

Admissions

No child whose parents desire to enroll him/her in St. Mary School shall be denied admission on the basis of sex, race, color, national origin, or religious affiliation (Diocesan Board Standard File #5117.1)

The administration reserves the right to deny admission to any student if the academic or discipline record is unsatisfactory. The administration also reserves the right to make grade placement based on student academic and social performance.

All new students and students recommended for retention will be admitted on a probationary basis for the first six weeks.

Application for Financial Assistance

St. Mary Parish has an established, yet limited, scholarship fund. With generous benefactors and good financial planning we hope to continue this scholarship program.

Requirements for applications to be considered:

1. Be a registered St. Mary Student.
2. Respond to each item on the FACTS application form.
3. Return the completed application and copy of requested tax form to FACTS Tuition Assistance **by the due date**. (All confidential information on applications will be respected as such.)

Arrival and Dismissal

The time for morning arrival is between 7:45 and 8:00 AM. Students will be marked tardy in the office **after 8:10 AM** and will report to the office prior to going to classroom.

The City of Jackson Traffic Engineer office has given permission for students to cross Wesley (between the barricades) during dismissal times. (3:00-3:10 and 11:25-11:35 on half days). **Adults crossing in the middle of the block need to respect the**

barricades as well. No children should be picked up from the curb. **Student pick up is in the parking lot across from the school only.**

When children do not find their ride waiting for them, they are to **wait at school** until their ride arrives. All use of the equipment area of the playground at that time of the day can only be **under the watchful eye of parents, and MUST WAIT UNTIL TRAFFIC HAS CLEARED.**

We have a record of how children leave school on a regular basis. When that changes, e.g. someone needs to ride a bus home on a given day or an adult (different than ordinary, day-to-day) will be picking up in the parking lot, a note sent to school easily covers the safety concerns about a child reaching home.

Attendance

Regular attendance and punctuality are essential to each child's academic and social growth in areas of responsibility. Parents are the main teachers of this habit of the grade school aged child. If a child must be absent or tardy, call the school office before 8:45 AM to leave a report. (If a child is going to be out of school for family-related business or travel that too should be reported, but in writing, with specific details of dates of departure and return.)

The classroom teacher needs a written note upon a child's return after a day's absence. If a written note is not presented, an unexcused absence is recorded. At the beginning of the year, each teacher provides a plan for make-up work. Make-up work may be picked up in the office before 3:30 for excused absences only.

Children should **NOT** be in attendance at school when there is evidence of illness (particularly fever, nausea, vomiting, or persistent cough).

Children who are not well enough to go outside at lunchtime should stay at home. A child who must stay inside for medical reasons must have a note signed by the treating doctor.

If a child is absent for more than one week and under doctor's care, the student must bring a note from the doctor to the principal, saying the child may return safely to school.

Please try to avoid doctor, dental or other appointments during school hours as much as possible. If a child must be dismissed during regular school hours, there must be a written note from the parent, explaining the need to be dismissed. (All notes must be sent to the office before the child leaves the school property). For the sake of safety, children will wait in the school office area for the arrival of the parent to sign their child/ren out.

Parents will be contacted when a child becomes ill in school. If a parent cannot be contacted, the school will attempt to contact a party designated on the student's Emergency Procedure Form. **Please be sure to update any changes in phone numbers for anyone listed on the form.**

Perfect Attendance:

Due to a variety of situations that may occur during the school year, Saint Mary's has found it necessary to define PERFECT ATTENDANCE.

Tardies: Students are allowed no more than four tardies within the school year to qualify for attendance awards. Excessive tardiness may be reported to the local truant officer.

Medical/Dental/Other appointments: Saint Mary's discourages the making of doctor appointments during the school day. However, students will not be counted absent or tardy providing they have an excuse from the medical professional. Here is an outline of how we deal with the matter of tardiness:

1. Appointments (with a written note from doctor, dentist, other appointment) are not considered tardy until after 9:15 AM.
2. Weather conditions, car trouble, dragging one's feet etc. are counted as times tardy and most often we have at least a phone call of explanation. (These are not excused.)

Assignments and Homework

School work at home serves many purposes: 1) Reinforcement of a lesson already taught, 2) as preparation for the next day's class work, and 3) involvement of the family in the learning experience. At **all** grades, kindergarten through sixth, children are expected to exercise full responsibility for assignments, school materials

(including texts, library books, consumable workbooks, writing and drawing equipment), and home-school notifications. Each year teachers of every grade explain thoroughly to parents the homework approach for their grade. Unusual circumstances preventing completion of school work should be relayed to the teacher by written note.

