

**Saint Mary**

**Student/Parent**

**Handbook**

2006-2007 School Year

Revise and Approved 11/30/2005

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## **From The Desk of Dennis Winchester**

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Welcome to your local source for educational and religious instruction. We help children of all ages (pre k - 8 grade) with specific subjects, study skills, essay planning and examination technique. Our teachers can focus on the specific needs of your child and can instill both the ability and the desire to learn. We at Saint Mary's will show your child the importance of education and its relevance to his or her own future. Our teachers will encourage your child to take responsibility for his or her learning.

### **PARENT/GUARDIAN PARTICIPATION**

Among Saint Mary School's basic principles is the active involvement of its school parents and guardians. Through participation in a variety of activities, the school's parents and guardians are instrumental to the school's vitality and to the growth of its children. The parent participation program respects the diversity of the talent pool represented by our school parents and invites each to share according to his/her own gifts. In addition to the direct support they provide, parent participation activities serve to introduce new families into our community. The generous contributions of school parents help to provide unique, vibrant, and enriching experiences for the children. Each family is annually encouraged to donate their time to promote the overall growth of Saint Mary School. Here are some examples on how you can help:

- ✓ morning traffic safety monitoring (30 minutes per morning),
- ✓ lunch time yard duty,
- ✓ field trip supervision,
- ✓ any activity in support of a fundraiser,
- ✓ additional activities in support of after school hour programs,
- ✓ assistance with class projects,
- ✓ participation on any school board or committee,
- ✓ donation of time and skills for plant maintenance and improvement

### **PLEASE NOTE:**

**There are several forms that need to be filled out and returned to the school office.**

If you have any questions about this handbook or if something is not clear, please call me at 810-686-4790

Or

Email your questions to: [principal@saintmaryscatholic.com](mailto:principal@saintmaryscatholic.com)

Sincerely,

Dennis W.

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## From The Desk of Father Tom

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Dear Parent(s)/Guardian(s)

The staff at Saint Mary's Catholic School and the Education Commission is proud to present the revised School Handbook. This document is intended to be a useful reference tool for understanding the function, role and relationship of the Student while attending Saint Mary.

Some of the subjects here are hard to talk about such as: drugs, fighting and suspension. Other areas are much easier to discuss like "what do I do if my child forgot their lunch?" You will be well informed on these areas and more at the conclusion of this handbook. We have included a Frequently Asks Questions (FAQs) section at the back for quick reference. I strongly encourage you to read this handbook with your children. Through Christ we learn that education is the most important asset we could give to our young people. We see several examples in the Gospels where Jesus not only taught the youth that surrounded him, but gave them the love and guidance that they needed.

Looking forward to a Successful School Year,

Fr. Tom

### **Mission Statement**

**The Catholic Schools of Genesee County are an integral part of the teaching ministry of the Catholic Church. Through a faith centered education we recognize the uniqueness of individuals and prepare them spiritually, academically and socially to meet the challenges of a contemporary world.**

**EDUCATION COMMISSION: The primary function of the Education Commission is an advisory committee to the Pastor and the Principal for general policies conducive to the education environment of the students.**

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# ABSENCE – TARDINESS & DISMISSALS

## GENERAL PROTOCOL

1. If a child is ill or there is some other reason for his/her absence from school, the parent must notify the school office (686-4790) between 8:30am and 10:00am. It is necessary to send a written statement to the teacher the day the student returns to school. These written statements are part of the student file and they will be kept on record.
2. If there is a serious reason for a child leaving school early, the parent must write a note requesting this. This request must be presented to the school office to be signed by the secretary and returned to the teacher. The child may then be picked up at the office. We will not allow a child to leave with anyone not noted on his/her emergency card unless a parent has requested this by phone or by written and signed statement.
3. All children are to leave the school and school grounds at dismissal time. Once a class is dismissed, especially the seventh and eighth grades, we are NOT responsible for them at McDonald's or off the school grounds. That responsibility will have to be assumed by the parents since the school forbids students to leave school grounds without parent or guardian.
4. When a child is late for school, he/she is required to bring a written statement from a parent explaining the reason for their tardiness to be presented to the office. Children should be taught the necessity of being on time. It is during the elementary years that habits such as these are established and maintained for life.
5. In an effort to resolve the problem of habitual tardiness, we have implemented a new procedure. Our teachers feel that student punctuality is an important life lesson to be learned. This is an objective that will transfer to their adult life, where tardiness will affect their job performance, relationship skills, etc.

