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MISSION STATEMENT

Shaping Hearts and Minds in the Service of Christ.

PHILOSOPHY STATEMENT

Each student is endowed with their own unique set of God-given gifts and talents. Our certified and dedicated staff works with these gifts and talents to enable students to develop spiritually, academically, and emotionally. We strive to give our children the skills and knowledge necessary for a successful future.

At St. Mary School, our purpose is:

- ❖ to have Christ as the model of our faculty and inspiration to our students
- ❖ to provide an atmosphere of caring for each individual child, creating a sense of family
- ❖ to instill a sense of Christian responsibility for our world
- ❖ to prepare students through religious and academic curriculum to become actively involved in bringing about God's Kingdom on Earth
- ❖ to guide each student to develop the powers of constructive problem solving, independent reasoning, and acceptance of responsibility
- ❖ to encourage parents and teachers to share the privilege and responsibility of Christian Education by witnessing to the faith we profess

Parents are the primary role models for their children. Their belief in prayer, worship, and respect for authority will have a strong influence on the faith and moral development of their child. The cooperation and support of teachers, parents, and administrative personnel is essential for the development of our faith community.

TUITION POLICY

St. Mary School strives to keep tuition at a reasonable rate. Each year the tuition rate is approved by the Finance Committee and finally approved by the Pastor. This rate is subject to change as deemed necessary. Current rates are located on our website.

TUITION AGREEMENTS

Each family is required to sign an agreement, which will specify the amount of tuition to be paid for the upcoming year. Tuition agreements are signed in the spring for the following school year. An initial payment of \$250.00 is required to be paid at that time and is applied to tuition and fees. This initial payment includes registration fee, book and technology fee and playground fee. Financial Aid applications are available, on line through FACTS, beginning in January for the following school year.

To enroll a student for the following year, tuition for the current school year, if applicable, must be paid in full, unless arrangements have been made with the Pastor. If tuition has not been paid in full by the end of June, the account will be declared delinquent and may be referred by the parish to a collection agency.

FINANCIAL AID - FACTS

St. Mary School has money available from the parish for financial aid. To qualify for financial aid a family must fill out the financial aid application electronically through FACTS. A scholarship committee will review the information and award money based on need and the number of requests for that year. Families that request scholarship assistance are expected to participate in the Scrip program. No tuition assistance awarded will be greater than one half of the family's annual yearly tuition. Parents are reminded that financial aid money is given to help them provide a Catholic Education for their child/children. If at any time in the future they were able to repay the amount awarded, it would be used for other families who also want a Catholic Education for their child/children.

TUITION CREDIT

St. Mary School participates in the SCRIP Program for tuition reduction. SCRIP allows families to purchase gift certificates for grocery stores, retail stores, gas stations, and restaurants through St. Mary at face value. The discount given to the school by each retailer is then used as credit to the family's tuition account. Enrollment in the SCRIP program is open to all St. Mary families and parish members. You may also obtain orders from relatives and friends whose credit can be applied to your tuition account or the general scholarship fund.

All SCRIP orders should be placed at the shopwithscrip.com website by 12 noon on Monday of each week. A copy of the order form must be sent to the coordinator electronically (scrip@stmarycharlotte.org). Payment must be submitted with the order by PrestoPay. A copy of your order must be emailed to the coordinator. (Any order missing either of these two items will not be processed as this is essential material in processing the SCRIP order.) SCRIP orders will be sent home with your child on Friday unless otherwise specified on the order form, in which case they will be available for pick up in the school office. Please Note: St. Mary School cannot be responsible for any SCRIP orders that are lost.

Summer SCRIP order dates are set by the coordinator by the end of the school year. All orders need to be placed via the shopwithscrip.com website with order forms sent electronically to the coordinator by 12 noon on Monday. Payment is to be made via PrestoPay during summer SCRIP.

Each purchase gives you a tuition credit. These credits are totaled at the end of the year and the amount is deducted from your tuition. There is no option to roll balances from one year to another. One percent of each purchase is kept for administrative costs. No cash refunds are given from SCRIP. Please note: The SCRIP "year" runs from April 1 – March 31.

