

**ST. MARY CATHOLIC SCHOOL
BIG RAPIDS, MICHIGAN**

STUDENT/PARENT HANDBOOK

INTRODUCTION

Welcome to Our School!

Our purpose is to teach and share our Catholic faith, philosophy, and traditions in an atmosphere of high expectations for spiritual growth, academic success, respect for cultural diversity, as well as the environment. The faculty staff and administration of St. Mary School are grateful for the opportunity of working with you and your children during their formative years.

This manual of information is presented in order to familiarizing you and our students with school policies and operating routines. Many of you already know the contents of this manual, but we ask that you read and discuss specific areas, where applicable, with your children.

Each family will receive one copy of this manual of information. Please keep this publication nearby and refer to it during the next few years. Changeable information (annual staff listings, board membership, schedules and calendars) will come to you through the newsletters. In the event of a policy change, there is a section in the back of the book to make note of the changes.

We are happy that your family is a part of this “special place” called St. Mary School. We welcome the opportunity of serving you as co-educators and will dedicate ourselves to providing exciting, meaningful, and faith-filled years.

JB Watters
Principal
St. Mary Catholic School

Parent's Prayer

Most loving Father, you have entrusted our children to us to bring them up for You and prepare them for everlasting life. Assist us with Your grace, that we may fulfill this sacred duty with competence and love. Teach us what to give and what to withhold. Show us when to reprove, when to praise and when to be silent. Make us generous and considerate, yet firm and watchful. Keep us from the weakness of indulgence and the excess of severity. Give us the courage to be disliked sometimes by our children, when we must do necessary things which are displeasing in their eyes. Give us the imagination to enter their world in order to understand and guide them. Grant us all the virtues we need to lead them by word and example in the ways of wisdom and piety. One day, with them, may we enter into the joys of our true and lasting home with you in heaven.

Amen.

Morning Routine

- 7:30 School doors open and students report downstairs to Before-Care
- 7:45 Students gather outside (weather permitting) near the playground. In bad weather, students take backpacks and coats to the classroom and meet in hallway.
- 7:55 Student enter building unless there is bad weather and students are allowed inside the building early.
- 8:00 Prayer in Main Hallway and the Pledge of Allegiance
*Students are tardy if they are not with their class at the beginning of prayer.
- 8:30 Lunch Count sent to office

Administration

Pastor	Rev. Michael E. Burt
Parochial Vicar	Rev. Charles J. Schultz
Principal	Mr. JB Watters

Faculty/Staff

Administrative Assistant	Kimberly Brejcha
Maintenance	Mr. Ryan London
Preschool Teacher	Mrs. Trisha Kwant
Preschool Assistant	Mrs. Lauren Aymor
Kindergarten Teacher	Mrs. Melissa Hastings
First/Second Grade Teacher	Ms. Stephanie King
Third/Forth Grade Teacher	Mrs. Amy Norton
Fifth/Sixth Grade Teacher	Mrs. Andrea Cooley
Seventh/Eighth Grade Teacher	Mrs. Carey Mathewson
Math/Reading Specialist	Mrs. Angela Denny

Board of Directors

Chairman	Scott Hinkley
Vice Chairman	
Secretary	Sarah Bacon
Building and Grounds	John Shaltry
Member	Tracie Tacia
Member	Kevin Courtney
Member	Will Gasper
Member	Laura Waltz

Mission Statement

Flowing from the mission of the church, all St. Mary's students will learn to know, love, and serve God through spiritual development, academic excellence and community service.

Philosophy

We believe that a Catholic school is more than a place where doctrine is learned. A Catholic school is a Christian community where children can live in a Christian atmosphere, putting into practice the life about which they are learning.

We expect to work together with the parish community to strive for high goals and to improve the education process.

We believe that each child is a person to be respected. A child must be accepted and loved for himself/herself, no matter what his/her talents, faults or knowledge. No child should be asked to work beyond his/her capabilities; each child should grow by means of a series of successes learning from his/her mistakes, feeling good about himself /herself, and learning how to learn.

We believe that to accomplish this we must foster our own spiritual life, encourage the school community to Christian life through Mass and the Sacraments, invite parental involvement, utilize and develop the talents of the staff, seek out appropriate educational materials and maintain communications with parents, parish, and the local community.

First and foremost, we recognize that parents bear the primary responsibility in the education of their children. We, as educators, join with parents within the framework of a community consisting of pastor, parents, students, faculty, and volunteers to provide a quality education for all students. We acquaint students with their responsibilities in the school, home, and world communities and encourage them to serve other generously in ways appropriate to their ages and talents. By fully integrating learning with living in the light of faith, we assist the students in building a positive self-image.