### K-2

Teachers pick their students up promptly @ 8:30am. If a student arrives after the class has gone to their building, the student needs to report to the office. After the 3<sup>rd</sup> tardy of the quarter a note will go home to the parent. After the fourth and each subsequent tardy, the student will receive two days of lunch detention.

### 3-8

The bell rings promptly at 8:30am to begin class. After the 3<sup>rd</sup> tardy of the quarter, a letter will go home to the parent notifying them of the situation. After the fourth and each subsequent tardy the student will be on detention the following Friday from 3:00-4:00pm. Failure to report to detention will result in suspension.

6. Whenever an absence is anticipated, a note from the parent should be presented to the office. Students will be required to make up any missed assignments.
7. Five (5) unexcused absences will constitute a failing grade for the quarter.
8. Twelve (12) days of absence or more, there will be no grades given for the current quarter unless all work is made up.

## **PERMISSION TO LEAVE SCHOOL EARLY**

A. Parents must send a written statement to the office on the day of early dismissal explaining the reason and time. This note should include contact name and phone numbers for follow up.

B. Parent must pick up student at the office. Students never leave the school premises unless accompanied by a parent and with the knowledge of the office.

## **LONG TERM ABSENCE**

After twelve days absence there will be no grades given. Prolong term absence will be handled on an individual basis.

## **PROLONGED ABSENCE**

Any student who has suffered a serious accident, illness or has been hospitalized for any reason shall submit upon their return to school a written doctor's statement saying it is OK to return to school and any restrictions there may be.

# HEALTH, MEDICAL AND SAFETY

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## **EMERGENCY CARDS**

Individual pupil emergency cards are given to each child each year. These are to be filled out, signed by the parents and returned to the school office during the first week of the school year. All updates to this card should be done in writing and submitted to the office.

## **SEVERE WEATHER**

1. Tornado Watch – Students will be kept in school and dismissed at the regular time.
2. Tornado Warning – (Tornado spotted in the area) - Students will be kept in a safe area until the “ALL CLEAR” has been received.
3. Severe Winter Storms - listen to the radio or TV. If during the school day, students will not be dismissed early unless (1) a parent calls for their children at the office or (2) we are assured that an adult will be at home to meet the students when they arrive.

***General Rule: If Mt. Morris Schools are closed, we will also be closed.***

## **FIRE DRILLS AND TORNADO DRILLS**

These drills are conducted on a regular basis to prepare for emergencies. Silence is always maintained during drills. Directions for exit routes are posted in each classroom.

## **PHYSICAL ACTIVITIES**

Parents should provide the school with a written description of any medical or orthopedic condition their child has that requires monitoring or necessitates restricted activity. Every grade level from kindergarten through grade eight has some physical or kinesthetic education. Therefore, it is important that the school be notified of any condition which may affect a child's participation in these activities.

## **CONTAGIOUS DISEASES**

Contagious diseases should be reported to the school office immediately. Parents should be careful not to send children to school with a communicable disease. This includes sore throats, colds, viruses and head lice.

## **FIRST AID**

Minor first aid will be given at the school. If major first aid is required, every effort will be made to contact the parents first then the persons on your emergency card will be tried, hence, the necessity to have the emergency card filled out properly and sent to the school immediately each year.

## **MEDICATION**

The school **cannot** furnish **ANY** medications, including aspirin or Tylenol, to any child. No student will be given prescription medications or aspirin during school hours except upon the **written** request of the licensed physician who has the responsibility for the medical management of the student **and** the parent/legal guardian. Parents or guardians must assume all responsibility for supplying the office with the appropriate medications and permissions. Because of the risk of students sharing medication, no student may carry his/her own medications. All medications must be secured in the school office. The only exceptions to this policy are back-up inhalers and epi-pens, which may be secured in the classrooms as well as the office. Use of an epi-pen necessitates a 911 call. In the event that a student is seriously at risk without the epi-pen or inhaler on his/her person, consideration will be given to a variance if the physician and parent document the following:

- The risk of not caring the medication.
- The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.

