy 5131b which can be found in the Diocesan Handbook.

Gun Free Schools Act and P.A. 328 - The law requires the expulsion of students who possess a dangerous weapon on school property, at school activities, or who commit arson or rape in a school building or on school grounds.

SUSPENSION: IN SCHOOL/AT HOME

Suspension from school will be issued for very serious infractions of the policies, or for continued misbehavior over time. The student will be removed from the school situation and not be allowed to return until the suspension is over. Depending on the nature of the infraction, a student may be required

to have a psychological evaluation before returning to school. Students on suspension will not be permitted to make up work that is missed and will receive a zero for assignments on suspension day.

Cf. Administrative Regulations/Diocesan File #5114.1

Students will not be sent off school grounds during school hours except in the company of the parent or other designated adult. A student may be given an in-school suspension during which time he/she will be required to be isolated from peers. If the student has been kept from two or more classes, a parent notification of suspension will be sent via email.

The school will expend every reasonable effort to assist students to adjust to the social and academic requirements of the school environment. Decisions to suspend follow only after other means of motivation have failed, except for reasons of automatic suspension. In reaching such decisions, consideration is always given to the welfare and Christian development of the individual student and the practical, common good and safety of the entire student body. The length of the suspension will depend on the severity of the offense.

A student who is given an out of school suspension shall not be on the school grounds, either inside or outside of the building, and shall not participate in or attend any school activity, whether academic, social, or extra-curricular. A student shall not return to school until there has been a conference with the administrator, parent/guardian and student.

EXPULSION

Students are subject to permanent expulsion for gross misconduct, continuous serious infractions, acts of arson, possession of an illicit substance, article used as a weapon, or threatening another person with bodily harm by the use of a weapon, dangerous object, or instrument. If a student's misconduct is judged to be serious over a period of time, and the student and/or family have failed to cooperate with the school authorities or if a single incident is extremely grave, the principal may affect an expulsion.

Cf. Administrative Regulations/Diocesan File #5114.1

The permanent dismissal of a student from the school is enacted only as a last resort, after other means of motivation and correction have failed and/or attendant circumstances of crime, scandal, morality or disruption necessitate this extreme disciplinary action.

Any expulsion will conform to the following procedures:

1. Notice to parent/guardian of the general nature of the punishable offense and of the specific violation.
2. Referral to the Diocesan Superintendent or his/her delegate.
3. Notification of an appeals process.
4. Notification of authorities, if serious or required by law.

The Diocesan Superintendent shall be informed of the expulsion immediately. The school will work to keep parents informed and involved in the process at every step.

If parents are dissatisfied with the final decision in any expulsion case, they may appeal in accordance with the provisions of *Diocesan Policy #2450*.

**The decision to proceed with the suspension or expulsion of a student is at the discretion of the administration.*

COMPUTER AND INTERNET RELATED TECHNOLOGY POLICY

CODE OF ETHICS – PERSONAL TECHNOLOGY

St. Mary School acts in accordance with the Diocese of Lansing computer and internet technology policy 6142.1. This places emphasis on technology to promote education by facilitating resource sharing, innovation, collaboration, communication, and further nurturing the ministry of Catholic Classical Education.

In order to ensure the safety of our students, St. Mary restricts the use of personal technology. iPods, iPads, personal computers, FitBit, cell phone, smart phone, Apple Watch, or any equivalent, are NOT allowed to be used on school grounds during school hours. If any student uses one or more of these devices during the school day, the device will be kept in the school office until a parent or guardian can pick it up at their convenience.

PRIVILEGES

Ultimately parents are responsible for setting and conveying the standards that their children should follow when using social media and information resources.

During school hours, students are permitted to use the office telephone only under the supervision of a staff member. In order to help us teach responsibility to our students, please explain to your children that forgotten homework, forgotten gym clothes, forgotten band instruments, or projects left behind in the car are not always a valid reason to call home, and that a parent may not always be able to make an extra trip to help with such matters.

