

**ST. MARY CATHOLIC SCHOOL**  
**BIG RAPIDS, MICHIGAN**  
**STUDENT/PARENT HANDBOOK**

(3/30/23 Revision)

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 familiarize 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.

Al Sandoval  
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.

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## **Mission Statement**

Flowing from the mission of St. Mary-St. Paul Parish, students will learn to know, love, and serve God. Students will live their Catholic faith through academic pursuits, spiritual development, and service to the community.

## **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 others 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**

New families seeking to enroll their child(ren) at St. Mary will first meet with the school principal. The mission, philosophy, curricular, co-curricular programs, and parental expectations will be discussed with the parent/guardian. Registration materials and tuition rates will also be reviewed.

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. In some cases, a child may be allowed into kindergarten at an earlier age based on administrative evaluation. A health appraisal (i.e. physical), 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 or have an exemption on file.

Students accepted 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 received before a student will be accepted.

### **Registration**

Registrations are finalized upon receipt and acceptance of the non-refundable registration fee and paperwork. 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. Children of families belonging to St. Mary/St. Paul parish
3. 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 inform the school office between 7:30 a.m. and 8:00 a.m. each day his/her child is absent from school. All students must meet minimum attendance standards as required by the Diocese of Grand Rapids or otherwise excused.

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 missed assignments. It is impossible for children to make up what was missed during classroom presentations. Specific work assignments covered during a student's absence will be given to the student upon his or her return to school. The teacher is not expected to give work before a student is absent or on vacation.

### **Tardiness**

A pupil is tardy if he/she is not present at his/her class's meeting location at 8:00 a.m. for prayer service. If a student arrives after Morning Prayer service, 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.

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' personal best and at grade level expectation are always required.

If a student is absent, a parent may request that work be sent home so that the student does not fall behind.

### **Technology and Networks**

Use of computer devices, cell phones, and network usage is bound by diocesan policy ([Policy Link](#)). Specific control of cell phones and computer device access / usage in the classroom is determined by the teacher and/or principal.

## Report Cards

Report cards are distributed on a quarterly basis in grades K8. 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 3

PR - Proficient  
DV - Developing  
NY - Not Yet  
NE - Not Evaluated

### Grades 4-8

| <b>Grade</b> | <b>Score</b>              | <b>Minimum Percentage</b> |
|--------------|---------------------------|---------------------------|
| 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                     | 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 4 - 8. Highest Honors are awarded to any students with all A's. Honor Roll is awarded to any student with all A's and B's. Classroom behavior must be appropriate, and students must be respectful of authority to be considered for honors.

The principal reserves the right to make a final determination of which students have earned honor recognition.

### **Monitoring Your Student's Progress**

Parents will be provided access to their child's academic progress through Infinite Campus. Access to Infinite Campus will be provided by St Mary School Administrative Assistant.

### **Standardized Testing**

ACRE - Fifth and eighth grade students will be tested on their religion aptitude.

NWEA/MAPS Testing - Second through Eighth grade students are assessed three times per year.

### **Student Records**

In accordance with Federal legislation, the following records are maintained by the 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:

1. If parents wish to see the records, please contact the principal.
2. A school official must be present during the review.
3. Parents or legal guardians may request copies of the records but are not permitted to take records from the files.

### **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.

### **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, that retention is 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 third quarter about the possibility of retention.

If the recommendation for retention is rejected by the parent/guardian, they 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 to 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.

### **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. If case of illness or accident, this is vital information.



# 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, the school must be notified of the change. Phone notification to the school office would be preferred. Email notification is acceptable.

In order for a student to be released from class during school hours, they must be called personally by the school office when his/her parent, guardian, or other designated person has arrived at the school office.

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

## **Visitors**

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

## **Closing of School (Emergency)**

School closings 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. By practice, we will follow Big Rapids Public Schools decision. If St. Mary School is open and Big Rapids is closed, hot lunch, public school busing, and special classes that use public school employees are not available.