ATTENDANCE

The Michigan School Code states that it is the responsibility of the parent(s) to see that their children between the ages of six and sixteen are in attendance at school. Good attendance is important in order for children to be successful in school. All students are expected to attend school regularly. It is important for students to be on time for classes in order to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. When children are absent, parents are required to telephone the school office by 9:30 a.m. If a parent does not call, the school is required to call and confirm the absence. We are also required by the Health Department to inquire as to the reason for the absence, such as cold, flu etc. so that they can keep track of health issues in the county. Chronic absence problems will be referred to the Eaton Intermediate School District truancy coordinator.

Since school is only in session 36 weeks of the year, parents are strongly urged to arrange family vacations during scheduled vacation periods.

Teachers must be notified in advance of a student's lengthy absence from school for other than health reasons. All work must be made up in a reasonable amount of time.

Dental appointments and other doctor appointments should be made **AFTER** school hours if at all possible. If a child must leave for an appointment during the school day, they must be signed out in the provided booklet before leaving and signed in if they return.

Early Dismissal Policy

If a child needs to leave school early at parent request, the teacher should be notified that morning by a note. The teacher will send the child to the office at the appropriate time and parents are to pick up students in the office. **PARENTS ARE DISCOURAGED FROM PICKING UP STUDENTS AT THEIR CLASSROOMS.**

Alternative Routing

Each family must indicate at the bottom of their Emergency Contact Form at the beginning of the year, the manner in which their child is leaving school each day, i.e. public school bus, pick-up, walking, etc. If there is to be a change, whether just for the day or on a permanent basis, **the parent must notify us by note or phone call. If we do not hear of the change from the parent, the student will be sent home in his/her usual manner.** Please be sure to call the office leaving a reasonable amount of time for the office to get your message to your child. **DO NOT LEAVE A MESSAGE ON VOICEMAIL FOR CHANGE OF LEAVING AS IT MIGHT NOT BE PICKED UP IN TIME FOR THIS CHANGE TO TAKE EFFECT.**

Homework Policy for Absences

If a parent requests to pick up class work/homework for a child who has been ill, please call the Office or send a note to the child's teacher and the materials will be sent home with a sibling or ready for pick-up in the Office. **PLEASE DO NOT REQUEST HOMEWORK UNLESS A CHILD HAS MISSED TWO OR MORE DAYS.** Parents are not to pick up student homework at the child's classroom except after school hours. This decreases classroom disruptions.

TARDY POLICY

Punctuality is a very important part of our school day. School begins at 7:45a.m. (7 & 8) and 8:45 a.m. (K-6) each day. In order to run their classroom in an efficient manner teachers need to have students in line and ready to enter the building when the bell rings. If your child is not in line at that time they will be marked tardy for that day. Please remember that students depend on you, the parent, to get them to school on time. Please plan ahead so that this time schedule can be met.

SIGNING IN/OUT AND LEAVING SCHOOL

All persons entering the school building **MUST** sign in at the table outside the office. Students needing to leave the school building during the school day must have their parent, guardian, or escorted adult sign them out in the provided booklet. No student will be permitted to sign out without an escorted approved adult. When students arrive late to school, they are to stop in the office so that we know they have arrived.

SCHOOL MASS SCHEDULE

The entire school will attend mass **Thursday** at 10:30.m., beginning the second week of school. Families are encouraged to attend Mass.

AUXILIARY SERVICES

Special Education Services are available to eligible students of St. Mary School through the Eaton RESA. Parents or teachers with parent's permission may request an Evaluation.

PARENT AIDES/VOLUNTEERS

Parents are always welcome at St. Mary School. Parents are asked to share their time and talents with students and staff of St. Mary School by helping as room mother/fathers, as a Parent Club representative, holiday parties, classroom aides, and other areas. All parents who wish to volunteer at school **must** have an ICHAT/ background check completed by school administration and must have completed Protecting God's Children training through [Virtus Online](#).