Minimum homework requirements per day:

Grade K – 15 minutes

Grades 1 and 2 - 30 minutes

Grades 3 and 4 - 60 minutes

Grades 5 and 6 - 60 to 90 minutes

Time requirements may lengthen if students fail to make good use of time throughout the school day.

Birthday Celebrations

Birthday Celebrations for - Grades K-6:

1. Teachers address this topic in opening days. A child may bring a small treat to observe his/her birthday. A note to the teacher ahead of time is appreciated. Please avoid excessive sweets. **Healthy treats are appreciated.**
2. A donation of a book to our school library is a birthday treat which can be enjoyed by all children. Contact the librarian who keeps lists of titles and books available for selection.
3. Deliveries of flowers or balloons are distracting and must be held in the office until the end of the day. It is better to arrange home delivery.
4. Invitations to birthday celebrations may be handed out in school **only if** they include the entire class – or all boys – or all girls. Invitations that do not follow these guidelines will not be handed out in school.

Behavior, Conduct, Cooperation - Diocesan Policy #5131

Students in the various educational programs of the Diocese of Lansing are expected to act in such fashion that their behavior will reflect the values and principles of the Christian Gospel and the teachings of the Catholic Church. They will show consideration for all persons who are members of the educational community and contribute to the creation of an atmosphere conducive to learning. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the regulations established by the local governing body.

St. Mary, Star of the Sea School is committed to maintaining a safe and respectful learning environment at the school. A student's behavior, whether at school or away from school, can affect the safety of the student or of other students, or can be a sign of a significant issue in the student's life, or can affect the overall well-being of the school community. St. Mary School is a Catholic learning community in which parents, students, administration, faculty, and staff mutually pledge to assist young people to grow toward healthy, safe, moral, Catholic maturity. For this reason, notwithstanding any other provision of this handbook, parents and legal guardians agree that St. Mary School has full and complete discretion to impose any discipline, or take any other action, or decline to take action, as it deems appropriate for any student behavior occurring anywhere at any time.

Warnings and Reminders

Anyone whose actions show disrespect for other persons, themselves, or property will be held responsible. Consequences vary and will be age appropriate.

There is recognition for good observance of Rights, Responsibilities and Rules in individual classrooms and with the school-wide Student of the Month program.

Rights, Responsibilities, Rules in General

1. Follow all directions, both oral and written, the first time they are given.
2. Keep hands, feet and all other objects to yourself. Keep unnecessary comments to yourself.
3. Complete school work and assignments on time.
4. Always walk in the building when in line and when traveling to and from any school activity.
5. Remain quiet in the hallway and on the stairs of all buildings.
6. Gum chewing is not allowed on school property, including buses.
7. All clothing and school supplies and lunches must be marked with your name and grade. Supplies should be kept current.
8. Follow the dress code.
9. *No dangerous items will be brought on school property. Weapons of all kinds are strictly forbidden, including toy weapons.
10. * Use courteous and respectful behavior and language at all times. Harassment will not be tolerated.
11. *Provoking a physical fight is a severe infraction.

***Considered severe. Principal will be notified.**

Lunchroom

1. Follow all directions the first time given.
2. Quietly take assigned tables.
3. Be respectful and cooperative with supervisors.
4. No exchanging food.
5. Keep hands, feet, and all objects to yourself.
6. Because of mass, use inside voices.

Playground

1. Walk in designated area to the playground.
2. Follow all directions of supervisors.
3. *No rough play, fighting, inappropriate language or gestures.*
4. Use all playground equipment appropriately.
5. First bell - FREEZE; Second bell - WALK TO CURB; Third bell - SILENCE.
6. Do not pick up snow, snow must remain on the ground.

Consequences:

- Each staff member is to have a hierarchy of consequences for both positive and negative behavior. These should be given to the students at the beginning of the school year and followed throughout the year.
- In the case of supervising adults (non-volunteering staff) they are to complete a behavioral referral (obtained from the office) and give it to the classroom teacher. (Major issues go directly to the principal.)
- Negative consequences should be given out by the staff members. See Disciplinary Guidelines for each class for specifics.
- Consultation and written agreement of steps to assure change by a child and family and the agreement accepted by the school principal and homeroom teacher will be necessary to resume classes.
- Unusual or chronic cases of discipline may result in suspension or expulsion. Policies and procedures followed for such steps are those established by the Diocese of Lansing (See Diocesan Board Standard File #5114 & #5114.1).