Admission Policy

A new family registering at St. Mary meets with the school principal. The mission, philosophy, curricular and co-curricular programs are discussed with the parent/guardian. Registration materials and tuition are discussed as well.

To start kindergarten, a child must be five (5) years old on or before the date specified by the State of Michigan Department of Education. A physical examination, prior to the first day of school, is required, as well as a birth certificate and a record of required immunizations. Students must meet all requirements for immunization as required by the State of Michigan.

Any student transferring into St. Mary School in other grades must also bring their last report card and standardized test scores. Ordinarily, a complete transcript from the previous school must be here before a student will be accepted.

Registration

The school requires a non-refundable registration fee, as designated, payable upon registration. Registrations are not finalized until the registration fee and all paperwork has been received and accepted. It is the intention of this school that enrollment be open to all members of the community. Students will be admitted according to the following priorities:

1. Children of families currently enrolled in this school (if tuition is up to date)
2. Other children from this parish
3. Other Catholic children from outside this parish
4. Children from families of other religious faiths

All students must have a signed tuition contract on file before the first day of school.

Academic Policies and Procedures

Absence

It is the responsibility of the parent/guardian to call the school office between 7:30 a.m. and 8:00 a.m. each day his/her child is absent from school. All students are required by the Diocese of Grand Rapids and the State of Michigan to attend school 180 days or 1,098 hrs. (per year) and be on time unless they are ill.

The teacher is NOT expected to give work before a student is absent or on vacation. Parents are encouraged to plan vacations in conjunction with school vacations. Students are responsible for making up the work they miss when they return from an absence. The number of days allowed for make-up work will be equal to the number of days a student is absent. It is the responsibility of the parent or the child to obtain the missed assignment. It is impossible for children to make up what was missed during classroom presentations. Specific work assignments covered during a student's absence due to a family vacation will be given to the student upon his or her return to school. Outside tutoring may be required to master the materials.

If a student arrives after Morning Prayer, he or she must report to the office before going to class. The office will update the attendance record to reflect this change.

Homework Policy

Homework is assigned to reinforce concepts that have been learned and is an important part of the learning process. Assignments are made at the discretion of each teacher and are expected to be completed by the due date. Coordination of assignment and test schedules will be done whenever possible by teachers whose students have more than one teacher so that these responsibilities do not become excessive for students.

The parent's role should be to ensure that there is a suitable place and time set aside for study. Parental discretion is needed to help the student maintain a study plan and to make certain that homework is completed.

Students are expected to write in their personal best handwriting for each assignment. If a paper is turned in that is not the student's personal best, the paper should be returned to the student to rewrite the assignment.

If a student is absent, a parent may request that work be sent home so that the student does not fall behind the rest of his/her classmates. Parents can make arrangements before lunch with a brother or sister or classmate to pick up homework at the end of the day.

If homework was not completed due to student or family emergency, parents should send a note.

School Phone

The school phone is not for student use. Please make plans with your child prior to the school day so they know the family routine.

Tardiness

A pupil is tardy if he/she is not with his/her class at 8:00 a.m. for prayer service.

Visitors

School visitors must report to the office and sign in upon arrival at the building.

Report Cards

Report cards are distributed on a quarterly basis in grades K-8. Students are to return the envelope with the parent's signature.

Grading System

Grades are based upon the actual achievement of the student according to his/her grade or level of instruction. Grades will take into account the student's daily performance, homework assignments, weekly or unit tests and project evaluations.

Kindergarten-Grade 2

Use 1 - Excellent, 2 - Good, 3 - Satisfactory 4 - Improvement Needed, or 5 – Unsatisfactory

Grades 3-8

For Art, Computers, Religion and Family Life, Spanish I, English, Literature, Spelling, Mathematics, Music, Physical Education, Science, Social Studies use:

Grade	Score		Minimum Percentage
A+	97-100		96.5
A	93-96		92.5
A-	90-92		89.5
B+	87-89		86.5
B	83-86		82.5
B-	80-82		79.5
C+	77-79		76.5
C	73-76		72.5
C-	70-72		69.5
<hr/>			
D+	67-69	Eligibility Line	66.5
D	63-66		62.5
D-	60-62		59.5
F	0-59		0
CR	Credit		
NC	No Credit		
Inc	Incomplete		
-	Not assessed at this time		

The **Honor Roll** is open to students in grades 3 - 8. Highest Honors are awarded to any students with all A's along with E's and G's. Honor Roll is awarded to any student with all A's and B's along with E's and G's. Classroom behavior must be appropriate and students must be respectful of authority to be considered for honors. There may not be any negative comments codes for grades 3-8. The principal reserves the right to make a final determination of which students have earned honor recognition.