Students who own cell phones may bring them to school in order to use them before and after school. They should only be used BEFORE AND AFTER SCHOOL. If students attempt to use cell phones or other banned electronic devices during school hours the devices will be confiscated and kept in the school office until a parent or guardian can retrieve them.

The school does not take responsibility for any lost or stolen items that have been left unattended. Items left in the lost and found for an extended period of time will be donated.

ACCEPTABLE USE

The use of Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Access privileges will be revoked or disciplinary action may be taken for any violations that are unethical.

The use of computers/internet and related technologies must be in support of education, research, and be consistent with the educational objectives of St. Mary School and the Diocese of Lansing. IF IT IS NOT SPECIFICALLY FOR SCHOOL, YOU MAY NOT USE A SCHOOL COMPUTER FOR IT.

UNACCEPTABLE USE

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material or material protected by trademark.

Game playing, "chat", or chain letter communication is prohibited. Other examples of unacceptable information could include, but are not limited to, pornography, information on bombs, weapons, inappropriate language and communications, flame letters, and transmission of any confidential personal information.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Prior to receiving permission to use the internet and related technologies, THE STUDENT MUST HAVE A SIGNED PARENT/STUDENT HANDBOOK DECLARATION AGREEMENT ON FILE IN THE OFFICE.

SOCIAL MEDIA POLICY

The St. Mary social media policy applies to any and all online or mobile-based tools for sharing content and discussing information, whether controlled by St. Mary School or hosted on other platforms on which our school community may also be engaged in activities related to the school or the greater St. Mary's community.

Social Media refers to activities that integrate technology, telecommunications, and social interactions through the use of words, images, video, or audio tools. Examples include, social websites, blogs, video sharing networks, message boards, Wikipedias, podcasts, image and video sharing websites, and real time messaging communities, including but not limited to video games and online gaming platforms.

Because the landscape of social media is in a state of constant flux, this policy is subject to constant change as well, and is ultimately at the discretion of the St. Mary administration.

SOCIAL MEDIA IN DEPTH

1. Use of Official Name and Logo. Any use of the St. Mary Catholic School name or logo for branding or titling pages, blogs, or other similar elements of social media *must be approved in writing prior to use*. Requests for prior consent to use such names or logos must be made to the principal. Any uses in existence at the time of adoption of this policy are not grandfathered and should be authorized pursuant to this policy. Permission to use the name or logo of the parish or school may be revoked at any time at the sole discretion of St. Mary. This policy, however, should fully preserve free expression. It should not, for example, be interpreted to limit the ability of members of the St. Mary community from using the name of St. Mary to identify themselves in profiles, discuss matters relating to St. Mary, or other similar uses.

2. Interpretation. In areas where this policy does not provide a direct answer for how members of our community should answer social-media questions, members are encouraged to use their best judgment and take the most thoughtful and prudent action possible, bearing in mind St. Mary's need to preserve accountability for the use of its name in all social media.

3. Duties of Moderators. Moderators of official St. Mary Catholic School social media are responsible for ensuring compliance with this policy statement. All comment and blog response areas must be monitored. Those responsible for such areas must review and approve comments prior to posting, and should not post any comments that do not meet our standards for civility, misrepresent the position of the parish or the Catholic Church, or that include profanity, defamatory language, or speech that is otherwise inappropriate or off-topic. Anonymous comments are not permitted. All moderation functions should reserve the right to ban repeat offenders.

4. Individual Judgment. Even when engaging in social media for personal use, the comments of a member of the St. Mary Catholic School community may be viewed as a reflection on the St. Mary community. Users should use their best judgment when engaging in social media activities and are asked to be on guard against actions and discussions that could harm the interests of our Catholic community.

5. Transparency. Users' social media accounts and personal communications are made in their personal capacity and not on behalf of the St. Mary community. Statements made by members of the St. Mary

community should not be taken as expressing the formal position of St. Mary School community unless the speaker is specifically authorized to do so by the Pastor or the Pastor's designee.

