

# St. Mary School

## Parent-Student Handbook



### **Main Campus**

105 Market Street  
Mount Clemens, MI 48043  
(586) 468-4570  
Fax: (586) 468-6454

### **Primary Campus**

24475 St. Francis  
Clinton Twp., MI 48036  
(586) 465-5471  
Fax: (586) 465-5489

**[www.saint-mary.us](http://www.saint-mary.us)**

### **St. Peter Parish**

Administration Offices  
110 New Street  
Mt. Clemens, MI 48043  
(586) 468-4578  
Fax: (586) 468-3199

# St. Mary School

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# ST. MARY CATHOLIC SCHOOL

## PHILOSOPHY

As the oldest Catholic School in Macomb County, the St. Mary School Community is rich in Roman Catholic traditions. We believe the primary function of a Catholic education is to provide Catholic leadership for the future and enhance the faith life of its families. We further believe children educated at St. Mary School, through its dedicated staff and the commitment of its parents, will become faith-filled Catholics, responsible citizens and well-educated leaders.

## MISSION STATEMENT

St. Mary School – A S.P.I.R.I.T. Filled Catholic Community

Support cultural awareness

Proclaim the Gospel

Instill Catholic values

Respect all life

Integrate community service

Teach academic excellence

## ACCREDITATION

St. Mary School is an accredited elementary school within the Archdiocese of Detroit. St. Mary School has fulfilled the requirements for accreditation with the Michigan Non-Public School Accrediting Association, a chapter of the National Federation of Non-Public School State Accrediting Association.

The guiding principles for accreditation are that a school is judged, as far as possible, in terms of its own philosophy/mission statement. The school's Accreditation is based on a school's ability to demonstrate adherence to certain standards or conditions that provide for quality education. The standards are conducive to educational growth and are guides for continuous school improvement.

St. Mary School was initially accredited with the Michigan Non-Public Schools Accreditation Association in 1993 and has continued to be re-accredited.

## ADMISSION POLICY

St. Mary School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to St. Mary students. It does not discriminate on the basis of race, color, national, or ethnic origin in administration, its educational policies, tuition program, athletic program and any other school administered programs. Registration is opened first to families with siblings

of students already enrolled, then to families registered at St. Peter Parish, next Catholic families registered at other parishes, finally, non-Catholic families.

- All students will be accepted on a probationary status (length of probation determined by administration) and thus given the opportunity to demonstrate that they are able to perform quality work and abide by the rules. A probation form signed by the parent is required.
- Parents and students must agree to follow St. Mary School rules and regulations as outlined in this handbook. The student's continued enrollment is contingent upon adherence to these rules.

### **Preschool Enrollment: Eligibility Requirements**

- A child must be three years of age to enter the three year old program or four years of age to enter the four year old program on or before December 1<sup>st</sup> of the same year and all students must be completely toilet trained – no pull-ups.
- Immunizations must be up to date, with a doctor's signature.
- A current green Health Appraisal form must be on file.

### **Kindergarten Enrollment: Eligibility Requirements**

- A child must be five years of age on or before December 1<sup>st</sup> of the same year.
- Immunizations must be up to date, with a doctor's signature.
- Certification of valid hearing and vision screening.

Students entering kindergarten or first grade will be tested. All prospective students, grades 2-8, must spend a day at St. Mary School before finalizing enrollment. This helps us see the child interact as well as assess some of his/her skills. Acceptance is based on this observation, the child's report card, and parent interview.

All students must participate in our religion program and religious practices as directed.

### **Documents Required to Enroll**

- Updated Immunization Record
- Birth Certificate
- Baptismal Certificate – (If Catholic)
- Most Recent Report Card & Standardized Test Scores (gr. 1-8)
- Completed Enrollment Card
- Financial Disclaimer – (If transferring from another private school)
- Probation Form
- St. Peter Parish Acknowledgement Form
- Volunteer Service Hours Form

## **APPOINTMENTS**

All parents and visitors must come directly into the school office upon entering the school building. Only the front doors of the school buildings may be used.

If a conference is desired with a teacher or principal, an appointment must be made in advance by calling the office.

# ATHLETICS

**See also: BOOSTER CLUB**

Our athletic program for students in grades 5 thru 8 is under the direction of the Athletic Director. He/she is assisted by a staff which includes the members of the Booster Club. These individuals help to oversee the athletic program.

Sign-ups for a particular sport generally take place 4-6 weeks prior to the start of a season with the exception of the fall season sports. These sign-ups take place in late May or early June because of summer vacation.

**IMPORTANT:** Proof of physical fitness by a physician dated after April 15<sup>th</sup> and proof of health insurance is required for all participating students. No child may even try out for a sports team without an up to date physical.

The following **CYO sports** are available to St. Mary students:

Boys Soccer	-Grades 5-8	Boys Basketball	-Grades 5-8
Girls Soccer	-Grades 5-8	Girls Basketball	-Grades 5-8
Girls Volleyball	-Grades 5-8	Boys Baseball	-Grades 5-8
Cheerleading	-Grades 5-8	Girls Softball	-Grades 5-8
Bowling	-Grades 5-8	Lacrosse	-Grades 5-8

- An intramural basketball program is available in the winter for students in grades 3 & 4.
- Indoor soccer is available in the fall and spring for students in grades 1-4.

## ATHLETIC ELIGIBILITY POLICY

A student may not participate in a sport at St. Mary School unless he/she maintains the following requirements:

- The average of all subject grades (including “Specials” class grades) must be at least 77%. However, if any subject grade is an “F” then none of the grades are averaged because a student may not play a sport if he/she received an “F” in any subject.
- The average of all conduct grades must be a 1 or 2. The average of all effort grades must be a 1 or 2. However, if a student receives a “3” or a “4” as an effort or conduct grade then none of the grades are averaged because a student may not play a sport if he/she received a “3” or a “4” in conduct or effort from any teacher.
- A student may have to leave a team if they are eligible at the beginning of the sport season but becomes ineligible because of a report card marking that comes during the middle of the sports season.
- Parents will not get their money back if a student becomes ineligible during the sports season.
- This policy holds true for all “special needs” students.

## **ATTENDANCE**

The classroom teacher and the school office carefully and accurately keep a record of daily attendance. In every case of absence, a telephone call by the parent/guardian must be made to the school office main campus 468-4570 or primary campus 465-5471 by 8:30am every day of the absence. Students are expected to attend school everyday. Days missed, early dismissals or late arrivals due to vacations, athletic events, etc. are highly discouraged. A note to the teacher is required for all early dismissals. If parents are removing a child during school hours, they must sign them out in the school office. Students are not permitted to leave the school grounds on their own after they have been dropped off at school.

Please do not send your child to school when the child is ill. Perfect attendance is never more important than a child's health or the health of others. A child should be fever free for 24 hours (without medication) before returning to school.