Bullying Policy

Our school defines bullying as follows: Bullying is unfair and one sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

1. Everyone at St. Mary Elementary School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.
2. Examples of bullying include, but are not limited to :
 - Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
 - Stealing or damaging another person's things.
 - Ganging up on someone.
 - Teasing someone in a hurtful way.
 - Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl.
 - Touching or showing private body parts.
 - Spreading rumors about someone.
 - Leaving someone out on purpose or trying to get other kids not to play with someone.
3. Students at our school will do the following things to prevent bullying:
 - Treat each other respectfully.
 - Refuse to bully others.
 - Refuse to let others be bullied.
 - Refuse to watch, laugh, or join in when someone is being bullied.
 - Try to include everyone in play, especially those who are often left out.
 - Report bullying to an adult.
4. Parents and students are expected to promptly report cases of bullying at school to teachers or the principal so that we may effectively address the situation. If it is a home issue and you need assistance, contact the principal.

Books

Books are on loan and are used for several years. Books, hard and soft covered which leave the building must be in a waterproof book bag. All hard bound textbooks are to be covered.

Bus Transportation

Jackson Public School provides transportation for students who live within that school district. Check Citizen Patriot for schedules, pick-up, and drop-off times. (Usually the week-end before school starts).

Half days: Check school calendar for specific information. Dismissal at 11:30 AM. **(Any changes are listed in The Mariner).**

JPS bus drivers need to have a note signed by parent and school principal for a child to obtain an occasional ride or to get off at any other than the designated stop.

Bus drivers are in charge of behavior management on the bus. Pink slips are used for warning of and actual suspension from bus privileges. Each occasion of warning and suspension requires parent signature and response as well as that of school principal, and becomes a part of the students' school record.

Celebrations/Classroom Parties

St. Mary School sponsors three classroom celebrations during the school year. These are All Saints Day, Christmas and Mardi Gras. Room parents plan and supervise activities and snacks for these celebrations. Please **do not** send anything in for the celebrations without contacting the classroom teacher or the room parent. Our goal is to have happy healthy celebrations without excess or waste.

Class Size

Kindergarten maximum will be 25 students. Grades 1-6 will be limited to a maximum of 30 students.

Computer and Internet Related Technology

The school is equipped with a computer lab wherein each child, grades K through 6, has weekly instruction according to the guidelines of the Diocese of Lansing curriculum expectations. All grade levels have computers and Ipads for independent instruction and computer studies work.

Diocesan use contracts, internet acknowledgement, software copying and copyright compliance, and all rules governing the use of school computers are covered during the first two weeks of class. No child will be permitted to use any technology until the proper forms are on file at school. Inappropriate use of school technology and accounts may lead to authorization being revoked.

Conferences

Parent-Teacher conferences are held in November for all grades. It is expected that all families attend conferences. A conference may be requested at any time by either the teacher or the parents.

Curriculum

The school follows the course of instruction issued by the Diocese of Lansing in both materials used and time allotments per subject. Pertinent information will be shared regularly through newsletters and through various meetings.

Damage to School Property - Diocesan Policy #5131.5

Students and their parents will be financially liable for any damage to property. This liability applies to items such as, but is not limited to, books, supplies, equipment, buildings, and grounds. Damage to pages, covers, or edges will be fined proportionately. Costs for repairs: One cover - \$2.00, Two covers - \$4.00, 1-10 pages - \$2.00, Not able to replace (old) - \$5.00, Replacement needed – actual cost of book.

St. Mary Child Development Center

The St. Mary's Child Development Programs are directed separately from St. Mary's School, and located next door.

St. Mary Pre-Kindergarten

St. Mary's Pre-Kindergarten offers learning experiences for 4 and 5 year-olds in the school itself.

Discipline

It is expected that St. Mary students maintain a conscious attitude of Christian respect for others. Parents delegate a part of their authority to the school personnel when they send their children to school. During the school hours, these adults stand in the place of parents. It follows that the child must give respect and obedience to these adults. Each child shall be treated by school personnel with the respect and dignity due a child of God.

If a problem arises, we encourage communication first between the teacher and the parent. Most difficulties are settled in conference at this level. If the problem continues, the parent or teacher may request a conference with the principal present. If any party is not satisfied, a conference may then be scheduled with the parent, teacher, principal, and pastor.

Emergency Information

Updated information for emergency use is a must. This is used should there be an emergency dismissal of the entire school or a need to reach a parent of a child who has been injured or becomes sick.

Field Trips

Field trips are an extension of classroom learning. Trips are planned by the individual teachers and are properly supervised. The cost of field trips, including transportation, will be based on the number of students involved. A signed parental permission slip is mandatory for each field trip in order for students to participate. (Standard form must be signed - no other notes or phone permission can be accepted.)