6. Copyright Laws. Users must comply fully with copyright law when posting and uploading copyrighted materials. Any posting of materials to official St. Mary School or St. Mary Parish social media must be limited to materials in which the copyright is owned by the party seeking to post the information. Images and other materials from the St. Mary Catholic School or St. Mary Parish websites shall not be copied and uploaded to other forums without the prior written consent of the Pastor or Principal. This policy should not be construed to limit discussion of matters using the St. Mary Catholic School name, and it should not be interpreted to limit users' ability to link to St. Mary Catholic School community to sites.

7. Privacy. All users of social media within the St. Mary Catholic School community should take care to safeguard the privacy interests of other community members. In particular, personally identifiable information (that is, information that can identify a particular person, including name, phone number, address, or email address) should not be disclosed without the prior written consent of the person identified. In cases where a user has consented to the publication of such information, appropriate privacy settings should be utilized. Please be aware of privacy settings and check them often.

8. Minors. Social media maintained by St. Mary Catholic School are not intended for the use of children under the age of 13. Any site operated by the St. Mary Catholic School community that is oriented toward youth between the ages of 13 and 18 must require registration for all users and must be password-protected so that only registered users may access the site. Registration for such a site must require the use of a legal name and valid contact information, such as an operational email address. Users of such a site may not post images of minors without the prior written consent of a parent or legal guardian of any minor depicted via the office St. Mary Catholic School Media Release Form.

SAFETY-SECURITY-EMERGENCY-MEDICAL

VISITORS AND GUESTS

ALL VISITORS TO THE SCHOOL, INCLUDING PARENTS AND VOLUNTEERS, MUST REPORT TO THE SCHOOL OFFICE. Your name on our sign-in sheet will help us determine the number of adults in the building in case of an emergency. Upon entering the building, please direct anyone who has entered with you to the office.

PROTECTING GOD'S CHILDREN – VIRTUS

We hold the utmost importance in the health, safety, and wellbeing of our students via the "Protecting God's Children" training program offered by VIRTUS. All Catholic schools in the Diocese of Lansing need and welcome many volunteers. These training courses are available online and in person. Training takes approximately two hours and completion of the program is **mandatory**. Anyone interacting, in any manner, with our students and the school must have this form on file. Please contact the office for future training dates or visit: www.virtus.org.

EMERGENCY FORMS

At the beginning of the academic year, each family is asked to complete a collection of important forms for each student attending St. Mary Catholic School. Most important of these forms is the [emergency contact page](#). It is extremely important for families to list at least three phone numbers for each child in case of an emergency. The parent or guardian must sign each form. These forms are used in cases of emergency, such as accident, illness, or school closing—

occasions when it is critical that the school be able to contact either parents or their designee immediately. Emergency forms are to be completed as a part of the registration process, signed, and returned to the school before the first day of school.

SEVERE WEATHER

School personnel will take proper precautions for all students upon receiving an official watch or warning. In the event of a severe weather warning, students will not be dismissed until the official warning has been cancelled. Tornado/severe weather drills take place once per quarter.

EMERGENCY SITUATIONS

The best way to handle an emergency situation is to remain calm and to be cooperative. There are some general preparations, which can be made to meet every emergency. During a school emergency, **PLEASE DO NOT ATTEMPT TO TELEPHONE THE SCHOOL FOR INFORMATION**, this only reduces the school's ability to communicate with the proper authorities by tying up the telephone. Using the emergency communication resources of Flocknote, Facebook, other media outlets, and all other means available, we will attempt to contact each and every family.

If there ever is a situation requiring school dismissal and we must send children home, an emergency dismissal would be sent via Flocknote, and Facebook. Parents who pick up students for an early dismissal **must sign them out at the school office**. Office personnel will direct parents to the safe location of their child. Emergency procedures and instructions are posted and available in each classroom. Teachers practice with the students for emergency situations so that your child will know where to go, when to go, what to do, and why to do it. Our students' safety is our primary concern.

FIRE DRILLS

Fire drills are conducted regularly during the school year. Students must exit the building quickly in total silence and remain silent so the teacher can give further instructions. Fire drills take place once per semester.