If a student is absent they cannot participate in any extra curricular activities on that day.

## **BIRTHDAY TREATS**

Birthday treats are welcomed but arrangements must be made with the teacher ahead of time. Often, more than one student wants to bring in a treat on a given day, or it may not fit into the teacher's schedule. Treats should be limited to cookies, cupcakes, or individual ice cream treats. No pizza or other like items should be brought in, including during lunch. Distribution of treats is restricted to homeroom class. To be fair to all students, party invitations of any type may not be passed out at school.

## **BOOSTER CLUB**

See also: ATHLETICS

The purpose of the Athletic Booster Club is to support all athletic programs through active participation in sporting events, fundraisers, and promotion of school spirit. Through this effort, they will strive to meet and exceed the needs of the student athletes.

Any adult, who has a child attending St. Mary School, has a child who participates in CYO athletics, or is a CYO coach automatically becomes a member of the Athletic Booster Club. Being a member requires a commitment to contribute a reasonable amount of time and effort for the attainment of the objectives of this club.

## **CAMPUS MINISTRY**

Retreat opportunities are planned during eighth grade in preparation for Confirmation.

Service Hour requirements: 50 hours of community service are required for graduation. Students may begin accruing these hours during the fourth quarter of the seventh grade.

## CELL PHONES/ELECTRONIC DEVICES

Students are not permitted to have or use cell phones in the school or on school property. Students using or having a cell phone in their possession will receive a detention. The following items may not be brought to school: IPODS, MP3 players, beepers, boomboxes, CD players, trading cards of any kind, playground equipment from home, radios, and any other electronic gadgets or games. If a cell phone or any of the above items are found in a student's possession, the item will be confiscated and kept in the office until claimed by a parent. This is not an all inclusive list but gives a general idea of items not to be brought to school. Students should only bring to school items specifically stated by the teacher.

## CLASSROOM COLLECTIONS/ PARTIES

If a parent plans on collecting money from a classroom of students to purchase a gift for a teacher or a student, or have a surprise party etc., he/she must check first with the principal before any notification goes home to the parents of the students in the particular classroom.

## COMMUNICATION

The school administrators communicate with the school families through a weekly newsletter known as the *pink note*. Information about upcoming events, student achievement and organization news are included in the *pink note*. The *pink note* along with other flyers, calendar, lunch menus, etc., is given out to students on Wednesday of each week. Groups and organizations may submit for approval news to be included in the pink note as long as the school office receives the copy by Monday afternoon of that week. **It is expected that all families read the information thoroughly and carefully.**

The school website: [www.saint-mary.us](http://www.saint-mary.us) contains school information and a link to Edline.

## ST. MARY CREST AND HISTORY



### Colors in the Crest:

Gold and White	-purity and joy	Green	-growth
Blue	-loyalty	Red	-courage
Silver	-royalty	Yellow	-friendship

### Symbols in the Crest:

#### **Chi Rho**

This symbol of Christ comes from the first two letters Chi X and Rho P, of the Greek word for Christ. This symbol of Christ appears in the center of the crest, to remind us that Christ is at the center of all that takes place at St. Mary.

#### **Fleur DeLis**

This is one of the most popular symbols for Mary. It was selected by the French Kings as their symbol and was used in the banner of Joan of Arc.

## **Michigan**

The mitten represents the state in which we live. Our city, Mount Clemens, is highlighted.

## **Globe with Outstretched Hands**

The globe represents our ethnic and global connections with hands stretched out in friendship.

## **Book**

The book represents knowledge and wisdom. It is also representative of Holy Scripture which emanates the Gospel spirit.

St. Mary School is the first Catholic school established in Macomb County. It is among the oldest, continually operated schools in the entire State of Michigan. Since 1870 St. Mary School has been a significant part of the history of the Mt. Clemens' community. It is the first Catholic school in Macomb County, affiliated with the noted Father Gabriel Richard's first Catholic mission established in this area in 1799. Even though the current school building (1889) has been damaged by fire and modified where necessary, it has been used as a grammar school continuously for more than 120 years. Through the dedicated efforts of St. Mary families, as well as benevolent patrons, St. Mary School was able to overcome the numerous obstacles which nearly caused her demise. St. Mary School stands today as a Christian educational landmark in Mt. Clemens.

In the summer of 1999 a closed Mt. Clemens school building was purchased on St. Francis Street to accommodate the tremendous increase in the St. Mary School population. The building was renovated by school parents, and in August of 1999, the Primary Campus was opened. It houses preschool, kindergarten and grade one.

St. Mary Catholic School Community provides the opportunity for each student to develop into a responsible individual with deep-seated roots in their Catholic faith and their American citizenship.

## **CURRICULUM**

The curriculum of St. Mary School is based on the goals and objectives of the Iowa Test of Basic Skills. Student achievement is measured by the Iowa Test of Basic Skills.

It includes, but is not limited to: religion, math, reading, English, phonics (K-2), social studies, science, physical education, art, Spanish, computer class and music. Students in grades 1-8 participate in Mass twice a week. A copy of the complete curriculum is available in the office.

- Library: A library is available for student use at Primary and Main Campus.
- Special Services: A resource room teacher is on staff and available with principal and teacher recommendations and with parent approval. Speech is also provided to eligible students through the Mt. Clemens School District; as is testing to determine special services.

## **DISCIPLINE**

St. Mary School guidelines for student conduct (see Behavior Rubrics which follow) provide clear expectations and specific consequences for behaviors that interfere with the rights of others or exhibit disregard for school rules.

Every parent who chooses to send their student to St. Mary School assumes the responsibility to abide by the rules and policies of the school. Students are expected to follow rules of proper behavior during school hours, on the bus, and at all school events regardless of time of day or location. A behavioral rubric provides discipline consistency. The principal is authorized, in all cases, to impose appropriate student discipline, up to and including expulsion.

### **Detention**

Detention is a prescribed period of time spent after school in a supervised setting. The amount of time and the day will be determined by the school and will be served after parent notification. During detention there will be absolute silence. No school work will be permitted. If a student fails to serve a detention, suspension may occur. Three (3) conduct referrals given for any reason will result in an after school detention (main campus only). A student receiving a detention for not complying with the Behavior Rubric will be graded a "3" in Conduct for that quarter. A detention given for missing assignments will result in a grade of "3" for Effort for that quarter.

Primary campus detentions are held during the child's lunch and recess.

### **Suspension**

Suspension is a carefully chosen method of temporarily removing the student from a situation in which he/she is hurting his/her own educational opportunities or those of others. Suspension is a separation of the student from the academic, social and extra-curricular life of the school for a period of 1 to 3 days. During a suspension, the student loses all credit for class work, including scheduled tests during the time of suspension. A suspension could deny a student participation in a class field trip. The suspended student must return to school with his or her parent.