To arrive at the letter grades for the **yearly averages**, average the quarter grades for each subject, then use the scale above.

Reports, Interim Progress

Interim Progress Reports are given at the midpoint of each quarter or whenever a teacher feels they are indicated. Reports may be for academic or behavior concerns. Interim Reports must be given to any child who is in danger of failing or whose grades are taking a significant drop. In general, a drop of two letter grades would be considered significant. Interims are sent home in the Weekly Communication Envelope. They must be signed and returned to the teacher the following day. If a parent wishes to keep the Interim for a brief time (for example, if one parent is away) he or she should send the teacher a note stating that the Interim was received and when

the teacher can expect the signed copy. Please send any student not returning an Interim to the office to notify her/his parent in the presence of the principal.

Report Cards/Grading

Grading will be based on specific data gained from a variety of evaluative techniques such as: direct observation, pre and post-tests, daily performance, quizzes, homework, student's self-evaluations, interviews and other methods. Parents are to sign report card envelopes and return them to school the next day. Each teacher will establish a missing assignment policy. After five school days, missing work will not be accepted.

Student Records

In accordance with Federal legislation, the following records are kept at our school:

1. Educational records directly related to a current student containing information such as attendance, academic grades, test scores, health records, address, phone, etc.
2. Psychological or sociological records, reports and evaluation of current students are maintained in the principal's office. They are available to teacher personnel at the discretion of the administrator. Parents or legal guardians of students have a right to inspect and review these records. The procedure for inspecting the records is as follows:
 - a. Write or phone the principal stating which records you wish to review and arrange a time for such a review. By law, the school has a maximum of 45 days in which to respond.
 - b. A school official must be present during the review.
 - c. Parents or legal guardians may request copies of the records but are not permitted to take records from the files.
 - d. If parents wish to see the records, please contact the principal.

Promotion/Retention

Ordinarily, students who have completed a grade to the best of their ability will be promoted to the next grade.

Exceptions may be made in particular cases when in the judgment of the teacher(s), principal, and parent/guardian, the retention seems to be in the best educational interests of the student. Prolonged absence is a factor but not sufficient reason for retention, unless the required materials have not been mastered. The student's parent/guardian should be informed at the beginning of the second semester about the possibility of retention.

If the recommendation for retention is rejected by the parent/guardian, the parents will be required to sign a statement that they realize the transfer is against the professional advice of the staff. In such a case, the child's movement to the next grade will be referred as a transfer and not as a promotion, and such documentation will be noted on the student's cumulative record.

Rights of Non-Custodial Parents

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding their child.

If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

If one parent is to have no contact with a child, it is the responsibility of the custodial parent to supply the school with a copy of the court order specifying this. Unless we have a court order on file, we cannot prevent a non-custodial parent from visiting their child at school.

Background Check

All personnel (paid and volunteer) who have regular contact with minors will have a background check performed.

Change of Address

Please notify the school immediately if you have a change of address, email or telephone number. Also, be sure to keep the names and numbers on the emergency form up to date. In case of illness or accident, this is vital information.

Color Days

There will be one Color Day per month. The cost of Color Day is \$1.00. Students are allowed to wear shorts (August, September, and April - June) on Color Days. Clothing worn should be conducive to learning. Sweatpants and wind pants are not allowed. Color Days will be announced via newsletters and monthly calendars.

Communication

Appointments/Dismissals

Please make sure at the beginning of each day that your child knows how he or she is getting home. If your child has a change in his or her normal transportation, a note needs to be sent in to the office that morning. We prefer notes rather than phone calls to the school.

In order for a student to be released for appointments or dismissed during school hours, a written request/phone request from the parent/guardian must be sent to his or her teacher. This having been received, the student will be excused only when he/she is called for personally at the school office by his/her parent, guardian, or other designated person.

Because uninterrupted class time is invaluable, all parent/teacher discussions and meetings should be scheduled for hours either before or after school.

Closing of School (Emergency)

School closing because of unforeseen events, such as heavy snowfall, will be announced on several media outlets. St. Mary retains the independence to have or not have school. We do NOT automatically close when the Big Rapids Public Schools are closed. If St. Mary School is open and Big Rapids is closed, there is no hot lunch program, public school busing, or special classes that use public school employees.

We report using the following outlets:

- Remind – sign up for text messages or emails

- [Facebook.com/pages/St-Mary-School-BR/169917396385640?ref=hl](https://www.facebook.com/pages/St-Mary-School-BR/169917396385640?ref=hl)
- Channel 13
- Channel 8
- Channel 9 & 10
- Radio WYBR/Y102, Big Country 100.9, and News Radio 1460/107.7

Parents should give their children very explicit directions about where to go and what they are to do in case of an emergency dismissal. It is most important that children have a clear understanding of the arrangements parents have made for them, especially if both parents are working and no adult is present in the home during the school day.