LOCKDOWN

In compliance with state law (MCLSection 29.19), St. Mary Catholic School in conjunction with the Williamston Police Department shall conduct twice a year lockdown/shelter-in-place drills. Lockdown drills will take place three times per year, in which occupants are restricted to the interior of the building and the building is secured, with measures appropriate to an emergency, such as release of hazardous materials or the presence of an armed individual on or near the premises.

In 2018 St. Mary installed safety precautions including video cameras facing every entrance/exit, and a new lockdown system. Our teachers, secretary, and principal have been well versed in this system and have been trained to safely implement and quickly lockdown the school. For more information about this system visit, www.lockoutusa.com

EMERGENCY EVACUATION PLAN

In case of disaster, St. Mary will remain in a "lock down" mode until an all-clear is given. Doors will be locked. Parents are asked to adhere to this policy and will be notified with updates and when it is safe to come and get their child. In the event for the need to evacuate the building, St. Mary School has established the **Fraternal Order of Eagles** (835 High Street, Williamston, MI. 48895) as a pre-established evacuation site.

DISPENSING OF MEDICATION

St. Mary Catholic School prefers that prescription and non-prescription medication be administered in the home by parents/guardians. Should this not be possible, a person appointed by the administration may assume the responsibility of performing this service only after the School Medication Authorization form has been completed by parent/guardian and a doctor, and is on file in the school office.

Faculty and staff at St. Mary Catholic School shall not give any prescription and/or nonprescription medication to a student without specific written directions signed by a physician and by the student's parent/guardian. The directions must include the student's name, name of the medication, dosage of medication, times of administration, route of administration, duration of administration, telephone number where physician can be reached, and telephone number where the parent can be reached.

MAJOR MEDICAL CONDITIONS

ATTENTION: ALL Parents of Students with Major Medical Conditions

Bring all forms, letters and medications to the school at least 2 weeks before school begins or immediately upon diagnosis, if diagnosis occurs during the school year. These items must be in the office prior to the first day of school as staff needs to be apprised of all conditions and how to handle each condition BEFORE school begins.

SEVERE ALLERGIES AND GENERAL MEDICAL CONDITIONS

General medical or medication policies apply to all chronic conditions and disorders—Ex: asthmas, diabetes. Policies will reference food allergies specifically; however, policies are applicable to other severe allergies such as bee stings or latex.

A collaborative partnership between school, family and the medical community can provide a safe and healthy learning environment which will help parents and their children with medical conditions make a transition between the safety of their home into the expanding world of a school. Similarly, classmates without an existing medical condition will develop a greater understanding for individual differences, a capacity for flexibility, and increased compassion.

GENERAL MEDICAL CONDITIONS--HEALTH MANAGEMENT PLAN

1. Establish standard practice guidelines to assist in supporting students with medical conditions within the community of St. Mary School.
2. Help ensure the safety of students with medical conditions.
3. Provide a sense of security and understanding to students, families, faculty and staff within the community through standard documentation and communication.
4. Ensure ALL students receive equal treatment regardless of medical status.

5. Ensure both students and staff have a full understanding of the medical needs of students.
6. Ensure parents/guardians understand the responsibilities of the school and what is expected from the parents/guardians to ensure that student health care needs are met.

IMMUNIZATIONS

Michigan childcare, preschool and school law require that children be up-to-date with all immunizations when they enter designated grades. The rules are designed to protect your children and their classmates from exposure to vaccine preventable diseases. Keeping children adequately immunized is the responsibility of the parent.

Parents/guardians must provide proof of immunization for kindergarten students, or when new students enroll. Students may not attend classes until the forms are provided.

- Parents seeking waivers to this policy may contact the Ingham County Health Department. For more information on immunizations and school requirements, call the family doctor or the Immunization Clinic at the Ingham County Health Department.

PESTICIDES

As part of St. Mary School pest management program, pesticides are occasionally applied. Parents have the right to be informed of any pesticide application matter to the school grounds or building. In certain emergencies, pesticides may be applied without prior notice. If parents need prior notification, please inform the school office.