### **Expulsion**

Although we at St. Mary School are committed to expending great effort to work with students and parents, it is sometimes necessary to dismiss a student from our school. Expulsion is the permanent removal of a student from St. Mary School. Expulsion occurs when the behavior of a student is so serious that it poses a threat to members of the St. Mary School community or if exhaustive efforts to work with a student have been ineffective. St. Mary School reserves the right to suspend or expel any student, when, in the opinion of the Principal, the student's or St Mary School's interests will be best served by such action.

Specific behaviors which interfere with the rights of others include:

1. Verbal or physical abuse
2. Defiance of authority
3. Violation of classroom/school rules
4. Theft or vandalism
5. Harassment in any form (See Harassment)
6. Possession of or use of weapons (See Weapons)
7. Possession, use of, or pushing drugs, including alcohol or any other illegal substance (See Illegal Substances)
8. Bomb threats and other threats of violence including verbal violent threats

### **\*PRIMARY CAMPUS BEHAVIOR RUBRIC**

**Group 1 Violation Consequences:** (Name calling, mean teasing/gossiping, inappropriate language or gesture, disrespectful expression (eye rolling, sighing, shrugging shoulders etc.)

- 1<sup>st</sup> Occurrence: Personal contact between parent and teacher via informal conference or telephone call. Teacher must document.
- 2<sup>nd</sup> Occurrence: conduct referral given to child, signed by parent and returned to school.
- 3<sup>rd</sup> Occurrence: Second conduct referral given to child. Signed by Parent and returned to school.
- 4<sup>th</sup> Occurrence: Lunch/recess time detention. It is served the day following the incident. Parent notified by the teacher.

**Group 2 Violation consequences:** (Profanity, pushing, shoving, throwing objects, hitting, kicking, punching, stalking, extortion, stealing, cheating, bullying.

- 1<sup>st</sup> Occurrence: Personal contact between parent and teacher via informal conference or telephone call plus conduct referral given to child.
- 2<sup>nd</sup> Occurrence: Lunch/recess time detention. It is served the day following the incident. Parent notified by teacher.
- 3<sup>rd</sup> Occurrence: Lunch/recess time detention. It is served the day following the incident. Parent notified by teacher.
- 4<sup>th</sup> Occurrence: Formal conference to be held with teacher, parent, child and principal.

**Group 3 Violations Consequences:** (Sexual or racial harassment, weapon facsimiles, graffiti, property damage and cyber bullying)

- 1<sup>st</sup> Occurrence: One-day out-of-school suspension. And restitution for damaged property.

**Group 4 Violation Consequences:** (Bomb threats, weapons, stabbing, shooting and illegal substances)

St. Mary School will uphold all state and federal laws regarding these behavior violations and proper authorities will be notified.

**\*GRADES 2-5 BEHAVIOR PREVENTION RUBRIC**

Aggressive Behavior is any look, gesture, word, or action that hurts or could hurt a person's body, feelings, friendships, reputation, or property.

<b>Behaviors</b>	<b>Consequences</b>
<b>Group 1</b> <ul style="list-style-type: none"><li>• Name calling</li><li>• Mean teasing/gossiping</li><li>• Note passing</li><li>• Disrespectful expressions (eye rolling, sighing, shrugging shoulders, etc.)</li></ul>	1 <sup>st</sup> conduct referral 2 <sup>nd</sup> conduct referral 3 <sup>rd</sup> /4 <sup>th</sup> detention
<b>Group 2</b> <ul style="list-style-type: none"><li>• Pushing, shoving</li><li>• Throwing items</li><li>• Hitting, kicking, punching</li><li>• Inappropriate language, gesture, profanity</li><li>• Stealing</li><li>• Cheating</li><li>• Bullying</li></ul>	1 <sup>st</sup> detention 2 <sup>nd</sup> detention Suspension
<b>Group 3</b> <ul style="list-style-type: none"><li>• Graffiti or damaging property</li><li>• Showing or possessing a weapon facsimile</li><li>• Sexual harassment</li><li>• Stalking/extortion</li><li>• Cyber Bullying</li></ul>	1 <sup>st</sup> Suspension and restitution for damaged property
<b>Group 4</b> <ul style="list-style-type: none"><li>• Making a bomb threat</li><li>• Showing or possessing a weapon notified.</li><li>• Stabbing or shooting</li><li>• Illegal Substances</li></ul>	St. Mary School will uphold all state and federal laws regarding these behavior violations and proper authorities will be notified.

**\*JUNIOR HIGH BEHAVIOR PREVENTION RUBRIC  
Grades 6 through 8**

**Behavior**

**Consequence**

Group 1

- Name calling
- Mean teasing
- Gossiping
- Note passing
- Gum Chewing

1<sup>st</sup> Conduct Referral and/or call home  
2<sup>nd</sup> Conduct Referral  
3<sup>rd</sup>/4<sup>th</sup> Detention

Group 2

- Pushing, shoving
- Throwing items
- Hitting, kicking, punching
- Inappropriate language, gesture, profanity
- Stealing
- Cheating/Plagiarism

1<sup>st</sup> Detention  
2<sup>nd</sup> Detention  
3<sup>rd</sup> Suspension

Group 3

- Graffiti or damaging property
- Showing or possessing a weapon facsimile
- Sexual harassment
- Stalking/extortion
- Cyber Bullying

1<sup>st</sup> Suspension and restitution made for damaged property

Group 4

- Making a bomb threat
- Showing or possessing a weapon
- Stabbing or shooting
- Illegal Substances

St. Mary School will uphold all state and federal laws regarding these behavior violations and proper authorities will be notified.

Other

- Three missing assignments per subject will result in a detention.
- Hair coloring, processing, highlighting etc. will result in a detention.
- Any student receiving a detention will receive a “3” in conduct for that quarter.
- Any student receiving a detention for missing assignments will receive a “3” in effort for that quarter.
- In the event a student receives three detentions per school year, the student is ineligible to attend class field trips.

I have read the Junior High Behavior Prevention Rubric as set forth above and further acknowledge and agree to adhere to the rules of St. Mary School including Cyber-Bullying, dress code, jewelry, hair length, and hair coloring. I understand that this rubric does not limit the classroom rules and procedures as established by the individual teachers and is intended to establish a safe, fair, and student friendly environment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## DRESS CODE

September 2, 2008

### Preschool and Kindergarten

Comfortable, neat, clean clothing.

Sturdy school shoe or athletic shoe. No flashing lights.

Dress code requirements for jewelry, hairstyles, nail polish regulations, etc. apply to all St. Mary students including preschool and kindergarten.