Fire and Tornado Drills

According to state regulations at least five fire drills are held each school year as well as two tornado drills and three lockdown drills. Students are taught fire safety procedures regarding our buildings including alternate routes from each room. All exits are posted in each room of the school and gym buildings.

Head Lice

Head Lice can be found anywhere children gather; in schools, day cares, sports venues, or homes. The spread of this condition can be limited by not allowing your child to share hats, combs, hair “pretties”, or anything that comes in contact with hair. While lice are common, and often prefer clean hair, they are a nuisance that requires diligent cleaning measures at home as well as in school. If your child has lice, you must notify the school. Children may not return to school until they are free of nits (eggs).

Gym Rules

Appropriate dress and behavior are expected at all times. Jewelry **must** be removed for class. If jewelry is left on, parents assume responsibility for any injuries caused by jewelry. Rules are the same as in all school areas. Disrespect, carelessness and roughhousing will not be tolerated.

Illness or Injury

All parents fill out an emergency procedure card. Each family's physician along with the preferred hospital is identified in writing on this card.

Every effort shall be made to contact parent/guardians in the event of a medical emergency. Should contact not be possible, a local paramedic unit will be summoned and the child will be transported to an emergency facility previously identified by the family.

First Aid supplies are available in the school office. The principal/principal's assistant will administer first aid for minor injuries. 911 will be called first, parent/guardian second, and an emergency contact if parent/guardian is unable to be reached.

Jackson, City of

The City of Jackson Recreation Department sponsors basketball teams during the months of December, January, and February for boys and girls of Grades four, five, and six. Often family members (parents, older brothers, sisters) or high school students assist with these extracurricular activities for our students.

Jackson, County of

The Jackson County Health Department provides for Hearing and Vision Screenings each year.

Jackson Public Schools

Jackson Public Schools Services include: Busing, Library, Physical Education, Art, Title I, (Remedial Mathematics and Reading support instruction,) Spanish, Speech Pathology, School Psychologist, Sixth Grade Band. Educational and Psychological Testing is available to students upon teacher or parent recommendations.

Kindergarten

A child who is at least five on or before September 1 is entitled to enroll that school year. The child should be able to show **developmental** readiness on a kindergarten readiness test. If any question of school readiness occurs, professional school staff will make the final decision. Students may be referred to our Pre-Kindergarten program.

First Grade

Students who are at least six years old by September 1st are entitled to enroll in first grade. If any question of school readiness occurs, professional school staff will make the final decision.

Library

The library is an enrichment center in which the student learns to enjoy reading, pursue reference and acquire library skills. The student is responsible for the replacement cost of lost books. All borrowing is managed through the school library guidelines and varies from grade to grade.

Lockdown Shelter-in-place Drills and Procedures

Michigan law requires all schools to have at least 2 lockdown or shelter-in-place drills every year. During a drill, NO ONE may enter the building. Parents CANNOT enter or remove a child during a drill.

Lost and Found

The lost and found items are kept in the hallway, by the Religious Ed. office. Money that is found must be turned into the school office where it will be held for one month. If it is not claimed by that time, it will be returned to the finder upon request. All money that is unclaimed will be donated to the missions.

Lunches

Lunches should be healthy and carried in a sack or lunch pail. Carbonated beverages (pop) are not allowed. Please label all lunch containers and bring necessary flatware. All lunch leftovers need to be taken home or disposed of.

Hot Lunch

Hot lunch is available every day, at a minimal cost. The correct amount of money should be placed in an envelope with the child's name, grade, and what the money is for, e.g. "Hot Lunch - \$2.75". Envelopes are collected and sent to the office each morning. Many families prefer to pay by the week or month. This is a convenience to the program as well. If paying by check - make it out to St. John's School.

Regarding hot lunch serving of food, the children need to speak up politely and say "Yes, Please" or "No Thank you." Milk is included in lunch price.

Internet/Cell Phone Safety

Parents are strongly encouraged to monitor children who are using the internet or cell phones AT HOME. We have had several

instances of inappropriate transmissions and cyber bullying in the past few years. In many cases students have been "chatting" with "friends" who do not have good intentions. Parents are responsible for monitoring technology use at home. If it is a home issue and you need assistance, contact the principal.

Medication

State law requires that no child be administered any drug without a parent's written permission, including Tylenol and related products. Any medication a child must take during the school day must be kept in the school office and administered by authorized adults. Written instructions from the doctor and the parent are necessary for prescription medication. For non-prescription medication a parent signature form is required. Medications should be brought to the office by the parent, not sent in with the student. If your child takes Tylenol or Advil frequently, please send a small bottle to school.