Glucose testing and insulin administration is to be coordinated by the parent/guardian in collaboration with the classroom teacher and school principal. Medications should be brought on field trips when necessary.

## **PROCEDURES FOR MEDICATION TO BE ADMINISTERED DURING THE SCHOOL DAY**

The following procedure must be adhered to if a student is to have medication administered at school:

**\*\*\*Note: It is the responsibility of the student to come to the office at appropriate times for medication.**

- A parent/guardian is to deliver to the school office or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier any medication to be administered and the appropriate physician authorization. (Physician authorization may be faxed to the school). **Under no circumstances is a student to bring his/her own medication to school.**
- The parent/guardian must sign the authorization form.
- Prescription medications and aspirin must be in original containers and labeled with the name of the medication, physician's name and telephone number, dosage, name of child, frequency of administration, and expiration date of prescription. Over-the-counter medications should be in original sealed packages with directions for administration.
- Authorized school personnel will assist students in the taking of any medication in accordance with the physician's instructions.
- Students requiring over-the-counter medication (except aspirin) will be assisted by authorized school personnel. This shall be done in accordance with the parent/legal guardian's instructions provided that a signed medication form is on file in the office for the specific medication.
- A medication log is kept in the office and updated when medication is administered to any student.

### **ASPIRIN**

The dispensing of aspirin will be treated as a prescription drug. No aspirin will be administered to students by any school personnel without written authorization from the student's physician.

## **COMMUNICATION**

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### **COMMUNICATION BETWEEN SCHOOL AND HOME**

Saint Mary's School acknowledges parents and guardians as the primary educators of their children. The school also respectfully acknowledges its special role and mission in that education by providing a caring, supportive atmosphere where students may grow academically, spiritually, and socially. Reciprocal communication is vital to this cooperative effort as is participation by parents and guardians in the programs and events sponsored by the school.

### **ANNOUNCEMENTS**

The school office maintains intercommunication with all the classrooms. Those having messages are asked to clear them with the office. Daily announcements are normally made during homeroom or enrichment in the afternoon.

## **CLASS INTERRUPTIONS**

Classes are not to be interrupted once they are in session. If a forgotten lunch or books are to be brought to the student, have the student's name written on the item and leave it in the office.

## **PARENT/TEACHER CONFERENCES:**

Parent/Teacher conferences are scheduled every year. The best method of communication and increasing understanding is through parent/teacher conferences. We encourage you to meet with your child's teacher(s) whenever the need arises. We will set up a meeting that is agreeable to both you and the teacher.

## **APPOINTMENTS WITH TEACHERS**

Arrangements to meet with a teacher should be made prior to a parent or guardian's arrival at school. This can be done by a note to the teacher or a telephone call. It is requested that such a message arrive at least one (1) day prior to the date a parent/guardian wishes to see the teacher. This allows the teacher the opportunity to gather any information needed for the meeting. If a parent/guardian feels that a matter requires immediate attention, s/he should leave his/her name and telephone number at the office, and the teacher will, under most circumstances, return the call the same day.

## **PROGRESS REPORTS TO PARENTS:**

Progress reports will be sent home halfway through each quarter. These reports must be signed by a parent and returned to the homeroom teacher. Weekly progress reports are also available upon request from a parent. In the event that your child is doing consistently poor work or displaying unruly conduct, a warning Slip will be sent home. It is urgent and beneficial to contact the teacher for an appointment to discuss specific methods for improvement. Appointment requests may be arranged through a note to the teacher concerned or a phone call to the office.

## **PHONES:**

Students will not be allowed to leave class to take a call unless it is an emergency. However, messages will be delivered to them immediately after class and they may return the call in an emergency.

Students may use the phone occasionally to call home for something important. Frequent phone calls are discouraged.