PROGRAMS AND FACILITIES

BICYCLES

Students may ride bicycles to and from school with parental permission. Bicycles are to be locked and stored on the bike rack during school hours and may be accessed by the students again after dismissal. Bicycle riding during school hours is prohibited.

USE OF TELEPHONE

Students may use the telephone in the school office during the school day in cases of extreme necessity. Arranging to have friends accompany each other home is not an emergency. Students will not be called to the phone on school time except in cases of emergency.

CELL PHONES

Cell phones are not to be used during school hours. Cell phones will be confiscated and parents may pick them up from the principal office if they are visible or ring during the school day. This includes all wrist phones or wrist electronics. Call the office to give messages to children. Children may call parents from the office.

BUS SERVICE

After school bussing is provided by Williamston Community Schools for those student who live within the Williamston School District. Please contact the Bus Garage to register children. The bus stops on the North side of High Street on the corner of High Street and North Cedar Street.

Parents/guardians will please make sure that children who are taking the bus are aware that they are leaving earlier than the scheduled dismissal time. Students taking the bus should meet in front of the school gym entrance to listen to announcements and prayer and will then be escorted to the bus by the school secretary. Students must be prompt in arriving to the GYM ENTRANCE at 3:05 pm. No student may leave for the bus without staff supervision. Parents should contact the Williamston Bus Garage if they plan to have their child(ren) ride the bus.

Bus Garage - 829 Progress Ct, Williamston, MI 48895, (517) 655-1011

S.M.A.R.T. AFTERCARE

- Aftercare is available after school from 3:00 pm - 5:30 pm.
- After 3:15 pm, a child, not picked up, is considered under the care of the S.M.A.R.T. program and parents must sign their child out with the caretaker at the time of pick up.
- **\$10.00** (per student/day) from 3:15-4:15pm. An **additional \$10** from 4:15-5:30 (max \$30/per family/per day).
- Invoice for S.M.A.R.T. will take place at the beginning of each month for the month preceding.
- To contact the S.M.A.R.T. supervisor after hours and to be let into the building. Please call (517) 655-4083 x 4
- Failure to pick up a child before 6:00 pm will incur an extra charge.

HOT LUNCH

St. Mary School, at the time of printing, provides hot lunches for our students on Mondays, Thursdays, and Fridays. Thursdays will be Subway, and Fridays will be Hungry Howie Pizza. The School Office will provide order information in the weekly newsletters. Students will have a few choices. Juice is provided with hot lunches. Parents will need to provide a cold lunch for their children on days when hot lunch is not being served.

LUNCH SUPERVISION

1. An Allergy-friendly table will be designated in the cafeteria.
2. One indoor volunteer will be assigned to monitor the food allergy table.
3. The school will monitor for reactions, food sharing, students permitted to sit at the table.
(Note: Not all students with food allergies will be required by parents/guardians to eat at reserved table. Additionally, friends may sit at the table if they are eating the school lunch.)
4. The school will clean the table and bench prior to and after each lunch session.
5. The school will strictly follow the cleaning and sanitation protocol to avoid cross-contamination. Instructions are posted in the cleaning supply area in the lunchroom.
6. At least one volunteer should have previous experience/knowledge of Epi-Pen administration.
7. Lunch time volunteers with recess supervision duty must carry a cell phone in case of an emergency. A hand-held radio will be provided to volunteers, by the office, if needed.
8. The school will participate in Epi-Pen training.
9. The school will recognize the symptoms of an allergic and an anaphylactic reaction.
10. If a student with a food allergy is not feeling well, they must be escorted to the office rather than sent with a buddy or alone. A reaction may occur while unsupervised by an adult.

LOCKERS

Cubbies are provided in the classrooms for students to store coats and backpacks and belongings for grades PK-4. Students in grades 5-8 are assigned a locker. Lockers may be searched at any time. The school cannot take responsibility for any lost or stolen items that are left unattended. School lockers are considered property of St. Mary School and may be opened by authorized school staff or administration when necessary. Student may not have locks on their lockers.