Mileage Club

An optional activity for noon time is the Mileage Club. Recognition comes with 5, then 10, 15 and more miles walked. We encourage this activity to promote cardiac fitness, and appreciate parental help in punching cards. The top miler each year has his/her name added to our permanent wall plaque.

Mistreatment to Minors

Policy #5142 states "Michigan law requires all school administrators, teachers, counselors, social workers, nurses, and other school personnel to report immediately any suspected cases of child abuse or neglect. The Diocese of Lansing also requires all religious education and youth ministry personnel to report such suspected cases."

Name on Personal Items

Names on clothing/boots/bags/all personal items are essential. We recommend that the Sharpie Permanent Marker become a staple, a must, a constant in every home. Please, find a way to mark your children's personal belongings.

Parking

Parents dropping off students in the morning and picking up students at dismissal are encouraged to use the playground parking lots across Wesley. This lot will be closed from approximately **11:30 - 1:00** while students are at lunch and recess. There is a public parking lot to the north of the school off Washington Street. The parking limit is 3 hrs.

Upon dismissal **all students** will cross to the playground parking lot between the barricades on Wesley St. Barricades will be put out at 3:00 and removed as soon as all classes are dismissed (approximately 3:10).

Winter Outerwear

Students will go outside for recess unless it is below 10 degrees.

Hats on heads and mittens on hands for comfort and protection are required. (Health and readiness for school work are the major consideration.)

Boots that can be taken off during the class day are required for all grades. Whenever there is any ground cover of snow or ice wear boots to school; carry shoes for classroom wear.

Parent-Teacher Communications

Back-To-School Night: This meeting provides an introduction of the faculty, orientation to new aspects of curriculum and individual sessions in each class, so that teachers can have an opportunity to share curriculum, classroom management style, the

homework expectation, and the teacher's method of staying in touch with parents.

Classroom Newsletters: Most classroom teachers send home a newsletter. We are currently moving towards posting classroom news on teacher websites as an example of stewardship and a method of keeping our school GREEN. Please check the school and classroom website at least weekly to stay informed.

Report Cards: Report Cards are a way of keeping parents/guardians informed of the progress their child has made over a period of time. Ideally, the cards will be a personal contact between parents/guardians and teachers.

No card can ever be devised that will be thorough or detailed enough to cover every single aspect of the school curriculum, and still be a viable tool for reporting to parents/guardians. Students differ in abilities, interests, and the rate at which they mature.

The teacher's best professional judgment of a child's achievement in school subjects is indicated on the Report Card. These, for grades K-6, are issued quarterly: November, January, March and June. The parent receives a copy of the report for their home files.

Power School: Our most powerful method of communication is Power School. This online grade book allows parents to check student's progress 24/7 from any computer. Your "log in code" is specific to each of your students. It will be sent home early in the school year and should be kept in a safe location. If you forget or lose your code, call the school office for help.

Mariner: Our school-wide newsletter the "Mariner" is sent out via email every Thursday. It is also posted on our website jcsstmary.org and paper copies can be picked up from the meeting room (across from the office). Families who do not have internet access may request that a paper copy be sent home with a student every week.

St. Mary Education Commission

The St. Mary Education Commission is an advisory and oversight board. If you have a suggestion, question, or problem relevant to St. Mary Education programs that you wish to discuss with a Commission member, please contact the office.

You do have the option to question the Commission in regard to a particular policy and may suggest policy changes when you think they are desirable. If you are dissatisfied with a particular rule or regulation which the administrator or an individual teacher has set up, provide your concern in writing and give it to the Administrator or teacher and let her/him respond.

Commission members will take the time to listen to ideas of parishioners, but they cannot take action as individuals. Any actions taken collectively must be approved by the St. Mary Education Commission and the Pastor.

Photographs/Videos

St. Mary School designates photographs and video recordings of students engaged in school activities as a category of “directory information.” Therefore, these photographs and video come under the Educational Rights and Privacy Act, 20 USC 1232g. Parents and guardians may opt out or deny consent to the release of such information. A photo release / opt out form is included in back to school information folders.

Radios, Electronic Games, Toys

It is expected that radios, electronic games and toys of all sorts be left at home unless there are specific days or periods of time when these are requested for school activities. Specific notice will be given in such instances. Watch the Mariner for any notice. **NO CELL PHONES ALLOWED** unless kept in the office during the school day.