Please make arrangements, when possible, in the morning before school.

## **CELL PHONES:**

Students, upon the request and written permission of their parent(s)/guardian(s), may be in possession of a cellular phone. The school will not be responsible for theft or loss. The use of the phone shall be limited to outside of the school building before and after school only. The phone will be turned off during the school day and kept in the student's locker or book bag.

## **WEBSITE**

The school maintains an active website at [www.saintmaryscatholic.com](http://www.saintmaryscatholic.com). News, information and homework are posted on the website. A variety of information and other pertinent details is also available on the website.

## **HOMework, REPORT CARDS AND HONOR ROLL**

### **HONOR ROLL:**

To be considered an Honor Roll student one must earn a 3.5 grade point average and receive a 3.5 or higher on the Conduct Honor Roll.

### **HOMEWORK POLICY**

Assignments will be written on the board or dictated by the teacher and are to be copied into an assignment notebook by each student in each class. (Grades 4-8) There is no excuse for failure to have homework.

Example: Tuesday – Homework assigned  
Wednesday – student doesn't have assignment  
Thursday --- 1/2 credit for assignment turned in  
Friday --- Zero credit

Call another student for homework assignments or check our web site ([www.saintmanryscatholic.com](http://www.saintmanryscatholic.com)).

Students have two days for every day absent to make class work up and still receive full credit.

### **REPORT CARDS:**

Report cards are distributed quarterly to students from kindergarten through the eighth grade. Parents are required to pick up the first report card of the year in order to meet the teachers and discuss any questions you may have.

### **SPORTS – ELIGIBILITY:**

At St. Mary's athletics play an important part in the students' daily program. As educators we find it necessary to establish guidelines for athletic participation so as not to lose perspective of our true reason for existence – to educate.

The following is a list of requirements each student and parent is to be familiar with before participation in any sport.

**The student/participant must maintain or demonstrate:  
Student/Athletes MUST maintain a “C” average or better in conduct.**

**Conduct grades are based on the following:**

**Conduct Guidelines:**

A – Shows respect to others and self, comes to class prepared, uses appropriate language, pays attention in class, organized with assignments dependable turns in work on time, does not disturb others.

B – Shows respect to others and self, comes prepared to class, uses appropriate language, pays attention, turns in work on time, does not disturb others.

C – Usually comes prepared to class, usually uses appropriate language and assignments are usually on time, rarely a disturbance.

D -- Does not bring materials to class on a regular basis, uses inappropriate language, assignments turned in later, is a disruption to other often.

E -- This student is total distraction to the classroom environment, never prepared for class and habitually comes without materials, uses inappropriate language.

If a conduct grade falls below a “C” average, the student will be placed on two weeks probation. If there is not significant improvement by the end of the probationary period, the student will be ruled ineligible.

**Student, parent and coach will be informed in advance of any difficulty that might make a student ineligible. After this complaint is made – if not improvement, the student may not dress for games/or day of game. However, they must attend practices and games.**

**The principal will be the final authority concerning the students’ eligibility and will be responsible to inform those concerned.**

**\*\*If a student is absent the day of the game, he/she will not be permitted to play in the scheduled game, unless the reason for absence has been cleared by the Principal.**

**Ineligible: \_\_\_\_\_**

**Eligible: \_\_\_\_\_**

**\*Probationary: \_\_\_\_\_**

**Students who are eligible at the beginning of the quarter may default during the quarter.**

## **ADMISSION, TUITION, AND CALENDAR**

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### **CALENDAR**

St. Mary’s Elementary School follows the Powers Catholic High School Calendar for the most part. Please use our monthly calendar for our schedule. Many times during the year Mt. Morris Buses will not be running on a day St. Mary’s is in session. Again, please watch our monthly calendars for our schedule.

### **ACCREDITATION**

St. Mary’s Elementary School is chartered by The State of Michigan and meets all standards prescribed by the state department of education and the Diocesan Office of Catholic Education.