### **Boys & Girls**

1. Hair coloring, tinting, dyes, rinses, highlighting, streaking etc. is **NOT** acceptable for boys or girls. No “laser” haircuts, “tails”, “designer cuts”, “weight lines”, “shelves”, “heavy top”, or “mushroom cuts”. Hair length should be well above the collar and blended for boys. No braids with beads, ribbons or string or other decorative materials.
2. Jewelry is limited to:
  1. Small religious cross or religious medal
  2. Wristwatch
  3. Religious lapel pin
  4. Earrings can be worn by GIRLS ONLY. The following rules must be followed:
    - a. Small hoop earrings or small stud earrings (teacher discretion)
    - b. Earring **MUST** be worn only in earlobe.
    - c. **ONLY ONE** earring per ear.
  5. No rings or bracelets
3. **ONLY** clear and colorless nail polish. No fake nails.
4. **NO** make-up
5. **NO** tattoos and **NO** body piercings

### **Boys Grade 1 thru 5**

Navy twill uniform pants worn with uniform belt (navy, black, or brown).

White knit uniform shirt – short or long sleeves with collar (golf style)

White cotton knit turtleneck

Navy or red uniform sweater – Cardigan, pull-over or vest; Must be purchased from uniform company.

Navy crested sweatshirt. Must be purchased from uniform company.

Navy twill uniform shorts worn with uniform belt (navy, black or brown) - only worn from May 1<sup>st</sup> through September 30<sup>th</sup> regardless of the temperature. Shorts should be purchased from uniform company.

Navy socks (No logo symbols, “footies” or ankle socks)

### **Girls Grade 1 thru 5**

Plaid uniform jumper – purchased from the uniform company. No shorter than two inches above the knee.

Plain white uniform blouse – Peter Pan collar, short or long sleeves

White cotton knit turtleneck – may be worn with jumper or pants

Navy twill uniform pants worn with uniform belt (navy, black, or brown).

Navy or red uniform sweater – Cardigan, pull-over or vest; Must be purchased from uniform company.

Navy crested sweatshirt. Must be purchased from uniform company. May be worn with pants/shorts only.

Navy twill uniform shorts worn with uniform belt (navy, black or brown) - only worn from May 1<sup>st</sup> through September 30<sup>th</sup> regardless of the temperature. Shorts should be purchased from uniform company.

Navy or white knee socks or tights

Girls cannot have the “layered look” (No T-shirts under their blouses)

### **Boys Grade 6 thru 8**

Khaki twill uniform pants worn with uniform belt (navy, black, or brown).

Navy blue knit uniform shirt with St. Mary embroidered crest. Embroidered shirts should be purchased from the uniform company.

Navy or red uniform sweater – Cardigan, pullover, or vest; Must be purchased from uniform company.

Navy crested sweatshirt. Must be purchased from uniform company.

Khaki twill uniform shorts worn with uniform belt (navy, black, or brown) - only worn from May 1<sup>st</sup> through September 30<sup>th</sup> regardless of the temperature. Shorts should be purchased from uniform company.

Khaki socks (No logo symbols, “footies” or ankle socks)

### **Girls Grade 6 thru 8**

Plaid uniform skirt – option of small pleated or 2 pleated skirt from the uniform company

Skirts cannot be rolled. No shorter than two inches above the knee

Blue or White knit uniform shirt with St. Mary embroidered crest. Embroidered shirts should be purchased from the uniform company.

Khaki twill uniform pants worn with uniform belt (navy, black, or brown).

Navy or red uniform sweater – Cardigan, pullover, or vest; Must be purchased from uniform company.

Navy crested sweatshirt. Must be purchased from uniform company.

Khaki twill uniform shorts worn with uniform belt (navy, black, or brown) - only worn from May 1<sup>st</sup> through September 30<sup>th</sup> regardless of the temperature. Shorts should be purchased from uniform company.

Navy or white knee socks or tights

- **All shirts for both boys and girls must be tucked in.**

### **Gym Uniform**

All students in grades 3 through 8 must wear the required gym uniform purchased from the uniform company. The uniform consists of a white, heavy gauge gym shirt printed with the St. Mary crest and name with navy blue mesh shorts.

### **Hair Accessories - Girls**

Uniform plaid or solid color (red, blue, white or black) headband or pony tail holder.

### **Shoes - Girls**

Solid Dark color loafers, strap shoe (Mary Jane style), Saddle Oxfords or tie shoes.

No patent leather, velvet dress shoes, ankle boots, or open toe/open back shoes.

Heels should be under an inch for safety reasons.

No athletic shoes of any style. (No “Skechers”)

### **Shoes - Boys**

Solid Dark color loafers, tie, leather dress shoes

No athletic shoes of any style. (No “Skechers”)

**Flip-flops or non-sturdy shoes or sandals are never allowed. No “Crocs”.**

Boots may be worn to school in bad weather, but students must change into their school shoes upon arrival at school.

*Students must leave the school building dressed the same way that they arrived.*

**Administrative discretion will be used when necessary in the implementation and interpretation of this code.**

**THREE UNIFORM NOTICES EQUALS ONE AFTER SCHOOL DETENTION**

## **Non-Uniform Days**

### **“Jeans Day”**

Students may wear clean jeans, (no rips, tears, holes, low rise, etc.) jean skirt or jumper; no shorts or capris unless announced.

T-shirts with no offensive pictures or words.

Athletic shoes.

The “Grunge” look (baggy clothes, pants below the waist) will not be allowed

Mini shirts, see-through tops, tank tops or bare belly, cut out shoulder tops and halter tops are never acceptable school attire.

No makeup or jewelry.

(Principal’s discretion)

### **“Dress Up Day”**

“Individual Picture Day” for example, is always a “Dress Up Day”.

Students are to wear their “good clothes”. No Jeans, shorts, t-shirts, or gym shoes are allowed. No high heels. Shoes must have enclosed heel. Girl’s skirts and dresses must be an acceptable length. (Principal’s discretion)

Girls do not have to wear a dress but they cannot wear jeans.

Nice dress slacks are acceptable for boys and girls.

No makeup or jewelry.

Mini shirts, see-through tops, tank tops or bare belly, cut out shoulder tops and halter tops are never acceptable school attire.

(Principal’s discretion)

### **“Special Non-Uniform Days”**

These days occur during “Spirit Week” for example, or on other special occasions.

Specific dress code directions must be followed for that special day. On those days designated as “Special Non-Uniform Days”, athletic shoes will be allowed.

When in doubt don’t wear it!

## **DROP-OFF & PICK UP PROCEDURE**

### **Main Campus**

**Drop-Off Procedure:** Drop-off does not begin before 7:30am. All students are dropped off in the morning in the Market Street parking lot or on New Street. Students in grades 2-5 assemble on the playground. Students in grades 6-8 assemble in the New Street parking lot. Parents are there to direct cars and students to the proper place. Last minute directions and family discussions should be done before parents pull into the lot. The quicker students get out of the car safely, the faster the drop off procedure is. The only doors that are unlocked for student entry in the morning are the main entrance on Market Street and the New Street entrance. Students begin entering the building at the 7:40 bell. When the 7:50 tardy bell rings, the New Street entrance is locked and students must enter the building at the Market Street entrance.