The school telephone is not available for student use during emergency dismissal times. Students will not be sent home during a tornado warning (tornado is approaching). When a tornado warning is given, the students go to their assigned “safe” places in the school building.

Parents must report to the office before taking their child or children from the premises at any time. This includes severe thunderstorms and tornado warnings. When school is canceled because of inclement weather, all school-related activities are also canceled for that day and evening.

Accident Reporting

In case of an accident at school, emergency first aid is administered. Every effort will be made to contact the parents. In case of failure to reach the parent, the authorized contact person on the student’s emergency form will be contacted. For serious injuries, 911 will be called. An accident report must be filled out as soon as possible following the accident.

Conferences- Parent/Teacher

Two parent/teacher conferences are scheduled during each school year at the end of the 1st and 3rd six week marking periods. The second conference is optional based on the request of either the parent or teacher. All parents are expected to contact the teacher to make arrangements for a conference time. Teachers are always available for conferences at other times by appointment when there is a need. Teachers are not permitted to leave their classes for an unscheduled

conference. Normally, any school matter should be handled between 8:00 am and 3:30 pm. Parent requests to view their child's student records must be made in writing to the teacher and the Principal 24 to 48 hours in advance.

Discipline

Our aim at St. Mary School is to help students grow in self discipline. Respect for others should be our constant concern. The faculty of our school has formulated a list of behavioral expectations in order to ensure fair and consistent discipline. These expectations are listed below. The expectations are very basic and reflect common sense and strong Christian values. Definite consequences have been established when these rules are not followed. It is the right of every parent and child to expect a Christian environment of peace and justice within their school. We are confident that this policy will help us create the proper atmosphere for pursuing a Christian education. The consequences for violation of these rules are listed below.

Behavior Expectation

1. Be Prompt and Prepared

- Come on time
- Come with needed materials
- Come with assignments complete

You must be ready: for the son of man is coming at an hour you do not expect.

Luke 12:40

2. Respect Authority

- Listen to authority
- Follow directions promptly
- Accept responsibility for your behavior

Pay attention and you will have understanding. What I am telling you is good, so remember it.

Proverbs 4:1-2

3. Respect the Rights of Others

- Use appropriate voice and language
- Listen to speaker
- Respect opinion of others

- Refrain from harassment

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

Matthew 25:40

4. Respect Property

- Respect property of others
- Respect own property
- Use materials and equipment safely and properly

Every good gift and every perfect present come from God.

James 1:17

5. Display a Concern for Learning

- Remain on task
- Allow others to remain on task

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

Sirach 1:26

6. Display Appropriate Social Skills

- Cope (disagreement, teasing, failure)
- Display courtesy and tact
- Interact with others appropriately

Love your neighbor as yourself.

Matthew 22:39

7. Display Appropriate Character

- Display positive character
- Display productive character

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

1 Peter 4:10

Progressive Consequences

Developing Student Ownership and Responsibility

1. Warning with an Interaction
 - What the student did wrong.
 - What is expected.
 - What is the next consequence.
 - Student commitment to improve behavior.

2. Time Out

3. Behavior Improvement Plan
 - Student describes inappropriate behavior.
 - Student makes commitment to improve.

4. Phone Call to Parents
 - Student must follow parent calling form
 - Witness signs form.

5. Meeting with Principal

6. Meeting with Parents
 - Parents, student, teacher, principal meet.
 - Group behavior plan is developed

7. Meeting with Father
 - Parents, student, teacher, principal meet with Pastor
 - Group behavior plan revised.

8. EXPULSION

Playground Rules and Guidelines

For the safety of the students, playground guidelines and rules include, but are not limited to the following:

Be respectful and kind to everyone.

Respect playground equipment.

No playing tag, rough housing, or pushing on the playground equipment.

No sitting or standing on top of the monkey bars.

No throwing snowballs, rocks, sticks, sand or stones.

No fighting, pushing or tripping on the playground.

Use appropriate language only.

No jumping off swings or slides, and remain seated at all times.

Slide down the slide on bottoms only.

**No rushing, running or tackle plays during football.

Please report anything that looks inappropriate to a parent or playground supervisor.

Extra-Curricular Activities

Altar Servers

Children are eligible to become altar servers when they reach fourth grade. A training program is offered to those who choose to participate in the commendable service.