## **ADMISSION**

St. Mary's Elementary School admits students of any race, national and ethnic origin to all rights, privileges, programs and activities generally accorded students at that school. It does not discriminate on the basis of race, national or ethnic origin or sex in the administration of its educational policies, admission, scholarship programs and employment policies as required by the terms of Title IX.

Public Law 93-568

An official birth certificate, health and immunization records, and previous school academic records are required of all applicants. Non-immigrant foreign students must have approval from federal immigration authorities. Catholic families must also provide verification of the reception of sacraments and/or Religious Education attendance. Eligibility for admission is based in part on a student's academic history. For applicants transferring from another Catholic school: All financial obligations to the previous school must be current.

## **REGISTRATION:**

1. Registration fees are non-refundable. They must be paid at the time of registration.
2. No student may be registered unless all previous school accounts have been paid in full.

## **RECOMMENDED TRANSFER**

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of their parent/legal guardian will be asked to transfer when

1. The school has explored means to meet the needs of the child, and
2. There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude;

The transfer is to take place at the end of a grading period, preferably at the end of an academic year. The final decision is made by the Principal, in consultation with the Parish Life Director and the Superintendent of Schools.

## **SUBSIDIZED TUITION RATE:**

This rate is reserved for families that are registered at St. Mary's Parish and have been contributing members for at least one year. The minimum contribution is \$500.00 yearly. Families that are not registered but are contributing must pay the non-parish rate unless proof is available of their contributions.

## **TUITION POLICY:**

Full tuition is charged for students who attend the full school term.

Exception: Students entering late. Students entering late will be charged on a pro-rated basis – the first payment is due at the time of registration.

## **PAYMENT PLANS**

**Payments may be made at the Rectory Office and any questions regarding tuition should be made to the parish bookkeeper (686-3920).**

Payment Plan “A” Tuition paid in full by August 1<sup>st</sup>. 5% discount

Payment Plan “B” Ten installment payments. Due August 1<sup>st</sup> and ending May 1<sup>st</sup> of the school year.

## **RATES**

In order to be eligible for SAINT MARY’S PARISH RATES you must meet the following requirements:

1. Be a registered, contributing member at St. Mary’s –Mt. Morris the previous year. Contributing a minimum of \$500.00 per year in Sunday envelopes.

In order to be eligible for OTHER PARISH RATES you must be a registered, contributing member of another Catholic Parish.

## **LATE CHARGES**

The due date for all tuition payments is May 15<sup>th</sup>. If not paid in full by May 30<sup>th</sup>, a full semester must be pre-paid for the following year.

A \$20.00 late charge will be added to the family account. Parents will be notified that tuition has become delinquent and the continued non-payment will jeopardize attendance.

1. After the 10<sup>th</sup> of the month, if the family account is still delinquent the student(s) will no longer be permitted to attend classes.
2. The parents, upon suspension of their children from school for non-payment of tuition, have the following options:
  - A. Pay the late charge and delinquent tuition.
  - B. Appeal, in writing, to the Board of Education by the 10<sup>th</sup> of the month.

The board will meet to review the appeal regarding the family account that remains in arrears. Students may continue to attend classes until the board acts upon the appeal.

## **NSF CHECKS:**

\$20.00 service charge per NSF check will be charged the family account. NSF checks will not be re-deposited. The NSF is to be covered by cash or money order only. Cash only payments will be accepted after two NSF checks have presented.

## **REFUNDS:**

Tuition refunds are made when students do not complete the school term. Refund is based on the amount of time attended. Full refund is made only when students never attend and a payment has been made.

# CONDUCT, BEHAVIOR AND RULES

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Our code is based on the principle that order requires a balance between freedom and restraint. Rules of conduct must flow from obedience, respect for authority and one another, common sense, courtesy and experience. Students and parents must realize that rules are made for the student and his/her parents that they comply with the regulations as stated and endeavor to attain their goals.

## **BUS RULES (MT. MORRIS SCHOOLS)**

The goal of the Mt. Morris Area School is to provide the safest transportation program possible. Operating the bus requires the full attention of the driver. Your cooperation is needed in making the importance of correct behavior on the bus apparent to your child. Listed below are the rules we ask each student to follow.