EXTRA CURRICULAR ACTIVITIES

Some of the extra curricular activities that students at St. Mary School may be involved in are:

- *Children's Weekly Masses
- *All-School Thanksgiving Dinner
- *Annual Christmas Musical
- *Book Fairs
- *Fall Open House
- *Reading Grandmas
- *Spelling Bee
- *7/8 Grade participation in Charlotte Middle School Sports
- *Children's Monthly Adoration Mass
- *Catholic School Week Activities
- *School Pictures
- *Holiday Class Parties (K-5)
- *Bowling Parties
- *Read To Me (K-2)
- *Math Pentathlon

STANDARDIZED TESTING

Students, Grades 1 through 8, will be assessed through Northwest Evaluation Association (NWEA) three times a year. This is the testing established throughout the Diocese of Lansing. Results are given to parents, and become a part of each student's CA60 permanent file. These assessments will be used to drive daily instruction.

DISCIPLINE

The code of conduct at St. Mary School is based on the principle that a child learns what he/she lives. On this principle, self-discipline is strongly encouraged and fostered.

Our conduct code requires that students are courteous. They are to conduct themselves in a manner which fosters safety for all, and represents respect of peers, authority, property, and the common good.

The classroom teacher is responsible for maintaining an atmosphere for learning in the classroom. He/she is directly responsible for order and discipline. The teacher, staff, or adult in charge may reprimand students when their conduct is not following the guidelines set forth by the school.

Parents are notified in a timely manner of any serious or persistent problems.

GRIEVANCE PROCEDURES

If there is a problem between students or parents and the child's teacher, the first course of action would be to set up a meeting with the teacher. If that action does not accomplish, to all parties satisfaction, the purpose for which it was intended, parents should contact the administration to set up a meeting with parents, administration, and teacher in an effort to solve any conflict.

In the event that serious threats to safety and welfare of others exist, or when attitudes of disrespect and poor work habits occur, the student may be remanded to the administrator. In the event there is a need for further reinforcement, the parents will be contacted. When deemed necessary, and in rare circumstances, a meeting will be called to bring together all involved parties to establish specific goals for the welfare of all.

Handheld Technology

Radios, iPads, iPods, hand-held games, palms or other hand-held devices NOT owned by the school are not permitted to be used during school hours. These items should be left at home. The faculty of St. Mary School has the right to confiscate any of these items as well as future forms of technology that may cause disruptions or interrupt learning during the school day. If it is necessary for a student to bring their cell phone to school, the cell phone must be turned off and placed in the students backpack at the beginning of the school day. Students may not use the cell phone at any time during the school day. St. Mary School is NOT responsible for any lost, stolen, or damaged items.

PLAYGROUND SUPERVISION

A fee is assessed all families in their tuition agreement which is used to hire playground supervisors for the lunch hour recess. Teachers rotate supervising the afternoon recess. A faculty member/administrator is always present in the building during lunch hour for supervision.

PLAYGROUND RULES

All playground supervisors deserve the respect of the children. In the event this does not take place, or a child's behavior does not improve, the child will be brought to the teacher or office and a report will be made. Depending on the seriousness of the offense, parents may be called.

Basic Playground Rules Include:

- ❖ Adult supervisors are in charge. Students will respect and obey them in the same manner as they would a teacher or classroom aide.
- ❖ Children are to play on mowed field and blacktop. They must avoid playing on the front lawn and sidewalk, front curb, and in tall grass near the edges of the playground.
- ❖ Appropriate use of playground equipment is required.
- ❖ Baseball, football, and basketball games should be played in the appropriate places.
- ❖ No hard baseballs may be used on school grounds.
- ❖ Games involving tackling or throwing persons to the ground are prohibited.
- ❖ Language of students should be appropriate; **foul language will not be tolerated.**
- ❖ Students should play fair and not break up or interrupt other students' games.
- ❖ Students should include everyone in their games as long as they are of the proper grades.
- ❖ Students are to play on blacktop when the ground is muddy or wet.
- ❖ Students should be dressed according to the weather conditions of the day.
- ❖ Boots and snowpants for all students are required during the winter months when there is snow or mud.