Athletics

The following sports/activities are available to students of St. Mary School:

Girls' Basketball

Boys' Basketball

Volleyball

To participate in an athletic event, a student must be present in school on the day of the event. Arrangements and permission to attend athletic practices and events should be made before the school day begins. Ordinarily, no phone calls will be allowed for this purpose.

A copy of the athletic handbook is available in the office. All students are required to have a sports physical on file in the office before participating in athletics, including practices.

As a member of the Diocese of Grand Rapids, our school adheres to the Diocesan policies and guidelines regarding athletics. Copies of these regulations are available upon request.

Eligibility for Sports and Extra-curricular Activities

In order to be eligible to play on the school teams, the students must keep up their academics. A student will be ineligible if he/she has grades below 70 in any subject. The student will be ineligible until he/she improves these grades. Grades reports are printed every Friday during the season.

Green slips are issued to students who do not follow school rules. These are indications of unsatisfactory conduct. Any student who receives two green slips within the same quarter will be ineligible for the remainder of the season.

Field Trip Policies/Procedures

Field trips are privileges, and students can be denied participation (by a parent, a teacher, or the principal) if they fail to meet academic or behavioral requirements.

For each field trip, a standard school permission form must be signed by the parent and returned to the school prior to the trip. Students who fail to submit a proper form will not be allowed to participate in the trip. Telephone calls will not be accepted in lieu of proper forms.

A copy of the standard school permission form can be found in the back of this handbook. If for any reason a child forgets to bring home his/her form, a parent may copy the form found at the end of this handbook, fill in the appropriate date, place, and signature, and submit it to school as acceptable substitution for the original form. An original signature is required for any student to go on a field trip. Faxed or emailed copies cannot be accepted.

Grievances

Mutual respect, cooperation and communication between parents and St. Mary School are vital to students' spiritual, emotional, social and intellectual development. Should a grievance occur, it is expected that it will be resolved at the lowest possible level of authority. The following procedure is to be followed:

1. Parent-Teacher Conference
2. Parent-Teacher-Principal Conference
3. Parent-Teacher-Principal-Pastor Conference

Inappropriate Use of Substances

Adult use of alcohol at school-sponsored student oriented activity is prohibited.

Interrogation and/or Arrest of Students by Law Enforcement

If requests are received from police officers or other governmental investigative agents to have students released into custody and/or interrogated, permission must be secured from the custodial parent/guardian unless prohibited by law.

Lunch Program

Students are not allowed to bring “red” juice or drinks to school. When red drinks spill, they stain the carpet. Hot lunch is available to all students throughout the year. Hot lunch and milk is billed through the FACTS system.

Medication Policy

Medication of any kind is to be dispensed by the office personnel. State law indicates that the medication, in the pharmacy container, must be brought to school by the parent. A school “Medication Administration Form” may be found in the back of this handbook and must be filled out by the parent before school personnel may administer medication. Students may not carry the medication with them during the school day. It is the responsibility of the student to come to the school office at the appointed time and to take the medication in the presence of an adult school employee. A medication log is kept in the office indicating date and times medication is dispensed.

Parent Service Requirement

20 hours of volunteer service per family are mandatory each school year. (Recess Duty and helping with the Fall Fest are required service hours by each family.) Other ways of fulfilling your 40 volunteer hours could be: All parent volunteers will be subject to a background check according to Diocesan Policy.

Driving for Field Trips

School Library/Classroom Parent Volunteer

Fund Raisers: Scrip, Fall Festival Committees

Projects

Playground Duty

Coaching

School Board

If any family is unable to meet their volunteer hours they have the option of reimbursing the school, at the rate of \$7.50 per hour, for volunteer hours unfulfilled. Fall Festival hours and playground hours may NOT be reimbursed, they must be performed.

Parking (Dropping off and Picking up Children)

The student drop-off point in the morning and the pick-up point in the afternoon are in the back of the school. If you wish to park in the parking lot in the morning, you will need to walk your child to the Parish Center. At the end of the day if you wish to park your car, please go to the school and pick up your child. Cars that do not park in the parking lot will be directed by the safety patrols, and the traffic will flow one way. Cars must enter through the parking lot off of Rose Avenue and exit through the alley behind the Parish Center. Parents should back into the parking spaces as to see students better when they leave. Please do not park in front of the school (by the yellow lines). That area is reserved for Bus drop-off and pre-school.

Professional in Charge

The principal is responsible for adequate supervision of students, employees, and building operation. In the principal's absence, a designated professional educator will be in charge.

Request to Transfer Student Records

If a student transfers to another school, all outstanding debts must be paid in full before St. Mary School will transfer the student's records to his or her new school.

Programs

Bus transportation is provided by the Big Rapids Public Schools for students living in the Big Rapids school district.