1. The driver is in full charge of the bus and pupils. Pupils **MUST** obey the driver!
2. Stand off roadway while waiting for the bus.
3. Sit down in your seat at all times.
4. Keep arms and head inside the windows.
5. Cross the roadway immediately in front of the bus.  
Wait for the drivers signal before crossing.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. The driver has the right to assign the pupils to certain seats if necessary to promote order on the bus.
8. No eating or drinking is allowed on the bus.
9. Pupils must be on time for the bus.

**Consequences if students fail to follow the above regulations.**

- 1. Warning**
- 2. One week suspension from bus**
- 3. Permanent suspension**

## **LOCKERS:**

It is the responsibility of the students to keep their lockers clean. No lunches or food of any kind are to be left in the lockers overnight. Lockers should be kept clean inside and out. No locks, decals or stickers of any kind are allowed. Lockers may be inspected by the administration and teachers at any time.

## **BEHAVIOR**

Students are expected to show respect toward teachers and fellow students, realizing that respect for self and others is the foundation of freedom. In order that the rights of students to achieve academically are not violated, each student is responsible for being cooperative and courteous at all times.

Since concentration is vital aspect of the learning process, it is important that the tones of students be conducive to this. A spirit of quiet should prevail in the school.

## COMPLAINT/ISSUE RESOLUTION

Matters of concern regarding any aspect of the classroom should always be directed first to the appropriate teacher. Continued concerns may then be addressed to the Principal.

## UNACCEPTABLE CONDUCT

1. A failing mark in conduct during any quarter places the student on probation. If there is no significant improvement noted, the student will be asked not to return.
2. If a student is sent to the office for misbehavior, the student will receive an unexcused absence for that class.
3. **Language: coarse, crude, obscene language – in any form – will NOT BE TOLERATED.**
4. Drugs: Possession or use of controlled or illegal substances is NOT permitted on school premises. ZERO TOLERANCE
5. Smoking: Possession or use of matches or tobacco is NOT permitted on school premises. ZERO TOLERANCE
6. **Fighting:** Fighting is a serious offense against the school and against the school community. **In all cases, parents will be notified and suspension may be necessary.**
7. Academics: A student who consistently neglects school work or consistently fails to come to class prepared and with necessary materials may be asked to withdraw from St. Mary's.
8. School Property: Students are expected to take pride in their school and its appearance. All should contribute to the cleanliness of the building, furniture and grounds. Restitution will be required for destruction of school property.
9. Charity: Lack of respect or courtesy to fellow students, staff, or visitors is considered to be serious.
- 10: Chewing gum is forbidden in school and on school property.
- 11: Throwing snowballs or any other injurious object is forbidden. Playing on snow piles or sliding on ice is also forbidden.
12. Pocket knives or any other type of weapon MAY NOT be carried by any student. Violations will result in suspension or expulsion depending on the severity of the offense. ZERO TOLERANCE
13. Laser pointers are forbidden in classrooms and on school property.

## SUSPENSIONS:

The principal has the right to suspend a student from school for any act of vandalism, theft, violation of school regulations of misconduct at the school or on school property, or school sanctioned extra-curricular activity.

## **HARRASSMENT**

Harassment of any kind will NOT be tolerated on school premises or on the bus. Verbal harassment persistent remarks about another's clothing, body, etc. – unnecessary touching or mauling – continually stalking another around school or on the playground.

## **BULLYING**

Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not limited to, actions such as verbal taunts, name-calling and put-downs including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within the school.

### **Intervention**

1. After first reported incident
  - (a) bully and victim spoken to
  - (b) bully and victim write about incident
  - (c) both sets of parents notified
  - (d) punishment, if needed, for the bully
2. Follow-up procedure
  - (a) outline punishment of bullying continues
  - (b) follow-up meeting with bully and victim
  - (c) follow-up reporting to both sets of parents
3. Discipline
  - (a) removal of bully from playground, athletic team, phys ed class, regular class, bus, etc.
  - (b) suspension from school
  - (c) expulsion

## **PROTECTION OF SCHOOL PROPERTY**

It is expected that reasonable care will be given to all school property. If books are lost or destroyed, or if school property is damaged, the student and parent will be held financially responsible.