**Pick-Up Procedure:** All students are directed to go to Market Street to be picked up from school. Personnel are not available to stand with students on the playground or on the sidewalk in front of the school to make sure that they get picked up. Our teachers are needed to direct the cars on Market Street. **Do not leave or angle park your cars when waiting in the Market Street lot to come into school or to talk to another parent.** Everyone wants a safe, quick, and efficient dismissal. Many parents have other children to pick up but find it difficult to leave because of a parked car in one of the lanes. Park along the side of the gym if you need to come into school at dismissal. Safety is the most important aspect of our drop off and pick up procedure. Please do not do anything that would compromise this.

**Do not wait to pick up or park in the Bus Zone on New Street.**

*\*Please follow the pick-up procedure for all after schools clubs, tutoring and activities.*

## **Primary Campus**

### **AM Arrival 7:40-8:00 AM**

- **Kindergarten and 1<sup>st</sup> grade parents'** drop-off in the back of school.

Volunteer parents will open your car door and direct your child to the playground. If you prefer, you may park and walk your child to the playground. No Kindergartners or 1<sup>st</sup> grade students are allowed in the building until school begins. The teacher on duty will bring all students into the building at 7:55 a.m.

- **Preschool parents** park in the front of school for arrival and dismissal. All preschoolers must be walked into school to their classroom. At the end of the preschool session, all parents are invited to meet in the library 5 minutes prior to dismissal for a presentation of the day's events.

### **AM Dismissal 11:05 AM**

- Half-Day Kindergarten students are dismissed out the backdoor. All parents are expected to park their cars and meet their child at the door.

### **PM Arrival 11:50 AM – 12:00 PM**

- **Preschool parents** park in the front of school for arrival and dismissal. All preschoolers must be walked into school to their classroom. At the end of the preschool session, all parents are invited to meet in the library 5 minutes prior to dismissal for a presentation of the day's events.

### **Dismissal 3:05 PM**

1. **Park facing the soccer field.** The **ONLY** exception is the 1<sup>st</sup> lane on the west side of the driveway.
2. **Never** back up.
3. Do not park in the driveway.
4. Pull all the way forward in the parking lanes.
5. You may also park along the perimeter of the parking lot. The **ONLY** exceptions are the driveway and grassy area by the classrooms.
6. Do not block the sidewalk.
7. **Never call your child to your car.** You must park and go get your child.
8. If an older sibling is getting your child(ren), you must park in the parking lanes.

9. **Do not stop in the driveway to drop off or pick up at dismissal.** If necessary, circle the parking lot until a space opens up.
10. If you need to meet with a teacher or visit with another parent, make prior arrangements and pick up your child after the majority of the traffic has cleared.
11. Parents may park in the front of the building, however, they must walk around and pick up their child in the rear.
12. **1<sup>st</sup> grade parents** meet their child(ren) at the west exit door located at the end of the building along the driveway.
13. **Preschool and Kindergarten parents** will meet their child(ren) at the back exit door.

Please be cautious and patient. When everyone follows these guidelines, the complete dismissal of all students only takes about seven to ten minutes.

### **EDLINE**

St. Mary School uses Edline, an internet based program, as a tool for parent/teacher communication. Edline is a password protected site that may be utilized to check student's grades, homework assignments, school calendar and activities. Edline, however, does not replace the student's responsibility to ensure that all homework assignments are written in a planner or other notebook. Technical difficulties can occur which could make Edline unavailable at times.

### **EMAILING**

Teachers will respond to parent emails in a timely manner. Teachers will not communicate with students through email.

Please do not email teachers to report absences or to request homework. Follow the absence reporting and homework request procedures in this handbook.

### **EMERGENCY CLOSING**

The closing of St. Mary School due to weather or other conditions is done in cooperation with the Michigan State Police and our local transportation systems. School closures are announced on WWJ (950AM), WJR (760AM) radio, WDIV-TV Channel 4 and Channel 7. If "St. Mary Mt. Clemens" is announced, school will not open that day. Also, if L'Anse Creuse is closed, we are closed. Classroom calling trees will only be used for non weather related emergencies.

### **GRADING SCALE & HONOR ROLL GUIDELINES**

The following grading scale based on percents will be used on report cards. Teachers will place percents on the report cards for grades 1-8 in all subject areas.

93 – 100	A	97 – 100
	A-	93 – 96
85 – 92	B+	91 – 92
	B	88 – 90
	B-	85 – 87
74 – 84	C+	82 – 84
	C	77 – 81
	C-	74 – 76
65 – 73	D+	71 – 73
	D	68 – 70
	D-	65 – 67
64	F	
	I	

Grades 4-8

1<sup>st</sup> Honors = 88% or higher  
in all subjects and receive  
a 1 or 2 in conduct and effort.

2<sup>nd</sup> Honors = 77% or higher  
in all subjects and receive  
a 1 or 2 in conduct and effort.

I = Incomplete

Incompletes may be given if  
for some reason a student is  
missing a large portion of  
work. Make-up time will vary  
according to individual cases.

**HARASSMENT**

It is the policy of the Archdiocese of Detroit and St. Mary School to make every effort to provide an educational environment as well as a work environment that is free from all forms of harassment. Harassment, for example, can include, but is not limited to, sexual, ethnic, or general, unwanted remarks made concerning clothing, personal appearance, intelligence, ability, etc. Remarks that are personally offensive, behavior, gestures, or pictures that are inappropriate, will not be tolerated.

Respect for the dignity and worth of each individual is a basic tenet of St. Mary School. A Christ-like environment will be provided for all, thus students engaged in harassment of any kind will be subject to disciplinary action up to and including expulsion from school (Archdiocese Policy 5145).

**Cyber Bullying/Harassment**

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social networks, such as Myspace, will be disciplined, up to and including expulsion.

Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc. against an individual including all parish and school employees, volunteers, parents and students, for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to and including termination from employment and/or exclusion from school.

## **Sexual Harassment**

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive, and fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures and language of a sexual nature directed at faculty, staff or other students.

Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including expulsion from school (Archdiocese Policy 5145).

Sexual harassment is against the law and will be dealt with accordingly.

## **HOMEWORK POLICY**

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help your child develop work and study habits that will assist him or her throughout the years spent in school and beyond. You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- Ask your child if he or she has homework that day. Be aware that homework is assigned most days. By asking your child about homework, you are helping him or her to remember that there is an assignment to be completed. Give your child a "homework notebook" to write down assignments. Students in grades 2-6 are provided a student planner. Students are responsible to copy assignments on a daily basis. **Edline** may be utilized to check on homework assigned, but should not be relied upon due to possible technical difficulties.
- Become interested in your child's homework. Ask him or her to show the homework to you and to explain what the work completed was about. Showing interest in your child's work reinforces the importance of homework and helps the child to understand that you are interested in his or her progress. Looking at your child's homework also keeps you informed about the progress of the child and the way in which your child is able to complete the work assigned.