Students who fail to behave according to the aforementioned guidelines will be given a warning unless the offense is deemed serious by the supervisor. If the behavior reoccurs, the child will be brought to the principal or classroom teacher, who in turn can send home a report or call for a conference.

CURRICULUM

The curriculum at St. Mary School is academically oriented, stressing basic knowledge skills. The curriculum is in accord with Diocesan guidelines.

The curriculum consists of:

- | | |
|---------------------------|---------------------|
| * Religion/Family Life | *Science/Health |
| *Sacramental Preparation | *Mathematics |
| *Social Studies/Map Study | *Technology |
| *Reading | * Music |
| *Art | *Physical Education |
| *Phonics | *Handwriting |
| *Spelling | |
| *English | |

The teaching staff follows the Diocesan Guidelines for allotted teaching time on these subjects.

TEXTBOOK POLICIES

Parents pay a fee for the use of consumable and non-consumable books for their child's use. If any books become lost or damaged during the school year, it is the parent's responsibility to replace the book at the purchase price.

HOMEWORK

Homework is an important part of the learning process. Students should spend time in a quiet place reading, studying, or completing an assigned task or project. Parents should be aware of this need and help provide a place in the home conducive for study.

PROGRESS REPORTS

Report Cards are issued at the end of each academic quarter. Parents are encouraged to contact the teacher if there are any concerns about a student's progress. Parent-Teacher conferences are scheduled following the first and third academic quarter. **ALL PARENTS ARE REQUESTED TO ATTEND THE FALL CONFERENCES.** Other conferences may be held any time during the year at either teacher or parent request.

UNIFORM DRESS POLICY – Beginning the 2017-2018 school year

A dress code is enforced for the benefit of all and to keep the main focus of school on learning. Any student who does not meet the uniform requirements will be sent to the office to find the proper clothing. If we do not have items that fit, we will call you to bring in the required item(s)

The St. Mary School Uniform can be purchased through Educational Outfitters (located above Rosary Book and Gift Shoppe in Lansing) or any other uniform company/department store using the criteria listed below. (Lands End has appropriate options and also participates in the Scrip program.) A Gently-Used uniform sale is available at school during the beginning and end of the school year. **PLAID JUMPERS, SKIRTS and TIES ARE ONLY AVAILABLE THROUGH LANDS END AND EDUCATIONAL OUTFITTERS.**

ELEMENTARY GRADES K-5

Boys Basic Uniform

- Collared button down oxford shirt (WHITE, NAVY, LIGHT BLUE)
- Polo **knit** shirt, short or long sleeve (WHITE, NAVY, LIGHT BLUE)
- Turtleneck or mock turtleneck – NO BRAND NAME LOGO ON NECK – (WHITE, NAVY, LIGHT BLUE)
 - All shirts are to be tucked in at all times
- Sport Coat (NAVY)
- Tie – Clip On (NAVY, PLAID)
- Standard twill slacks, double knee recommended - NO CARGO or PAINTERS PANTS - (NAVY)
- Walking Shorts – NO CARGO or PAINTERS SHORTS – (NAVY)
 - Only to be worn in August, September, October, May, June
- V-neck cardigan/Crew sweater (NAVY)
- Sleeveless V-neck pullover vest (NAVY)
- Fleece cardigan or ¼ zip – NO HOOD – (NAVY)
- Socks (Solid NAVY, WHITE, BLACK)