Sacraments

All students in grades K-8 will attend an "All-School Mass" each week and each Holy Day that falls within the school week. Reconciliation is offered each year during Advent and Lent. Liturgies are planned by the students and teachers. Students are required to participate in the mass.

St. Mary Dress Code

Students are to dress in a manner conducive to learning and in attire that promotes proper school behavior. Clothing needs to be neat, clean and modest. Hairstyles are to be appropriate. If there is an emergency the parent is to write a note. If no note is written, the student will be given a dress code violation slip.

All students in grades K-8 attend mass one day each week, on Holy Days that fall within the school week and, on All School monthly Sunday masses (usually, the second Sunday of each month though is an exception noted on your school calendar for April and May). Liturgies are planned by the students and teachers. “Academic Attire”– navy blue pants or skirts, white polo shirts (long or short sleeves), shoes (navy blue, brown, or black -- no white tennis shoes), and a belt (brown or black) is expected on these days.

School Uniform - Grades K-4

Navy blue pleated or flat front cotton twill slacks or skirts at knee length

Navy blue pleated or flat front walking length shorts*

Navy blue v-neck or round-neck jumper

White long-sleeve or short sleeve button polo shirts (no color trim or logo)

Navy cardigan style sweater, vest, or crewneck sweatshirt (with St. Mary logo)

White or navy blue plain socks or tights

Black or brown plain belt (weaved belt for grades 5-8 only)

Comfortable shoes (no fancy colors or light-up shoes – Black, brown, or navy are allowed).

Tennis shoes may be worn on regular school days except when in Academic Attire.

School Uniform - Grades 5-8

In addition to all of the above, 5-8 may also wear

Khaki pleated or flat front cotton twill slacks

Khaki pleated or flat front walking length shorts

Please note: Walking (dress) shorts may be worn, except for Mass days, August, September and April though June.

Miscellaneous

Headbands must be less than 1 inch. If they are wider, students will be asked to remove them.

*Clear fingernail polish only. No colors.

Shirts need to be tucked in and shoe laces tied

Socks must be worn at all times

No coats, jackets or hooded sweatshirts worn in the classroom

No earrings for boys

No earrings larger than nickel size or distracting jewelry for girls

No body piercing

No tattoos or face or skin painting or stickers

No sandals or high heels

No patched, ripped or torn pants. Pants must be in good condition

No cargo pants/shorts

No pants with back flat pockets

No pants or shorts are to be worn under jumpers

Summer color days (August through October and April through June):

Shirts must have sleeves and cover midriff, no inappropriate language or design

Shorts/skirts must be conservative length (i.e. no more than 3 inches above knee)

School uniforms can be purchased through a variety of vendors (remember your SCRIP). St. Mary School does not specifically endorse any vendors listed. It is your responsibility to ensure the clothing meets the dress code requirement.

French Toast - www.frenchtoast.com (catalog usually available at the school office)

Lands End - www.landsend.com Kids R Us – available in store (cannot order online)

Kohl's - www.kohls.com Meijer's - available in store (website links to French Toast)

Target - www.target.com J.C. Penney - www.jcpenney.com

Wal-Mart Meijer

Addendum A for CIPA Compliance Documentation):

June 2012 with Bishop Hurley's Signature

(Adapted with permission from the Archdiocese of Detroit, June 2012)

Electronic Information Access and Acceptable Use of School Systems

St. Mary School (the “School”) encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Acceptable Use of School Systems policy (this “Policy”) to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

(a) “PEDs” means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of portable electronic devices.

(b) “School Confidential Information” means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.

(c) “School Electronic Information” means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.

(d) “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing

and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment. (e) “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems. (f) “School Systems” means the School Equipment and the School Networks.

(g) “Users” means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.

(h) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned Diocese of Grand Rapids Office of Catholic Schools: Administration computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy. This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School’s *policies/handbook/manual+. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/ handbook/manual]. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School’s *policies/rules/handbook+. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/rules/handbook]. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion. To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School’s agreements with such third parties. The terms of this Policy will govern any conflict or

inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "as is, as available" basis.

School Responsibility

Internet Safety Provisions

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator will designate a back-up system administrator in the event that the system administrator is not available. The system administrator or the back-up system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software will operate on all School Equipment which have Internet access while at school or outside of the School's Networks and on all User Equipment within the School wide area network (WAN) or local area network (LAN).

Subject to system administrator approval and staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

The school will implement education about online safety and appropriate online behavior. This education includes, but is not limited to, interacting with other individuals on social networking websites and chat rooms and cyberbullying awareness and response.