- Remember that homework is your child's work – not yours. You should not do the work for the child; rather you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem.
- Help your child set a regular homework time each day and remain with that commitment. Free your child of other responsibilities at that time.
- Provide your child with a quiet place to work and study where he or she is not disturbed by other children or pets.
- The amount of time needed to satisfactorily complete assigned homework/projects depends on the individual student. Suggested study time:
 

Kindergarten –	20 minutes	Grades 3 & 4 –	45 minutes-1 hour
Grade 1 –	20-30 minutes	Grade 5 –	1-1 ½ hour
Grade 2 –	30-45 minutes	Grade 6-8 –	1-2 hours

Each teacher will establish a system for sending corrected work home and will inform parents of that system.

**Homework Request:**

If your child is absent due to illness and you would like to pick up homework for your child, you must call the school office and make the “Homework Request” by 11:00am. Do not email teachers for homework. Please do not request homework on a child’s first day of an absence. Parents may request homework if a student has been absent more than one day. If your child is running a temperature and is very sick, please do not request homework that your child is too sick to do.

The teachers will do their best to get as much work together as possible. It will be available in the school office after 2:45pm if you have called by 11:00am.

Students are responsible for all missed work after an absence. For each day missed students receive one day to complete the missing assignments and tests. Some assignments, however, simply cannot be made up. Not all class work is dependent on paper and pencil activities but rather classroom instruction and/or hands on approach. There is a risk that students may be unable to make up material that was covered due to the absence. This could affect grades. Students are responsible for the scheduling of make up tests with their teachers. **Teachers do not give out work prior to a student’s vacation or early dismissals.**

**PLEASE NOTE:**

In order to teach our students organization and responsibility for their homework, the following rules will be enforced:

1. The school office will not call home for forgotten homework, backpacks, gym clothes or items for after school activities. Students may ask their teacher permission to come to the office after 9:00AM to retrieve forgotten items a parent may have brought in. The office will not deliver these items.

2. Forgotten Lunches at Main: If your child has forgotten their lunch or the office calls to notify you that a lunch is needed, please take it straight down to the cafeteria. Make sure your child's first and last names are on it. **This applies to lunches only. Homework, gym bags, etc. may not be taken to the cafeteria. NO FAST FOOD is allowed in the cafeteria.**
3. Students are allowed back in the building only if accompanied by a parent/guardian until 3:30pm to retrieve forgotten homework, books or papers.

## ILLEGAL SUBSTANCES

Students are prohibited from bringing or using illegal substances on the premises or the immediate vicinity of the school. Illegal substances are any substance that the law deems threatening or may injure another. It includes, but is not limited to the following: Alcohol, Tobacco, Illegal Drugs (Marijuana, Heroine, Cocaine, Steroids or any performance enhancing drugs, Hallucinogens, etc).

School premises include the School building and the adjacent grounds, e.g. parking lots, playgrounds, student lockers, and buses. Immediate vicinity means within a block of the school.

Any student discovered to be or suspected of carrying, possessing, concealing, or transferring an illegal substance on school premises or in the vicinity of the school shall immediately be excluded from classes pending investigation. Any teacher or other school employee (paid or volunteer) who has information regarding a violation or suspected violation of this rule shall report all such information to the principal who will take appropriate action including the application of policies and rules relating to expulsion and suspension.

A search can be conducted to verify the suspicion or clarify the discovery without parental consent or presence. It may include, without warning, an inspection and search of a student's person, pockets, (the student empties his/her own pockets), book bags, purse, lunch bag, locker, etc. Questioning by the principal, a member of the administrative team, a school teacher, the pastor, or a person acting in the place of any of these may take place.

Any person found to be in violation of this policy or who interferes with, or otherwise obstructs the search and questioning allowed in this policy shall be subject to disciplinary action, including the possibility of expulsion. (Michigan Public Act 215 of 2006)

## IMMUNIZATIONS

St. Mary School follows the State of Michigan "first day exclusion rule" for students' immunizations. All students entering St. Mary School as a pre-schooler, kindergartner, or a student transferring to St. Mary School must have an updated immunization record upon the first day of entering the school.

To enter school as a 3 year old pre-schooler:

- 1 Dose of DTP/DTaP/Td – Diphtheria, Tetanus, Pertussis (Whooping Cough)
- 1 Dose of Polio
- 1 Dose of MMR – Measles, Mumps, and Rubella (must be received on or after 1<sup>st</sup> birthday.)

1 Dose of Hepatitis B  
Varicella (chicken pox) vaccine

To Remain in school:

Children 4 years of age or older must have the following minimum vaccines.

4 Doses of DTP/DtaP/Td with 1 dose on or after the 4<sup>th</sup> birthday.  
3 Doses of Polio with 1 dose on or after the 4<sup>th</sup> birthday.  
2 Doses of MMR on or after the 1<sup>st</sup> birthday, at least 28 days apart.  
3 Doses of Hepatitis B  
Varicella (chicken pox) vaccine

Appropriate spacing between all vaccines is essential for the development of adequate immunity. A complete record (month, day, year) for each vaccine is required. You will be contacted if there is a concern about the updating of your child's vaccines. As your child receives vaccines, bring the updated records to the office for recording.

Required immunizations are subject to change.

## LATCHKEY

St. Mary School Latchkey Program is licensed by the Michigan Department of Social Services. We are licensed to service the children of full-time working parents. We are not licensed as a drop-off center. You must register your children and complete the required paperwork to attend the latchkey program. The latchkey center is located in the Lower Father Welch Hall (entrance is on the east side of the Church within the small courtyard).

The program is designed to serve children in Kindergarten through Grade 8. At this time preschoolers are not admitted to the program.

### Latchkey Hours:

Monday through Friday: Opens at 7:00AM.

Monday through Friday: School dismissal to 6:00PM.

## LUNCH

St. Mary School offers a hot lunch program at main campus and a modified hot lunch program at primary campus. Students order hot lunches on a daily basis. An account is set up for each student at both campuses, where parents may deposit the student's lunch money. Deductions are made when a student purchases items to eat. Milk and juice may be purchased along with a` la carte items. Parents are expected to help volunteer in the lunchroom or help supervise the students. Families should plan on helping during two lunch periods a year.

Lunchroom Rules:

- Students must remain seated while eating.
- Only inside voices are allowed in the lunchroom.
- Students are dismissed by a lunch supervisor.