Girls Basic Uniform

- Cotton collared blouses, short or long sleeve –NO EMBELLISHMENTS- (WHITE, NAVY, LIGHT BLUE)
- Polo **knit** shirt, short or long sleeve – NO EMBELLISHMENTS- (WHITE, NAVY, LIGHT BLUE)
- Turtleneck or mock turtleneck long sleeve – NO BRAND NAME LOGO ON NECK - (WHITE, NAVY, LIGHT BLUE)
 - All shirts are to be tucked in at all times
- Standard twill slacks – NO CARGO or PAINTERS PANTS or LEGGINGS - (NAVY)
- Walking Shorts and skorts – NO CARGO or PAINTERS SHORTS – (NAVY)
 - Only to be worn in the month of August, September, October, May, June
- Jumper, Pleated Skirt, or Kick Pleat Skirt – NO KNIT JUMPERS OR POLO DRESSES (NAVY, PLAID)
 - Skirts and skorts worn at waist level, properly hemmed and **no shorter than 2 inches from the knee**. Black or Navy shorts should be worn underneath if child is not wearing leggings or tights
- V-neck cardigan/ Crew sweater (NAVY)
- Sleeveless V-neck pullover vest (NAVY)
- Fleece cardigan or ¼ zip – NO HOOD – (NAVY)
- Socks, anklets, knee socks, tights (SOLID WHITE, NAVY)
- Plain Leggings worn under skirts NEVER ALONE (SOLID WHITE, NAVY)
 - Leggings must reach mid-calf

Boys and Girls

- **Shoes must have closed toes and closed backs – NO LIGHTS.**
- **-No boots, of any type, will be worn during class time.**
- -Belts, plain navy or black, optional
- -Shirts must be tucked in at all times

- -Shorts may be worn only during August, September, October, May and June
- -St. Mary sweatshirts or shirts may be worn ONLY on Spirit Days ***
- -Outerwear, coats, and boots are not allowed to be worn in the classrooms.

MIDDLE SCHOOL 6-8

Boys Basic Uniform

- Collared button down oxford shirt (WHITE, NAVY, LIGHT BLUE)
- Polo shirt, short or long sleeve (ANY SOLID COLOR)
 - **MUST BE WHITE, NAVY OR LIGHT BLUE ON MASS DAYS**
- Turtleneck or mock turtleneck – NO BRAND NAME LOGO ON NECK – (WHITE, NAVY, LIGHT BLUE)
 - All shirts are to be tucked in at all times
- Sport Coat (NAVY)
- Tie – Clip On (NAVY, PLAID)
- Standard twill slacks, double knee recommended - NO CARGO or PAINTERS PANTS - (NAVY, KHAKI)
- Walking Shorts – NO CARGO or PAINTERS SHORTS – (NAVY, KHAKI)
 - Only to be worn in August, September, October, May, June
- V-neck cardigan/ Crew sweater (NAVY)
- Sleeveless V-neck pullover vest (NAVY)
- Fleece cardigan or ¼ zip – NO HOOD – (NAVY)
- Socks (Solid NAVY, WHITE, BLACK)

Girls Basic Uniform

- Cotton collared blouses, short or long sleeve – (WHITE, NAVY, LIGHT BLUE)
- Polo shirt, short or long sleeve (ANY SOLID COLOR)
 - **MUST BE WHITE, NAVY OR LIGHT BLUE ON MASS DAYS**
- Turtleneck or mock turtleneck long sleeve – NO BRAND NAME LOGO ON NECK - (WHITE, NAVY, LIGHT BLUE)
 - All shirts are to be tucked in at all times
- Standard twill slacks – NO CARGO or PAINTERS PANTS - (NAVY, KHAKI)
- Walking Shorts and skorts – NO CARGO or PAINTERS SHORTS – (NAVY, KHAKI)
 - Only to be worn in the month of August, September, October, May, June
- Jumper, Pleated Skirt, or Kick Pleat Skirt – NO KNIT JUMPERS OR POLO DRESSES (NAVY, KHAKI, PLAID)
 - Skirts, skorts worn at waist level, properly hemmed and **no shorter than 2 inches from the knee.** Black or Navy shorts should be worn underneath if child is not wearing leggings or tights
- V-neck cardigan/ Crew sweater (NAVY)
- Sleeveless V-neck pullover vest (NAVY)
- Fleece cardigan or ¼ zip – NO HOOD – (NAVY)
- Socks, anklets, knee socks, tights (SOLID WHITE, NAVY)
- Plain Leggings (SOLID WHITE, NAVY)
 - Leggings must reach mid-calf
- Fashion boot may be worn – must be below the calf with a modest heel

Boys and Girls

- **Shoes must have closed toes and closed backs – NO LIGHTS.**
- -Belts, plain navy or black, optional
- -Shirts must be tucked in at all times
- -Shorts may be worn only during August, September, October, May and June
- -St. Mary sweatshirts or shirts may be worn ONLY on Spirit Days ***
- -Outerwear, coats, and boots are not allowed to be worn in the classrooms.