Stickers of any kind are not permitted on school property. This includes, lockers, desks, tables, playground equipment and textbooks.

LIBRARY BOOKS

To maintain the integrity of the school's book collection, students and their families will be asked to pay a replacement fee for any book that is misplaced or severely damaged. If any library books are outstanding at the end of each school year, the family will be charged for the replacement of the book. Please instruct children on the importance of library books and the necessity of caring for the belongings of others.

SCHOOL PHOTOS

A photography company takes pictures of students during the first month of the school year. The school's current partner is HR Imaging. Photo packages are available for purchase on or before picture day, or are available for order online. Pictures may be retaken one month after the original photo date. All students, even those not choosing to buy a photo package, will have a photograph taken for school records and permanent records, class composite photos, and the school yearbook. Students may be out of uniform and wear their choice of appropriate attire on picture day.

PARTIES

Parents wishing to celebrate their child's birthday by bringing or sending a treat to school may do so by first contacting the child's teacher in advance. All parties are to be celebrated in the classroom and NOT at lunch time. Please see the Allergy Notice located on the school website for further details.

FIELD TRIPS

Field trips are scheduled during the school year for two purposes: educational enrichment and social development. Any individual who wishes to chaperone a field trip must have completed VIRTUS training prior to attending the event and their VIRTUS record must be on file in the office. Whenever possible, field trips support the curriculum and extend the ways in which students can learn about the world around them. Educational field trips always take precedence over social activity field trips. Permission slips are sent home with students in advance of field trips and **must be signed by a parent/guardian.**

Parents may choose not to permit their children to attend school field trips. In such cases, parents are responsible for their children during the time the class is away on the field trip. In some cases, transportation to/from field trip destinations may include vehicles driven by adults

such as school faculty or parents/guardians. All drivers must have signed a driver information sheet prior to the field trip.

Field trips are considered an extension of classroom activities. They are undertaken with the approval of the school administrator for the purpose of cultural, religious and/or educational enrichment. No student may participate in a field trip unless a signed parent permission slip for the specific event is on file with the school. The permission slip designated by the Diocese of Lansing shall be used. Whenever it is necessary to use private passenger vehicles, a Volunteer Driver Information sheet must be completed and placed on file with the administrator. This must be renewed and/or up-dated every six months. Parent chaperones are expected to secure each child with a seat belt. Parents are asked to closely follow the directions of the teacher by staying with the group and supervising the children assigned to them at all times. Parents may not leave the group and take students to other places without teacher approval. This includes going to another restaurant or attraction. It is important that chaperones not bring other children on the field trip since the chaperone's attention is often diverted to the other child. Therefore, siblings may NOT go on field trips when their parents are chaperoning. Sometimes students participate in trips that may incur a substantial expense. There may be fundraising opportunities for those unable to pay the entire cost.

SPECIAL SERVICES

Special service consultations are available through the Williamston Community Schools for all students who qualify. These services include psychological and educational testing for services in speech and language, learning disabilities, occupational and physical therapy, and social work. Testing may be requested by parents, teachers, administration, or other staff. Services are only available for students who qualify. The Michigan Department of Education, through the Intermediate School Districts across the state of Michigan, provides consultative help to parents and educators at a private school like St. Mary Catholic School, but not all services are available to families who maintain their enrollment in a non-public school.

Parents who are interested in further information or who would like to initiate this process should contact the child's teacher or the principal. Auditory and vision testing is administered to all students in grades K, 1, 3, 5, and 7, unless requested otherwise by parents.

CAFETERIA RESPONSIBILITIES FOR STUDENTS

1. Remain in the seat until dismissed.
2. Pick up after trash after eating.
3. If help is needed, get the attention of the school lunch supervisor.
4. Talk quietly.
5. Remember to use manners.
6. Show respect to schoolmates and all adults.