We report using the following outlets:

- Infinite Campus Notifications (email, text, phone)
- WZZM Channel 13
- Channel 9 & 10

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 student 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 will be filled out as soon as possible following the accident.

### **Conferences- Parent/Teacher**

One parent/teacher conference is scheduled during each school year at the end of the 1st quarter. A 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.

### **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

### **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.

## **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 at the following link (Place Link Here). This form must be completed by the parent and returned to the school administrative assistant. 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.

## Schedule

### Student Drop-off and Pick-Up Procedures

- Student Drop-Off starts at 745AM at the earliest unless other arrangements through Latchkey.
- Student Release is at 250pm.
- Families with Pre-School children drop off and pick up in the front of the school.
- All families without Pre-School children drop off and pick up at the back of the school, please see the following link for a summary of this procedure. ([Drop Off Pick Up Link](#))
- Pick-Up in the parking lot behind the Parish Center is reserved for Speed Pass holders.

### Transportation Services

Bus transportation is provided by the Big Rapids Public Schools for students living in the Big Rapids school district. Parents must contact Big Rapids Public Schools to make arrangements.

### Morning Routine

7:45 Students gather outside (weather permitting)

7:55 Students enter the building unless there is bad weather and students are allowed inside the building early.

8:00 Prayer in Parish Center 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.

### Lunch Program

Hot lunch is available to all students throughout the year. Hot lunch and milk is billed through the school tuition system.

### Mass and Liturgical Participation

All students in grades K-8 will attend weekly mass and other liturgical activities according school schedule. Reconciliation and other liturgical opportunities may also be offered periodically. Liturgies are planned by the students and teachers. Students are required to participate in the mass.

## **Extra-Curricular Activities**

### **Altar Servers**

Catholic students are eligible to become altar servers when they reach third grade. A training program is provided to those who choose to participate in the commendable service.

### **Athletics**

The following sports 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.

### **Academic Clubs**

The following academic clubs are available to students at St. Mary School:

- Robotics
- Math Counts
- Chess Club

### **Eligibility for Sports and Academic Clubs**

In order to be eligible for sports and academic clubs, 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 reviewed every Friday during the season.

The school principal has the option to declare a student ineligible for participation in extracurricular activities based on discipline issues.

### **Sportsmanship**

While at any school related event, both our students and parents represent the St. Mary community. It is important that our attitudes, words, and actions reflect our values and our faith. By these others will appraise not only authenticity of our community but also the faith we profess.

**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 obtained from the teacher, school office, or web site. 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 (e-signature) is required for any student to go on a field trip.

**Inappropriate Use of Substances**

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

## **Volunteerism**

As a parent of a student enrolled in St. Mary School you are part of a special community that seeks to provide the very best quality education, the development of a deep-rooted faith, and extracurricular activities for our children. As a community, we rely on the active participation of all families to sustain these opportunities for our children.

### **Requirements**

Base requirements exist for all St. Mary's families, you can access these requirements at the following link ([Base Volunteer Requirements](#))

There are incremental requirements for parishioners receiving a tuition discount. Please access these requirements at the following link ([Volunteer Requirements for Parishioners Receiving Tuition Discount](#))

### **Background Check**

All personnel (paid and volunteer) who have contact with minors will have a background check performed and complete Virtus training connected with the Grand Rapids Diocese. Below is a link to Virtus training:

[https://www.virtusonline.org/virtus/virtus\\_contact.cfm](https://www.virtusonline.org/virtus/virtus_contact.cfm)

# 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 reflect common sense and strong Christian values. Consequences will occur 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 Expectations

### 1. Be Prompt and Prepared

*You must be ready: for the son of man is coming at an hour you do not expect.* – Luke 12:40

- a. Come on time.
- b. Come with needed materials.
- c. Come with assignments complete.