Safety Violations

Vehicle safety procedures and traffic patterns apply to all educational programs: School, Pre-Kindergarten and Day Care. Written reports of violations will be sent to a parent's attention. Continued violations will be referred to the Jackson Police Department, who reminds us that parking on the street in front of the school is **NOT** permitted from 8:00 am – 6:00 pm.

School Closings, Cancellations, Delays

When adverse weather conditions cause schools to close or be delayed it will be announced on local radio and TV stations. WKHM radio and WILX-10 television station are usually the first locals to have information.

An automatic call will be sent out to notify you of all closings.

Emergencies that would result in school dismissing early will be announced on WKHM radio and by SchoolReach.

School Day

Grades Kindergarten - 6
8:00 AM - 3:05 PM

Students are permitted to be dropped off at 7:45. They are to report to Mary's Meadow and remain there under the supervision of either the principal or staff until 8:00. At 8:00 students are brought into the building. In case of inclement weather, students are to enter the school building by the Wesley Street doors and proceed directly to the prayer room or other area designated by school staff.

School Security

St. Mary School is open only through a buzzer located at the front door (Wesley St.). All who enter are visually identified by closed circuit camera and office personnel. Do not ask anyone to hold or open any other doors for safety's sake.

Visitors to the school must produce at least one piece of photo identification, legibly sign in (providing name, company, address, phone number and school contact) and be escorted while in the facility.

No one, including parents, may enter classroom areas without a visitor or employee badge. Badges may be obtained at the school office.

Severe Weather

Tornado Watch

All students and staff shall remain in classes as scheduled or continue with scheduled activity. The administration will closely monitor the weather situation for further developments.

Tornado Warning

Students and staff shall be retained within the building and moved to the safest possible location using the building's tornado plan. They are to remain there until the warning is lifted.

During a Tornado Watch or Warning, a parent or guardian may sign out their student(s) in the main office of the school.

(This is the Jackson Public School policy and is coordinated with non-public schools.)

Special Activities

The following activities are some of our opportunities of potential value to student's personal growth:

Activity

Grades

Youth Choir	3 - 8
Altar Servers	3 - adult
Basketball	4 - 6
Band	6
Safeties	6
YMCA	4 - 6

Spiritual Growth

The integration of religious truths and values with the rest of life is brought about in the Catholic school not only by its unique curriculum, but more importantly by the examples of home life. The religion and morality taught in the school will be embedded in the values and Christian atmosphere of family life.

Every child enrolled at St. Mary School has regular religion classes and partakes in daily prayer activities.

A specially planned liturgy is celebrated each Friday morning at 9:00 AM. This does not take the place of Saturday or Sunday Weekly Liturgy obligation with the family. On Holy days and other seasonal feasts the entire school may attend a parish liturgy, e.g. Ash Wednesday, All Saints Day.

All-school prayer services are daily and center on the church year and the big moments of family and school life. Everyone is welcome to attend prayer with us at 8:15 Monday – Thursday.

Standardized Tests

In accord with the Diocese of Lansing policy, students in grades two through six take Standardized tests throughout the year. The results of these tests are given to parents. Teachers use the results for curriculum and instructional improvement. The results of Grade 6 testing are used for placement at JCMS.

Supplies

It is important that students have the necessary school supplies every day. A supply list is provided at the end of each year and is sent with the first mailing of the year. Please replenish supplies as they are needed.

Telephone Use, Messages

The school phone is for school business, only. Calls for lunches, books, school work, etc. will generally not be allowed.

Messages for students need to be kept to a minimum. Circumstances of time and class interruption may make delivering messages almost impossible and can then cause undue worry for a parent or child in making ride or home connections. Please make necessary arrangements for dismissal prior to dropping your child off at the beginning of the school day.

Tuition and Fees

Tuition is subject to annual review. To qualify for parishioner rate, registered parishioners are expected to participate in the worship life of the parish and contribute weekly to the support of the parish. Tuition/fees may be paid on one of the following regular basis: monthly (10 or 12), quarterly (4), or semester contracted with the FACTS tuition management program, or one single, annual payment due in August.

Non-payment of tuition may result in the use of a collection agency unless parents have made satisfactory arrangements with the Tuition Review Board.

A non-refundable registration fee due at the time of registration is outside of the tuition fees. Fee is increased after re-enrollment deadline.

Uniform Dress

The primary reason for having a UNIFORM DRESS and DRESS CODE is to give witness to the values of simplicity and dignity which are reflected in Saint Mary's Mission Statement.