EXTRAS FOR ALL GRADES

- **Gym class:** all students must have tennis shoes for gym.
- **Make-Up:** NO make-up will be permitted, including body glitter or tattoos
- No temporary tattoos showing
- **Hair:** No unnatural hair colors are permitted. Hair must be kept trimmed and neat at all times. No Mohawks/Faux Hawks or unusual haircuts. No hair tinsel, feathers or other items added in hair. Conservative barrettes and headbands are allowed.
- **Fingernails:** To be kept at reasonable length and color.
- **Jewelry:** Conservative, not excessive, religious medals are allowed, no dangling earrings, boys are not permitted to wear earrings.
- **Shirts worn under uniform shirts:** White, crewneck, short/long sleeve t-shirts or turtleneck/mock turtlenecks – NO BRAND NAME LOGO ON NECK – (**WHITE, NAVY, LIGHT BLUE**) will be acceptable.
- **Outdoor wear:** Students K-5 will have outdoor recess on most days. Please have your child come to school adequately prepared with warm jackets, snow pants, gloves, boots ect. If there is snow on the ground and your child would like to play in or around it, they **MUST** be in snow pants.
- *****Spirit Days:** Every Wednesday will be designated "Spirit Day" for St. Mary School. Students may wear their St. Mary School T-Shirts and Sweatshirts on this day with the appropriate uniform bottom.
- **Non-Uniform Dress Day:** Parents, please try to use your judgment when sending your students to school on non-uniform days. All of the uniform rules apply in regards to shoes, make-up, hair, fingernails, jewelry, outdoor wear, and length of skirts/skorts. There must be appropriate writing on shirts (no images or words that may represent evil). Shoulders must be covered. (no tank tops, spaghetti straps, halter tops). Jeans must not be ripped or have holes. No pajamas or pajama pants. **IF WEARING LEGGINGS, THE SHIRT MUST COME TO MID/UPPER THIGH!**

Administration will make the final decision as to the appropriateness of anything not covered here.

FIELD TRIP POLICY

Transportation: It is the policy of St. Mary School to use Public School Buses when transporting students on field trips when possible.

Chaperones: All parents who wish to chaperone **must** have an ICHAT/ background check completed by school administration and must have completed Protecting God's Children training through [Virtus Online](#).

Chaperones and Siblings: Parents may be asked to accompany teachers and their students as a chaperone on a field trip if needed. Our school policy limits chaperones to parents or adults only. Siblings of students are not allowed to attend the field trip. Students are to ride the bus to and from the field trip unless other arrangements have been approved by the principal.

HEALTH AND SAFETY PROCEDURES

Health

All communicable diseases should be reported to the Office of Education between 7:45a.m. and 9:00 a.m. Students are excluded from classes for the following illness and will be permitted to return to school after the time indicated:

Chicken Pox 5 days from onset – must be scabbed over

Pink Eye	24 hours from start of treatment
Impetigo	24 hours from start of treatment
Ringworm	When under medical treatment
Head Lice	Until treated and nit free
Strep Throat	24 hours from start of antibiotics
Scarlet Fever	24 hours from start of antibiotics
Fever	24 hours no fever – normal temperature
Influenza	Until symptom free – if vomiting please keep home 24 hours from last episode
Vomiting	24 hours from LAST episode

Immunizations

All **NEW** students must report an updated immunization record to the school office prior to the first day of school.

Vision and Hearing

Vision and hearing screening are provided in the fall. Vision will be screened for 1st, 3rd, and 5th graders. Hearing will be screened for Kindergartners, 2nd, 4th & 6th graders. Follow-ups on all students with known problems are conducted.