St. Mary School Network Users

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Users

Privileges

Subject to the terms of this Policy, Users have the privilege to: use all authorized School Systems for which they have received training to facilitate learning and enhance educational information

exchange. access information from outside resources which facilitate learning and enhance educational information exchange. access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes. Students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in noncompliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.

- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so at their own risk.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- using the technology for a "for-profit" business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others or to infiltrate computer systems or files without proper permission and authorization (hacking).
- accessing, using, disclosing or disseminating personal identification information about minors.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which might be considered as pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, bullying or are prohibited by law.
- participating in hate mail, harassment, discriminatory remarks and other antisocial/bullying behaviors on the network.

- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems.
- Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Declaration

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User. I have read, understand and will abide by this Policy. I agree to be responsible for Diocese of Grand Rapids Office of Catholic Schools: Administration and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School. In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

User's Signature:

Print User's Name:

Date:

(If you are under 18 years of age, a parent or guardian must also read and sign this Policy)

As the parent or guardian of this minor, I have read this Policy and understand that this access is designed for legitimate educational purposes. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems or any consequences of such acquisition of materials. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Diocese of Grand Rapids Office of Catholic Schools: Administration Systems or unauthorized expenses incurred through the use of School Systems. As the lawfully authorized parent or guardian of the minor identified above, I hereby give permission to issue a membership account to this individual.

Parent/Guardian Signature:

Print Parent/Guardian Name:

Date:

Student Substance Abuse

The use of/or possession of alcohol, tobacco, and any illegal substance as well as the abuse of any legal substances are not to be carried on to, purchased, sold, or consumed on the property of the school, or at any school-sponsored event.

The principal must notify the Diocesan Superintendent and the parents upon the discovery of a student involved in the selling of illegal substances on school property.

A conference shall be held promptly with the student and parents together. Recourse to special counseling agencies should take place in conjunction with guidance personnel.

Each case must be treated individually in conformity with the Christian and American systems of justice. The school has a responsibility to make positive use of substance abuse information from federal and state health departments, and other similar materials. This may be done at a sufficiently early age, respecting the student's right to make an informed choice.

Student Dignity and Policy of No Harassment

St. Mary School expects all students to conduct themselves with dignity and respect for fellow students, faculty and others. Harassing anyone, including sexual or racial harassment, will not be tolerated.

Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable in this school, it is against the policy of St. Mary School for any student, teacher, volunteer, or staff member to sexually harass another student.

Sexual harassment includes:

1. Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any student's association with St. Mary School.
2. Making submission to, or rejection of, such conduct the basis for decisions affecting any student.
3. Creating an intimidating, hostile, or offensive environment through such conduct.

Racial harassment includes:

1. Making negative references to a person's cultural or racial background.
2. Creating a hostile or offensive environment through such conduct.

Other harassment of any nature includes any conduct which may reasonably be offensive to others in an educational organization. St. Mary School does not condone or allow harassment of others, whether engaged in by fellow students, teachers, staff, or others.

Complaint Procedure

Any student who believes he/she has been subjected to sexual, racial or other harassment which is a violation of policy should report it immediately to the principal or his/her teacher. If the request cannot be made to the principal or teacher, the report should be made to another member of the St. Mary School staff, or the pastor. Prompt reports are encouraged and recommended. Each report will be investigated promptly and given serious consideration.

The principal shall be responsible for investigating each report within thirty (30) days. The pastor or his designee shall be responsible for investigating each report involving alleged conduct involving the principal, or implicating the principal by reason of an alleged failure to investigate, remedy, or stop violations of the policy. The results of the investigation shall be compiled in written form and delivered to the person(s) making the complaint or report, the victim or parent of the victim if different from the person making the complaint or report, and the person(s) who committed the alleged violation of policy.

The penalty for a violation of the policy may include, without limitation, an oral reprimand, mandatory counseling, suspension, and/or expulsion. Retaliation against a complaining student is absolutely forbidden. Any person engaged in retaliation may be penalized by suspension, expulsion, or other discipline.

Persons who knowingly make a false complaint or report of an alleged violation of this policy may be subjected to the same range of penalties described in the above section.

Any person directly affected by the results of the investigation, including the alleged victim, violator, or person reporting the alleged violation, can appeal the results to the St. Mary Board of

Education, in writing, delivered to the principal's or pastor's office within ten (10) days of receipt of the written results.

The Board may, in its discretion, reopen the investigation completely or partially, appoint another person to investigate the underlying incident(s), modify the conclusions of the investigation, modify the penalties imposed, or affirm all or any part of the investigation, the results, or the penalties. The Board may consider personal appearances, statements, and any other form of information it deems relevant and reliable. The Board shall issue its written decision within forty five (45) days of the receipt of the appeal.