In order to make our uniform/dress code simple, we are stating the following:

- (1) Anything (clothing, jewelry, hair coloring or notion) which may be a potential distraction to the educational process at St. Mary's is not permitted.
- (2) Hair styles must be neat, boys hair must be above ears and eyebrows and off the collar. Girls hair must be neat. Excessive hair ornaments (large headbands or embellishments) or **artificially colored hair are considered distractions and not allowed. (No bleaching, dying, frosting, etc.)**
- (3) Students may wear basic watches, but novelty watches are not permitted. (May not beep, play games, etc.).
- (4) **Jewelry is not permitted.** Girls may wear ear posts **(no hoops or dangles)**. Boys may NOT wear earrings. Medals, or religious chains which reflect the Catholic Christian nature of Saint Mary's School are not considered jewelry and may be worn provided they do not cause distraction. No wristbands or bracelets allowed.
- (5) **NO NAIL POLISH OR MAKE-UP IS ALLOWED AT ANY TIME.** Students will be required to remove in office.
- (6) Both boys and girls shirts are to be tucked in and buttoned at all times.
- (7) Girls skirts need to be appropriate length (no shorter than two inches above the kneecap).
- (8) Hats of any kind and large headbands are not permitted in the classroom.

We are restating that the primary uniform for girls attending St. Mary's School is the plaid jumper (K-3) and the plaid skirt/skort (3-6). Each girl is to have a grade appropriate plaid jumper/skort/skort. These will be worn at all Liturgies and on other occasions. Skirts/skort/jumpers may be purchased at Britches-n-Bows – 1212 Wildwood Ave, Suite A, Jackson, Michigan or online. Saint Mary's School does have a limited supply of used skirts/jumpers sold at a very reasonable price.

Summer/Warm Weather Uniform: August, September, May, June: Navy walking shorts and skorts with **no extra pockets or stitching** with regular uniform shirts or blouses allowed **provided the temperature merits cooler clothing.** Shorts and skorts must be neatly hemmed and must be no shorter than two inches above the kneecap (and may not be rolled up). **Girls are to wear the plaid jumper/skirt for every all school liturgy beginning with the First Liturgy in August; boys are to wear long pants on all Liturgy days.**

Boys and Girls:

Sweater: Navy/St. Mary Red Plain, pullover, cardigan or vest, no hoods. Wear is optional.

Sweatshirts: Navy/Red(only) Only those sweatshirts with the St. Mary logo will be permitted to be worn in school. All other sweatshirts can be worn to school but will have to be removed while in the classroom.

Belts: **Plain** belts encouraged. They make students look neat and well groomed.

Shoes: Appropriate and safe for school/playground wear.

Rubber soled, tie shoes are safest. **No black soles. No sandals (must have closed back and toe). No platforms or heels.**

Boys:

Slacks: Navy Dress or corduroy (must fit well, no extra pockets or extra stitching).

Shirts: White Short or long-sleeved dress. **No symbol/logos.**

Navy/White/Red* Three button knit (placket with collar). **No symbols/logos, except St. Mary.**

White/Red* **Plain** turtleneck. **No symbols/logos.**

Socks: Dark dress or **plain** crew length.

Girls:

Jumper: St. Mary plaid jumper (K-3) ordered from Britches and Bows or online. **Every girl needs to have a plaid uniform jumper - especially to be worn at all Liturgies.**

Skirt: St. Mary plaid skirt (Grs. 3-6) ordered from Britches and Bows or online. **Every girl needs to have a plaid uniform skirt - especially to be worn at all Liturgies. Navy jumpers and skirts are allowed. All jumpers and skirts must be no shorter than two inches above the kneecap. Navy blue skirts are not to be worn at Mass. Navy, red and black leggings are allowed under skirts/jumpers. Skorts are considered summer/warm weather uniform.**

Slacks: Navy/St. Mary Plaid. Dress or corduroy. **No stretch-type. No pull-on.**

Blouse: White Short or long-sleeved dress. **No symbol/logos.**

Navy/White/Red* Three button knit (placket with collar).

Navy/White/Red* **No symbols/logos. Plain turtleneck. No symbols/logos.**

Socks: Navy/white/red knee-hi or tights. **Plain** socks of crew length or longer.

***Red = St. Mary sweatshirt red – no dark, light or off colors**

Gym Uniform

Students are to wear uniform with rubber sole tennis shoes. No jewelry is allowed at gym

Out of Uniform Days:

Unless otherwise specified:

Jeans and uniform tops - Denim jeans and uniform tops with no rips/holes/tears (jeans are full length when it is not "shorts" season).

Dress Down – Neat, clean and school appropriate play clothes – NO offensive logos or words, no holes, no revealing tops. Shoulders must be covered.

Dress Up – Fancy, dressy, nice clothes (no shorts, jeans or play clothes). Shoulders must be covered.