PLAYGROUND RESPONSIBILITIES

1. Students are expected to stay within the designated boundaries.
2. Students are expected to use playground equipment according to design.
3. Students are expected to share the playground equipment, facilities, sports equipment, and available space as justly as possible.
4. During wet, muddy, snowy, or slushy weather, students must remain on the black top.

Students are to be at the playground only during teacher scheduled times. They may not loiter on the way to or from the playground.

Recess will be conducted indoors when either the wind chill or temperature is below 10 degrees Fahrenheit.

No food is allowed on the playground.

Students must play in a manner that maintains the safety of others and themselves. Throwing snow, rocks, or wood chips, pushing and shoving, are ways in which to endanger others and self, and are not permitted. Students will stay within the designated playground area and respond respectfully and immediately to directions from the adults who are supervising.

In moving to and from the playground, stay in line and speak in a moderate tone.

IMPORTANT: Please send children to school prepared to go outside for recess in appropriate clothing. While the school will not have recess during severe weather, children need to be outside in the fresh air as often as possible, even in the colder winter months. Hats, mittens, snow pants, and boots are all necessities in inclement weather.

- ***When windchill or temperature reaches 10° or below students will be kept indoors for recess.***
- ***When it is raining, students will be kept indoors for recess.***

PHYSICAL EDUCATION

All students in grades PK - 8 are required to wear gym shoes during class.

- For safety reasons, students must remove all jewelry during P.E. classes.
- Food, beverages, and gum are not permitted in the gym at any time.
- All injuries are to be reported immediately to the teacher in charge.
- A note from the parent should be on file in the office describing why a student should not fully participate in all gym activities. A note from the family doctor is required for an extended excuse from gym.

ATHLETICS

St. Mary Athletics provides fifth through eighth grade programs in boys' basketball, girls' basketball, girls' cross country, and boys' cross country. The philosophy and goals of the athletic program are:

- To provide a well-planned and well-balanced program for all who desire to participate.
- To operate athletic activities in harmony with the policies of the CYO (Catholic Youth Organization) Conference and/or the MHSAA (Michigan High School Athletic Association).
- To develop and maintain high ideals, sportsmanship and team play.
- To encourage competition, not only for the tangible reward, but also for the intrinsic values that make athletic competition valuable.
- To be concerned with the total development of the student and to promote athletics as an integral part of the educational program.

1. A current MHSAA athletic physical form must be on file with the athletic director before an individual is allowed to participate in any form of athletic activity -- practice or games. A current physical is one that has been completed on or after April 15 of the previous school year. The

form can be obtained from a child's doctor. It must be filled out and signed by the examining physician, a parent/guardian and the student. It will be kept on file in the school office. After any injury requiring medical care by a doctor or hospital, a doctor's release to active participation must be given to the coach or athletic director before that student may again participate.

2. Academic eligibility will be checked every Friday. If students are determined to be ineligible, they may not play the following week (Monday through Sunday). If students are ineligible two consecutive weeks, they are no longer on that team.

3. Students are ineligible if they have:

- a. Grade averages in two core classes (English, Math, History, Science) less than 70%.
- b. Grade average in one class less than 60%.
- c. Demonstrated consistent or misbehavior determined by the principal.

4. Athletic Eligibility Exception Policy

Sometimes a student may not be able to keep up with the work of a class. The student may not be classified as a special education student, but may still struggle academically. A faculty member may request an exception to the eligibility policy. The principal will review each case and decide on eligibility. Guidelines for exceptions are:

- a. There can be no late or missing assignments.
- b. Assignments must demonstrate genuine effort.
- c. The student must consistently demonstrate good behavior and adherence to St. Mary rules and policies.
- d. Each athlete must be in attendance at school all day on a game day. An excused absence from school may be allowed if arrangements are made with the principal prior to the absence. Failure to meet this requirement will be dealt with on an individual basis by the school administration.

FINANCIAL POLICIES – TUITION

PRE-KINDERGARTEN & GRADE SCHOOL TUITION

Tuition payments can be divided into 10 monthly installments or into larger payments of either once per year, twice per year, or quarterly. Tuition payments are due beginning in August and end in May. Tuition and fees for PK-8 are collected and managed by FACTS Tuition Management Services. Installment and late fees are charged.