# DRESS CODE AND UNIFORMS

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## **DRESS CODE**

This dress code has been designed to promote neatness and cleanliness and is intended to promote an environment conducive to learning and distinguishable from recreation.

Shirts, blouses, and sweaters should be of solid colors exclusive of stripes, flowers or designs. No dresses.

**Cleanliness, neatness and proper fit is expected. Shirts and blouses must have collars and be worn tucked in.**

We ask for the cooperation of parents in making sure their children follow the dress code.

**HAIR:** Young men are to be clean shaven.

Hair is to be kept clean, combed and neatly trimmed.

Hair must be natural color, (may include subtle highlights).

**SHIRTS/BLOUSES:** Solid white, navy (dark) blue, black, hunter green or Kelly green. Denim type shirts are **not** permissible. If a T-shirt is worn under a shirt/blouse it must be plain white. Sleeveless blouses are **NOT** appropriate. Logos are limited to the size of a quarter.

**GOLF SHIRTS:** Solid white, navy (dark) blue, Kelly green, forest green or black.

**TURTLENECKS:** Solid white, navy (dark) blue, Kelly green, forest green or black.  
(May be worn under a shirt, blouse, sweater or jumper.)

**SKIRTS/JUMPERS:** **SOLID** navy (dark) blue, black, tan khaki, J.C. Penney #99 Plaid or Hunter green. \*\*\*Must be knee length

**SLACKS:** Solid navy (dark) blue, black or tan khaki of traditional style. Corduroy slacks are acceptable.

**WALKING SHORTS:** Solid navy (dark) blue, black or tan khaki of traditional style. Walking shorts may be worn only at designated times in fall and spring. Walking shorts must be knee length.

**SWEATERS:** Solid white, navy (dark) blue, Kelly green, hunter green or black. (Cardigan, v-neck, crew neck or vest) A uniform shirt, blouse, golf shirt or turtleneck must be worn under all sweaters.

**SOCKS/STOCKINGS:** Any of the uniform colors. Socks must come over the ankle and must be worn at all times. Girls may wear nylons or tights. (navy or white)

**SHOES:** Dress or athletic shoes. **Sandals may not be worn. All shoes must have a back and be laced and tied.**

*Hats or coats may not be worn in class.*

## **NON-UNIFORM DAYS**

There are days during the year when the students will not have to be in uniform. Listed below are dress regulations for those days. When students are allowed to wear sweatshirts or T-shirts they are to be free of alcohol or tobacco advertisements and objectionable slogans or designs.

**DRESS UP DAYS:** On dress up days the students do not have to follow the dress code as to colors, logos and designs. Blue denim jeans, sweatshirts, etc. are not appropriate. Picture Day is one of the dress up days.

**JEAN DAYS:** On a jean day the students may wear jeans that are not torn or ripped. Appropriate sweatshirts and t-shirts may be worn.

**GREEN AND WHITE DAY:** Certain days will be designated as green and white days or Spirit Day. Students are encouraged to wear St. Mary sweatshirts, t-shirts or Polo Shirts. T-shirts or sweatshirts must be worn with a collar or turtleneck. The purpose of green and white is to display St. Mary's colors.

**UofM/MSU DAY:** On the Friday preceding the UofM/MSU game students may wear MSU or Uof M Sweatshirts to support their team. Sweatshirts supporting other colleges or St. Mary's sweatshirts may be worn.

**HALLOWEEN:** Students may wear Halloween sweatshirts, black or orange shirts, turtlenecks, sweaters, or sweatshirts. Logo/design may be worn. Pants, slacks and skirts are to be the regular uniform colors and styles.

**VALENTINE'S DAY:** Students may wear red or pink shirts, turtlenecks, sweaters or sweatshirts. Logo/designs may be worn. Pants, slacks and skirts are to be the regular uniform colors and styles .