Shorts/skirts must be no shorter than two inches above the kneecap.

Vacations

Taking vacation during school time can cause a disruption in learning. We strongly recommend family vacations outside of school time.

Permission for trips or vacations during the regular school session cannot be granted by school officials, only parents have that responsibility. A child is greatly handicapped when she/he misses regular class presentation, review, etc. Most of the instruction and work missed is impossible to make up. Advance assignments are not possible and only certain types of academic work can be made up on returning to school. In all such instances it is the parent's responsibility to assist the child in completing missed work. Make-up work must be done outside of regular class time to avoid falling further behind. Three or more non-medical or planned absences from school (i.e. vacation) required a form signed in the office and placed in the student's records.

Volunteers Children – Virtus

All volunteers and chaperones who come in contact with students are required to attend a Protecting God's Children educational session. This is a 3-hour class that utilizes video and discussion to raise awareness of dangers in our society. There is an online course for occasional volunteers. Diocesan policy requires this class for all volunteers.

A refresher will be offered every year (30 minutes) for our returning volunteers.

Weapon Free School Policy - Diocesan Policy #5131-C

Students participating in school, religious education or youth ministry programs are prohibited from bringing weapons in school or parish buildings, on school or parish premises or in the immediate vicinity of the school or parish; at school, religious education or youth ministry sponsored activities; on a school bus or en route to or from school, religious education or youth ministry programs. Violations of this policy renders the student liable to immediate expulsion.

State Law requires the expulsion of students who possess a dangerous weapon on school property (including a bus) or at school activities, or who commit arson or rape in a school building or on school grounds. A "dangerous weapon" refers to a firearm, dagger, dirk, stiletto, knife with blade over three (3) inches in length, pocket knife opened by a mechanical device (switch blade), iron bar or brass knuckles. This law (PA.328) provides for the permanent expulsion of students who violate its provision. Also, the expulsion is mandatory, meaning the school must expel the student. Michigan law does provide for possible reinstatement by the Board of Education after a certain period. If the student is in grade six, or above, the student may be re-admitted after 180 school days. If the student is in kindergarten through grade five, reinstatement is possible by board action, only after a ninety (90) school day suspension. It is important for parents and student to know that the expulsion applies to all Michigan Schools. A student

cannot be admitted to any public school in Michigan during the expulsion period.

"Threats of a weapon or serious bodily harm will result in immediate parent contact and suspension of the student."

Alcoholic Beverages - Diocesan Policy #5131-A

No alcoholic beverages shall be carried onto, purchased, sold or consumed by students on any property under the jurisdiction of this board or at events or activities carried on under its auspices. Nor shall any student who is under the influence of alcoholic beverages be present on such property or at such events or activities. Violations of this policy render the student liable to immediate suspension or expulsion.

Narcotics - Diocesan Policy #5131-B

Narcotics (controlled substances) as defined by law, shall not be carried onto, purchased, sold or consumed by students on any property under the jurisdiction of this board or at events or activities carried on under its auspices. Nor shall any student who is under the influence of such narcotics be present on such property or at such events or activities. Violations of this policy render the student liable to immediate suspension or expulsion.

Other Diocesan Policies

Policies relating to pregnant or married students may be found in the handbook in the office.

Youth Choir

Children of grades three and up are welcomed to join St. Mary Parish Youth Choir. Rehearsals are usually once a month on a Thursday evening from 6:15 - 7:45 PM in the church choir loft.

*The policies referred to in this handbook are available, in their entirety, in the school office.

St. Mary Star of the Sea Faculty and Staff

Pastor – Father Timothy Nelson– 784-7184

Religious Education Director – Mrs. Bernice Haglund – 784-6153

School Social Worker – Catholic Charities – 782-4430

Principal – Mr. Matthew Berkemeier – 784-8811

Secretary – Mrs. Cindy Clark

Kindergarten – Miss Nancy O'Neill

Grade One – Miss Allie Cadavieco

Grade Two – Ms. Colleen Federici

Grade Three – Mrs. Brenda Munie

Grade Four – Mrs. Kathryn Imperial

Grade Five – Mrs. Carly Tenniswood

Grade Six – Mr. David Wurst

Teacher Assistant – Mrs. Theresa Gifford

Teacher Assistant - Tara Simko

Librarian – Mrs. Sandy Haynes

Music – Mrs. Mary Malewitz

Physical Education – Mrs. Marie Hamay

Art – Mrs. Marty Frew

Computer Room Coordinator – Mrs. Kris Penn

6th Grade Band - Mr. John Kivel

Cafeteria –784-8306