The tuition amount is determined by the parish finance committee and is highly subsidized by the parish. Tuition rates are determined by whether a family is an active Catholic attending weekly Mass at St. Mary or another Catholic Parish. Vigilance for tithing is essential for St. Mary to remain the lowest tuition for a classical Catholic school in the Diocese of Lansing. Non-Catholic families are welcome to attend St. Mary, but will pay an out-of-Diocese rate.

Prekindergarten rates are not subsidized by the parish and will remain competitive with other area prekindergarten programs.

F.A.C.T.S. ONLINE TUITION MANAGEMENT

1. Enroll in FACTS: <https://online.factsmgt.com/signin/3YZ9G>.

2. Register with FACTS site by establishing a Username and Password, entering contact information, etc.
3. Register for school by choosing and completing a payment plan that is best. After this a family is officially registered. The registration-materials fee along with tuition payment is all a part of this process going forward. There are additional forms (SCHOOL FORMS) to be completed that are located on the school web site or can be picked up in the office.
4. FACTS NOTES: There is an enrollment fee. This amount depends on which option is chosen. Please note: There may also be a credit card fee. Consider the ACH option because there are no fees attached for processing each payment with this option.
5. Convenience & Security: Along with multiple payment plan options, payments are processed securely through a bank-to-bank transaction. OTHER INCIDENTAL SCHOOL FEES: Pre-paid lunch, Field trips, after school SMART program, etc. will all be assessed and paid through this new system.
6. Consumer Account: Families may check personal accounts or make payments online (if applicable) from the convenience of their home or office anytime. The school hopes this is a more convenient system that will benefit both families and St. Mary staff. Please contact the school about any questions or challenges. Family support and cooperation is appreciated.

FINANCIAL ASSISTANCE

St. Mary School often has scholarship money available through donations or through the Diocese of Lansing. A family that requests financial assistance must complete the FACTS form that is available through FACTS on the school’s web site. The amount of financial assistance that can be awarded is determined by FACTS, i.e. family need, and either the Diocese of Lansing or the Pastor, the Parish Business Manager, and Principal based on the results provided from the information provided by FACTS and the number of families requesting assistance.

Those families that need additional assistance over and above what can be provided from the sources listed above must contact the Principal or the Pastor.

UNDERSTANDING OF SCHOOL AND DIOCESAN POLICIES

St. Mary Catholic School families will receive a copy of the following forms:

<ul style="list-style-type: none"> <input type="checkbox"/> School handbook <input type="checkbox"/> St. Mary School and Parish Covenant <input type="checkbox"/> Diocese of Lansing Family-School Agreement <input type="checkbox"/> Media release <input type="checkbox"/> Physical Education Form <input type="checkbox"/> Emergency Contact Form <input type="checkbox"/> Health Appraisal <input type="checkbox"/> Updated Immunization Record or Waiver 	<ul style="list-style-type: none"> <input type="checkbox"/> Concussion Form <input type="checkbox"/> Immunization Consent for Disclosure <input type="checkbox"/> Medication Permission Form (If needed) <input type="checkbox"/> Nut Free School Form <input type="checkbox"/> Pre-kindergarten Level Forms: <ul style="list-style-type: none"> <input type="checkbox"/> Written Information Packet Documentation <input type="checkbox"/> Parent notification of licensing notebook <input type="checkbox"/> Child Information Record
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Parents/Guardians along with their child(ren) are to review the policy materials and return signed forms acknowledging their review and understanding of documents to the school office with their school registration materials. Please sign and return the forms along with these stated forms. ***Thank you!***

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SCHOOL HANDBOOK ACKNOWLEDGEMENT

FAMILY NAME: _____

STUDENT(S) NAME(S): _____

I have read and agree to support the protocols, policies and expectations outlined in the St. Mary School Handbook.

Parent/Guardian Signature

Date