## **MASS, FIELD TRIPS, ACTIVITIES FUND RAISERS**

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### **MASS**

All students attend Mass once a week as a group. Beginning in third grade, classes take turns participating in the Mass. Parents, friends and family are encouraged to attend Mass on these days.

### **SPIRITUAL ACTIVITIES**

1. Special liturgies and prayer times both in church and in the classroom.
2. Support of missions through Holy Childhood and the Propagation of Faith as well as Lenten Mission endeavors.

### **FIELD TRIPS**

Field trips are arranged under the authority of the teacher with the permission of the administration in conjunction with the aims and goals of the curriculum. Each student must have a permission form (see examples) signed by a parent or guardian.

### **SALES (FUNDRAISER):**

Various types of sales may occur throughout the year to aid the school. These are supervised by the faculty and occur with permission of the principal. No student is allowed to sell on school premises anything from other agencies. (This includes school supplies, candy, pop, etc.)

### **COLLECTIONS**

Collections authorized by the school, through the school office, are to be kept to a minimum. Our main goal is helping the missions and the unfortunate people. This, we feel, teaches our children to share and care. Children should be encouraged to contribute from their own savings, earnings or allowances. (No outside soliciting is to be done by students, i.e. selling pens, pencils, candy, etc.)

### **LOST AND FOUND**

Lost articles are turned in to the office. Students who have lost articles may check with the office. After several weeks, unclaimed articles will be donated to St. Vincent DePaul Society.

### **LUNCH AND RECESS:**

All children go outside for fresh air each day (weather permitting). Children are kept in only if absolutely necessary and if a note from the parent is presented stating the reason. All students may bring a sack lunch and purchase milk or they may purchase hot lunch.

The lunchroom is supervised and all students are expected to observe regulations and maintain acceptable norms of etiquette and behavior.

\*\*\*Students are not allowed to leave the school grounds during the lunch period under any circumstances. This rule is for the safety of the students.

### **PSYCHOLOGICAL TESTING:**

This service, through the Mt. Morris Public School District, is available to children who are experiencing emotional or other problems which interfere with their achievement in school. A child must be referred through the principal of the school. Parents must agree to the procedure before testing will be done.

### **SCHOOL PICTURES:**

School pictures are taken yearly. Parents have the option of purchasing these pictures. Sports pictures are also taken each season.

### **USE OF STUDENT PHOTOGRAPHS**

Photographs of students may appear on the school website or in other publications. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing at the beginning of school year.

# VOLUNTEERS

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Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They share their gifts and talents, serving in a variety of capacities, which include, but are not limited to: on the School Board and School Board committees, as a member of the Parent-Teacher Group and on PTG committees; on the Auction Committee, on the Technology Committee, on the Safety Committee, on Fiesta committees, as classroom assistants to teachers, as room parents, and as field trip drivers and supervisors. Volunteers serving in the school are expected to support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Diocese, exhibiting appropriate respect for those serving in ministries. Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and to respect the dignity of those with whom they work and come into contact. Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community. Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by the school Principal and/or Parish Life Director. Any person who has a conflict with a school/parish volunteer outside the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

## **FAQ – Frequently asked questions**

### **My child has forgotten their lunch. How can I get their lunch to them?**

You can bring the lunch to the school office. Please have the students name, grade and teacher clearly printed on the bag.

### **My child has come home with red eyes sore, throat and running nose. Do I need to inform the office?**

Please refer to page 7 which states "Contagious diseases should be reported to the school office immediately. Parents should be careful not to send children to school with a communicable disease. This includes sore throats, colds, viruses and head lice."

### **Do I need to come up to the school every time my child needs their medication?**

Please refer to page 8 which states "Students requiring over-the-counter medication (except aspirin) will be assisted by authorized school personnel. This shall be done in accordance with the parent/legal guardian's instructions provided that a signed medication form is on file in the office for the specific medication."

### **Can my child bring a cell phone into the school?**

Please refer to page 9 which states "Students, upon the request and written permission of their parent(s)/guardian(s), may be in possession of a cellular phone. The school will not be responsible for theft or loss. The use of the phone shall be limited to outside of the school building before and after school only. The phone will be turned off during the school day and kept in the student's locker or book bag."