### 2. Respect Authority

*Pay attention and you will have understanding. What I am telling you in good, so remember it.* – Proverbs 4:1-2

- a. Listen to authority.
- b. Follow directions promptly.
- c. Accept responsibility for your behavior.

### 3. Respect the Rights of Others

*Whatever you do for the least one of these you do for me.* – Matthew 25:40

- a. Respect the Rights of Others
- b. Use appropriate voice and language
- c. Listen to speaker
- d. Respect opinion of others
- e. Refrain from harassment

### 4. Respect Property

*Every good gift and every perfect present come from God.* - James 1:17

- a. Respect property of others
- b. Respect own property
- c. Use materials and equipment safely and properly

### 5. Display a Concern for Learning

*If you want to be wise, keep the Lord's commandments, and he will give you wisdom in abundance.* – Sirach 1:26



- a. Remain on task
  - b. Allow others to remain on task
- 6. Display Appropriate Social Skills
  - Love your neighbor as yourself. – Matthew 22:39*
  - a. Cope (disagreement, teasing, failure)
  - b. Display courtesy and tact
  - c. Interact with others appropriately
- 7. Display Appropriate 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*
  - a. Display positive character
  - b. Display productive character

### Progressive Consequences - Developing Student Ownership and Responsibility

- 1. Warning with an Interaction
- 2. Time Out
- 3. Behavior Improvement Plan
  - a. Student describes inappropriate behavior.
  - b. Student makes commitment to improve.
- 4. Communication with Parents
  - a. School Behavior Warning Slip is sent home and must be signed by parents
- 5. Meeting with Principle
- 6. Meeting with Parents
  - a. Parents, student, teacher, principal present
  - b. Group behavior plan is developed
- 7. Meeting with Father
  - a. Parent, student, teacher, principal meet with Father
  - b. Group behavior plan revised.
- 8. Expulsion

Steps may be skipped based on the severity of the behavioral infraction

### 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.

### **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.

### **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.

### **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.

### **Harassment 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.

## **Dress Code**

In order to provide an environment that reflects our Catholic tradition, promotes respect for school and individuals, and fosters school pride, students in grades K-8 are required to wear clothing that meets the guidelines set forth at the following link:

[Dress Code Link](#)

### **\$1 Jean Day**

There will be one Jean Day per month. The cost of Jean Day is \$1.00. The money raised during this is given to a different charity every year.

### **Dress Code Enforcement**

1. Enforcement of the dress code will be the responsibility of the staff (teacher or principal) and should be handled discretely and as soon as they are aware of the violation.
2. Students deemed not in compliance will be asked to correct the situation. (i.e. remove unpermitted items, add required items, etc.). No further action is necessary unless violation becomes habitual (3 or more times). At this point, parents will be contacted to discuss corrective procedures.
3. If the student refuses or is unable to comply a violation slip will be sent home explaining the issue (first offense). Second & subsequent offenses will be referred to the office. Parents will be contacted to bring the required item(s) or an item may be borrowed (if available) from the school's uniform supply. Students can return to class once the violation is corrected.
4. After the third offense, students may receive further disciplinary action including, but not limited to, loss of privileges such as color days, probation, or possible suspension if necessary as deemed appropriate by administration.

## Facility Rules and Guidelines

### Playground Rules

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 feet first, on bottoms only. No climbing up the slide.
- No rushing, running, or tackle plays during football.
- Maypole rules
  - Face in towards the center pole.
  - No standing in the center.
  - K-4<sup>th</sup>: three to four students on it .
  - 5<sup>th</sup>-6<sup>th</sup>: two students on it.
  - No pushing.
  - Do not lift anyone up.
  - Stand back.
  - Approved for ages 5-12

Report anything that looks inappropriate to a parent or playground supervisor.

### 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.

## Revision Log

| <b>Date</b> | <b>Summary of Change</b>   |
|-------------|--|
| 3/30/23     | Release of refreshed Handbook, adding links to other policies to simplify the document flow. Outdated information removed. |
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