- Students must clean their tables before exiting the lunchroom.
- No fast food restaurant lunches are to be brought into the lunchroom.
- No food is taken out of the lunchroom to be eaten on the playground.

Recess Rules:

- All students are required to go outside for recess. Appropriate outerwear must be worn to school and during recess.
- Students may not have physical contact with another student during recess games.
- Throwing snow, in any form, may result in the student serving a detention.
- Students must enter the building quietly after recess.
- Students must use sports equipment appropriately.

## MEDICATION

The Archdiocese of Detroit provides each school with strict guidelines regarding the dispensing of medication.

A “Release for Dispensing of Medication” form (available in the school office) must be completed with doctor and parent signature and returned to the school office.

**Medication includes prescriptions and  
“over the counter medication (including cough drops)”.**

1. All medicine must be clearly labeled with the student’s name. The medication must arrive in the office in the original container with dispensing directions.
2. The school secretary or another designated person shall administer or dispense medication.
3. Students may possess and use asthma inhalers, allergy EPI-pens and diabetic needs if a “Medication Release” form has been submitted to the school office.
4. You must notify the office and the classroom teacher of any medical condition that affects your child. This includes food allergies, medicine allergies, seizures, asthma, diabetes, etc.

## NATIONAL JUNIOR HONOR SOCIETY

Membership in the St. Mary Chapter of the National Junior Honor Society (NJHS) is an honor bestowed upon a student by the faculty. The purpose of the NJHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship in the students of St. Mary School.

Selection for membership is by a majority vote of the faculty council and is based on outstanding scholarship, character, leadership, service, and citizenship. In order to be considered for membership and to assist the faculty council in making membership decisions, students are required to complete an activity form. Forms submitted by the deadline are reviewed by the faculty council.

Students become members when inducted at a special ceremony. All students who complete an activity form will be notified of the faculty council's final decision.

**Requirements for membership consideration:**

- Attendance at St. Mary School for 1 semester (2 quarters)
- 92% cumulative average of report card grades for grades 6 & 7, except music, gym and Spanish.
- Conduct and effort grade of 1 or 2 for each quarter of Grades 6-8
- Outstanding character, leadership, service, and citizenship as demonstrated through the following:
  - o Completed Activity Form submitted on time
  - o Completed Essay
  - o Report Cards Grades 6-8
- Majority vote of the faculty council upon review of report cards, completed activity form and essay response

**OFFICE HOURS**

St. Mary School offices are open from 7:30 am to 3:30 pm on school days. On 12:00 dismissal days (12:10 pm dismissal at the Primary Campus) the school offices will close at 12:30pm. The office is closed on scheduled school holidays and weekends that occur during the school year. The only entrance to the school that is unlocked is the main entrance. A parent or visitor must enter through the main entrance and sign in at the office during the school day. The Primary Campus office is closed from 12:30-1:00PM for lunch.

**PARENT ADVISORY COMMITTEE "PAC"**

The Parent Advisory Committee is a group of parents and teachers working together to provide enrichment programs, family events, supplemental materials and equipment to enhance our children's learning experience at St. Mary School. These programs are made possible through the efforts of many volunteers.

**Purpose**

1. To enhance the educational experience of the students of St. Mary School through a coordinated effort of parents and teachers.
2. To provide additional financial support to the school.
3. To propose an annual budget based on the fee dollars collected.
4. To explain how the annual fee dollars are to be disbursed for the benefit of the school and all of its students.

This association, to be organized and operated with the consent of the pastor of the parish, shall be under his jurisdiction or one delegated by him. This association shall not seek to direct the administration of the school or to control its policies that are set forth in the St. Mary School Parent-Student Handbook.

### **Membership**

1. All parents, and guardians, of students attending St. Mary School.
2. Members of the teaching staff of the school.
3. Pastor of St. Peter Parish and assistants
4. Principal, Assistant Principal, or designee

### **Meetings**

The Parent Advisory Committee will meet three times during the school year: Fall, Winter and Spring. Additional meetings may be held by a vote of the Executive Board.

## **PROGRESS REPORTS**

Progress reports are given out each quarter to students in grades 1-8 who are below average in any subject. The calendar informs you of “Progress Report” days so you can check with your child on that day. If you were expecting a progress report and did not receive one, contact the teacher. Progress Reports must be signed and returned to the teacher.

Frequently teachers will give a progress report with a “C” (77%) average if they see a sudden drop and are concerned. Progress Reports help the student get on track. They may also be given for unacceptable behavior.

First quarter is often the most difficult in terms of assessing your child’s ability. By the time the teachers become familiar with the students and their abilities, it is Progress Report time. Teachers try very hard to keep you informed of your child’s progress or lack of progress, but in the first quarter, it may take until “Progress Report Day” to assess your child’s abilities and concerns. An ongoing Progress Report is available on Edline.

## **RETENTION POLICY**

If a student is unable to meet the academic standards of a particular grade, he/she may be retained. Parents will be notified during the school year if retention for their child is a possibility and the criteria the school follows for retention.

If a student is retained because of academic immaturity, he/she may repeat the grade at St. Mary School. If a student is retained because he/she failed to complete the work even though the ability was there, then he/she would not be able to repeat the grade at St. Mary School or remain a student at St. Mary School.

## **SCOUTING PROGRAM**

St. Mary School/St. Peter Church host several scouting troops for both boys and girls. All scouting information is handled through the troop leaders. The school does not pass out or collect any scouting flyers, paperwork or money. Parents stay current on scout happenings by contacting the respective troop/den leaders. An open registration night for new students interested in scouting is usually held at the beginning of the school year.

## **STUDENT USE OF THE TELEPHONE**

**Cell phones are not permitted.** In an emergency the school office staff will direct the use of the school phone.

Messages for students: The office will accept messages for students only in an emergency. Please discuss car pool or any after school arrangements with your child before they are dropped off at school.

## **TARDY POLICY**

Tardiness is defined as a situation when students arrive to school (or class) after the designated starting time. The first bell rings at 7:40am at the Main Campus with the tardy bell at 7:50am. The first bell rings at 7:50am at the Primary Campus with the tardy bell at 8:00am. Afternoon classes begin at 11:50 am with the tardy bell at 12:00 pm. Students not in their classroom at this time are tardy and must obtain a tardy slip from the office.

Tardiness shall be handled at Main Campus in the following manner:

- 4<sup>th</sup> tardy                      - parent contacted by letter from the principal
- 5<sup>th</sup> tardy                        - after school detention – 2:55pm to 3:45pm

Primary Campus tardy detention is served during lunch.

## **TECHNOLOGY**

Technology is an integral part of education. St. Mary School makes extensive efforts to stay current on technology that can increase student learning. St. Mary School has an Acceptable Use Policy that all parents and students (excluding students K-1) must sign before a student may use the Internet. Using the Internet and its access to the World Wide Web in school is an educational privilege. Irresponsible use will result in the termination of this privilege. Please refer to Acceptable Use Policy for more specific information.