Any directly-affected person (as defined above) can appeal the decision of the Board by a written appeal mailed or delivered within ten (10) days of receipt of the Board's written decision to the Superintendent of Schools for the Diocese of Grand Rapids, pursuant to Diocesan Policy 2090. The Superintendent's decision, which will be issued within ten (10) days of receipt of the appeal, will be final.

Use of School Grounds

The school is in no way responsible for children who are on the grounds outside the specified school hours. Athletic practices will be supervised by an adult. Other parish-sponsored programs will assume responsibility for supervision.

Weapons Policy

The Diocese of Grand Rapids has an official weapons policy for all Catholic Schools in the Diocese. The policy states:

Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon upon school premises or in the immediate vicinity of the school will be immediately excluded from classes pending investigation.

Any student found to be in violation of the school's weapons policy is subject to disciplinary action, up to and including expulsion. The rule regarding expulsion can be modified by the school principal or superintendent on a case-by-case basis.

St. Mary School follows this policy and of the other policies mandated by the Diocese. Copies of the Diocese School Policy Book are located in the Pastor's office and Principal's office.

Reporting Sexual Abuse of Minors

The Roman Catholic Diocese of Grand Rapids has a policy regarding reporting and dealing with sexual abuse of minors. Any person having reasonable cause to suspect sexual abuse of a minor by a member of the clergy (bishop, priest, or deacon) or by any other person acting under the authority or apparent authority of the Church is urged to contact the vicar General of the diocese in person, by mail or by phone:

Rev. Msgr. William H. Duncan, Vicar General
Diocese of Grand Rapids
660 Burton St. S.E.
Grand Rapids, MI 49507

Individuals who believe they were sexually abused as a minor by a priest or deacon are urged to follow the same reporting procedure.

School/ Principal's Right to Amend Parent Handbook

St. Mary School and/or its principal retain the right to amend the Parent Handbook. Parents will be given prompt notification if changes are made.

Agreements Signed by Parents and Students

For the protection of all, parents and students are required to sign and return the attached statement verifying the fact they have read and agree to be governed by this handbook. The signed agreement must be returned to the school by Friday of the first week of school. Students will not be admitted to class after that date until this statement is signed and submitted to the office.

Revised - July, 2014

Parents and Students Verification Form

This is to verify that we have received a copy of St. Mary School Student/Parent Handbook. We have been informed and agree to abide by the rules, policies and/or contents as written. Please keep this copy until it is revised and replaced with another official edition.

Please return this signed verification form to the school office as soon as possible.

PARENT SIGNATURE _____

PARENT SIGNATURE _____

(both signatures where applicable)

CHILD'S SIGNATURE _____ GRADE _____

CHILD'S SIGNATURE _____ GRADE _____

CHILD'S SIGNATURE _____ GRADE _____

CHILD'S SIGNATURE _____ GRADE _____

Parent Agreement of Internet Use

I understand and will abide by the provisions, conditions, rights and responsibilities connected to electronic information resources used in St. Mary School. I understand that any violations of district policy regarding Internet access may result in disciplinary action and/or appropriate legal action. I agree to report any knowledge of misuse of the information system to the appropriate teacher or principal. Misuse can come in many forms, and can be viewed as any messages sent or received that indicate or suggest pornography, unethical, or illegal solicitation, racism, sexism, inappropriate or slanderous language, and other determinations. All the rules of conduct described in inappropriate or slanderous language, or other determinations. All the rules of conduct described in the St. Mary School District Internet Use Policy shall apply. I understand that St. Mary School reserves the right to withdraw Internet access privileges at any time for any reason.

I recognize that it is impossible for the District to restrict access to all controversial and inappropriate materials available on the network. I will hold harmless the School, its employees, agents, and Board members, for any harm caused by materials obtained via the network. I will hold harmless the School, its employees, agents, and Board members, for any harm caused by materials obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I consent to the unrestricted release of any of my child's work, material, and/or records which my child voluntarily or accidentally placed in public-access storage areas on the School network/Internet.

Please check only one of the following statements and then sign below:

I have discussed the terms of this request with my child, and hereby request that my child be allowed access to the School network in accord with these terms.

I have discussed the terms of this request with my child, and hereby request that my child NOT be allowed access to the School network in accord with these terms.

Parent/Guardian (Print)_____

Signature_____

Date_____

Student User Agreement

I understand and will abide by the conditions and regulations of the St. Mary School Internet Use Policy. Should I violate the policy, I understand that my access privileges may be revoked and that disciplinary and/or appropriate legal action may be taken.

Student/User (Print)_____

Signature_____

Date_____