Medications

All medications (prescription, non-prescription, and herbal), including cough drops, aspirin, Tylenol, etc. will be administered by the school **only with a written prescription** by a doctor. Prescription medication for a student **MUST** be brought to school by a parent in the container it is prescribed in with correct dosage instructions visible. A medication form **MUST** be filled out and returned to school before medications can be given. Medications are given by personnel certified by the local Health Department to administer medications and a log is kept of their dispensation. If your child takes a daily medication, please be sure to refill it regularly. Medications are never allowed to be in the possession of your child.

Restricted Activities

When a student must remain indoors during recess or gym for any health reason, parents must send a note to the teacher. **A student will not be kept indoors for more than one day without a doctor's order.**

SEVERE WEATHER

St. Mary School follows the Charlotte Public Schools when closing due to hazardous weather conditions. St. Mary School will close when the weather does not permit safe travel to and from school. **When the public school district (Charlotte Public Schools) is closed, we are also closed.** Watch and listen for Charlotte Public Schools closing to be announced on local radio and television stations beginning at 6:00 a.m.

TORNADO WATCH:

Students will be kept in school and dismissed at the regular time.

TORNADO WARNING:

Students will be kept in a safe area until the ALL CLEAR is received. Students can be released to parents during a tornado warning.

WINTER STORMS:

Listen to local television and radio stations.

FOG DELAYS:

Listen to local television and radio stations.

Students are not to be dropped off more than 15 minutes prior to the delayed starting time.

FIRE, TORNADO, & LOCKDOWN

Following state and local regulations regarding school buildings and facilities, fire, tornado, & lockdown drills are conducted on a regular basis. Fire Drills conducted 6 times a year, Tornado Drill 2 times a year, and lockdown drill 2 times a year. Silence is always maintained during emergency drills. Emergency EXIT ROUTES are posted in each classroom.

TRAFFIC AND PARKING

THE BOULEVARD – Before school

Please use this to drop off students in the morning. If parents need to enter the building in the morning or after school, please park at the back entrance to the church. DO NOT STOP OR PARK IN THE BUS LOADING ZONE directly in front of the school marked with a yellow curb. Drop students off **NORTH OF THE BUS LOADING ZONE. DO NOT PASS THE BUS WHILE IT IS UNLOADING STUDENTS.**

- After school

Please line up by the curb in front of the church entrance (behind the school) to pick up students after school. Caution needs to be observed. Parents are to form a single line of cars. Your child/children will be dismissed to your car. Do not pass cars before you. Teachers will direct the line to move forward when it is clear to do so.

- Walkers

A crossing guard is ***not*** provided at the corner of St. Mary's Blvd. and Shepherd Street. If your child will be walking to school and needs to cross there, please contact the school office prior to the beginning of the school year so that arrangements for safe crossing may be made.

Arrival and Departure Procedures

Students who arrive at school before the 7:45 a.m. bell (7&8) or before the 8:45 a.m. (K-6) are to remain outside the building. An "IN" sign will be placed on the front doors during the mornings when weather is not conducive to students standing outdoors in line (rain, temperatures below 20 degrees, wind chill below 10 degrees). On those days, students may enter the building and line up quietly outside of their class door to await the beginning of their day.

No supervision is available until 7:30 a.m. (7&8) or 8:30 a.m. (K-6) each morning.

Students riding the public school bus are dismissed out the front door of the School. ***BUS RIDERS:*** If your child will be picked up after school INSTEAD of riding the bus, you **must** call St. Mary School Office ***AND*** the Charlotte Public School Bus Garage and notify of the change.

If a student is being picked up by his/her parents and the parents have been detained, please contact the school so that supervision may be provided. If a child remains fifteen minutes after dismissal, they will be sent to After care, for a fee, to await your arrival.

It is important that students arrive at school **on time** each day so that class can begin on time. Parents have no control over the buses that pick up their children. Parents who regularly bring their children to school each day **MUST** allow enough time to arrive before the bell rings.