## **TRANSPORTATION**

Families who live within the L'Anse Creuse School District boundaries may receive bus service to and from St. Mary School. Buses pick students up in their neighborhood and take

them to the closest middle school. St. Mary students then transfer to another bus that brings them to St. Mary School. The reverse occurs to transport students home. The phone number for L'Anse Creuse Transportation is 783-6550. It is the parent's responsibility on half days or other designated days to provide transportation for their student when the above-mentioned buses are not providing services.

**Parents must notify L'Anse Creuse Transportation if their child is not using the service on their designated days.**

## TUITION

Tuition is expected to be paid in a timely manner in order for the school to meet its financial obligations. No student will receive a report card if the family's tuition is in arrears. All tuition payments must be up to date in order for a student to begin the 2<sup>nd</sup> semester of school. The school reserves the right to restrict the students from attending class until all tuition is paid to date. No family may register their child/children if there is an outstanding tuition balance. No spots will be saved for any students. Student records will not be forwarded to another school if a family has an outstanding tuition balance at St. Mary School. Tuition in arrears will result in denied access to Edline. Access will be reinstated when tuition is up-to-date.

The "Annual Fee" is due with the registration fees.

Tuition payments are due on the 15<sup>th</sup> of the month and can be divided into ten monthly payments. There will be an additional charge if not paid on time.

After the 15 <sup>th</sup> but by the 20 <sup>th</sup> .....	add \$10.00
After the 20 <sup>th</sup> but by the 25 <sup>th</sup> .....	add \$15.00
After the 25 <sup>th</sup> but by the 30 <sup>th</sup> .....	add \$20.00

This is \$5.00 for each week delinquent.

Important Notes:

- Registration fees are non-refundable.
- Registration fees and Annual Fee are payable at the school at the time of registration.
- Once a semester begins, that semester's tuition is non-refundable.
- All tuition payments are paid in the St. Peter's Administration Building.
- There will be a charge of \$25.00 for checks returned due to non-sufficient funds.  
\*\*After the second returned check, only cash will be accepted.
- All tuition payments and annual fee must be up to date in order to start school in September, or to begin the 2<sup>nd</sup> semester in January.
- Report cards will not be given to students if a family's tuition is in arrears. Edline access will be denied.

## VOLUNTEERS/SAFE ENVIRONMENTS POLICY

Volunteers are an integral part of St. Mary School. There are numerous opportunities for parents to volunteer at school. Some of these are: lunch supervisor, classroom helper, morning parking lot assistants. St. Mary School families will need to provide 10 hours of volunteer service and 2 lunch duties per school year. These may be accumulated through

participation in activities offered within the school. The hours will be calculated from September 1<sup>st</sup> till May 1<sup>st</sup> of each school year.

The Parent Advisory Committee always needs volunteers to work on its numerous committees. Attending the Parent Advisory Committee meetings will acquaint parents with the Parent Advisory Committee and its volunteer opportunities.

- **Safe Environments Policy**

The Archdiocese of Detroit and St. Mary School mandates that criminal history background checks be conducted for all employees and volunteers who will have contact with students. The Archdiocese and St. Mary School also requires all volunteers to participate in the “Protecting God’s Children” program. These requirements apply to all employees and volunteers, including school staff, classroom volunteers, office volunteers, lunchroom or playground supervisors, field trip chaperones, and any other volunteers who may potentially have contact with students.

The Volunteer Criminal Record Form (I-Chat) is available in the school offices. The website [www.virtus.org](http://www.virtus.org) lists the schedule for “Protecting God’s Children” workshops and how to register to attend a workshop.

- All volunteers must sign in at the school offices.

## **WEAPONS**

Students are prohibited from bringing weapons or look-a-like weapons on the premises or in the immediate vicinity of the school.

A weapon is any object that can be used to threaten or injure another. It includes, but is not limited to the following: guns of any kind, nature or description, knives, chains, karate sticks, brass knuckles, sling shots, sharpened instruments, ammunition, or a look-a-like weapon, etc.

School premises include the school building and the adjacent grounds, e.g. parking lots, playgrounds, student lockers, and buses. Immediate vicinity of the school means within a block of the school.

Any student discovered to be or suspected of carrying, possessing, concealing or transferring a weapon on school premises or in the vicinity of the school shall be immediately excluded from classes pending investigation. Any teacher or other school employee (paid or volunteer) who has any information regarding a violation or suspected violation of this rule shall report all such information to the principal who will take appropriate action including the application of policies and rules relating to expulsion and suspension.

A search can be conducted to verify the suspicion or clarify the discovery without parental consent or presence. It may include, without warning, an inspection and search of a student’s person, pockets, (the student empties his/her own pockets), book bags, purse, lunch bag, locker, etc. Questioning by the principal, a member of the administrative team, a school teacher, the pastor or a person acting in the place of any of these may take place.

Any student found to be in violation of this policy or who interferes with, or otherwise obstructs the search and questioning allowed in this policy shall be subject to disciplinary action, including the possibility of expulsion.

## ZERO TOLERANCE POLICY

St. Mary School has instituted a zero tolerance policy meaning no second chances when inappropriate behavior is displayed at a St. Mary School sponsored activity or athletic event. Players, coaches, parents, and other attendees are representatives of St. Mary School and are expected to conduct themselves in such a way that is respectful to everyone in attendance at the activity or event.

**Zero Tolerance at Athletic Events:** The purpose of the St. Mary School athletic program is to promote, develop, and teach its players the principles of Good Character, Teamwork, Sportsmanship, Discipline, and Fair Play. It is the responsibility of coaches and parents of the athletes in the program to discourage displays of poor behavior by players, coaches, and parents/spectators. Some examples of poor behavior that St. Mary School will not tolerate include:

1. Derogatory remarks, written or verbal, of any nature by or about any player, coach or referee
2. Booing, or “riding” any player, coach or referee
3. Displays of anger by a player, coach, or parent/spectator

Players, coaches, and parents/spectators who fail to act in a respectful manner towards any individual will be notified that their behavior has resulted in them leaving the premises immediately and not being allowed back to play, coach or be a spectator at any athletic event.

**Zero Tolerance at School Sponsored Activities:** Parents who are chairpersons of activities and their volunteers work very hard to put together our many special activities held throughout the year. Everyone needs to appreciate the committee’s hard work and enjoy the activity that they are attending. If a parent or student attending a school sponsored activity makes a derogatory remark about another student, parent, staff person, or about the activity itself; or displays poor behavior toward someone in attendance; then that student or parent will be forced to leave the activity.

Let’s be sure that everyone at a sporting event or school-sponsored activity enjoys himself or herself. Remember, we sponsor all of the events and activities for our children.