LUNCHESES

Lunch period is from 11:30am – 12:15pm (5-8) and 12:00pm – 12:50pm (K-4) each day. Parents may occasionally take their children out to lunch but we ask that you observe the time period allocated. Parents taking their children out to lunch must sign them out in the provided booklet before leaving and sign them in upon returning.

St. Mary School offers a hot lunch program through the Charlotte Public Schools on Monday, Tuesday, Wednesday, and Friday. Thursday is Pizza Day. On Pizza Day children may buy one or two slices of cheese pizza, a fruit snack, and a beverage. Orders for pizza are taken Thursday morning in the classroom. Parent volunteers are needed to assist during the lunch hour, please call the school office if you are able to help at anytime.

Hot lunch, including milk, is available for \$3.25. Chocolate, Strawberry and White milk is available each day for \$.65.

WELLNESS POLICY

St. Mary School is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals:

- Child Nutrition Programs comply with federal, state, and local requirements. Child Nutrition Programs are accessible to all children.
- Sequential and interdisciplinary nutrition education is provided and promoted.
- Patterns of meaningful physical activity connect to students' lives outside of physical education.
- All school-based activities are consistent with local wellness policy goals.
- All foods made available on campus adhere to food safety and security guidelines.

FUNDRAISING

St. Mary School must use fundraising as a supplement to our budget. These fundraisers also help to lower the cost of tuition. Parents must be aware that their help is needed in both selling and/or working on these fundraisers. A minimum number of dollars or hours may be required. Notification of this will come from the school office.

EDUCATIONAL ORGANIZATIONS

Parent Club

St. Mary School has an active Parent Club. Every parent is considered a member. Meeting dates and times are set at the beginning of each school year and reminded by our monthly school calendar. (Meeting usually held first Wednesday of the month)

Parent Club provides many of the important "extras" for our students and is vital to our school. Among other things, Parent Club hosts Fish Fry Desserts, as well as helping both physically and monetarily with many of the programs, activities, and field trips offered to our students.

Education Commission/Faith Formation

The Education Commission is a regulatory body operating educational facilities and programs at our parish. It is primarily responsible for all aspects of normal educational programs, including St. Mary School, Religious Education Programs, Early Learning Center and Adult Education. The Commission is the coordinating body for parochial educational activities. It interprets policies of the Diocesan Board for the Principal and Directors of Religious Education and serves as an evaluator of programs, policies and buildings for the parish. It is the policy-making body for all educational programs in the parish and an avenue for parents to pursue if there are any educational questions or concerns.

The Commission sets meeting dates and times at the beginning of each school year, and reminded by our monthly school calendar, and meets in the Conference Room of the Parish Office. All Educational

Commission meetings, except Budget Committee Meetings, are open to the general parish population and all parents of St. Mary School.

The Commission reviews policies for all educational programs. If you would like to add an item to the monthly agenda, call the Office of Education.

GENERAL INFORMATION

Visitor Policy

We encourage visitors during the school year. **ALL VISITORS ENTERING THE BUILDING MUST SIGN IN AND OUT AT THE TABLE IN FRONT OF OFFICE.**

If you are bringing supplies, lunches or forgotten materials to school for your child, please drop them off at the Office. They will be taken to your child in his/her classroom.

Notice should be given to the teacher and to the Office if you plan on visiting your child's classroom during the day, preferably at least a day in advance. Parents are asked to limit visits to 30 minutes to avoid disruptions. All parents who wish to volunteer at school **must** have an ICHAT/ background check completed by school administration and must have completed Protecting God's Children training through [Virtus Online](#).

There will be **no before school visits** to classrooms unless an appointment has been set ahead of time with the teacher.

Conferences between teacher/parent/student should be held before or after school hours, by appointment.

Parents are always welcome to stop in the Office to visit or to make suggestions; voice concerns or just to say "hello". The Office is open from 8:00 a.m. – 4:00 p.m. Monday through Friday.

WEAPONS

To maintain an absence of threat to the physical well-being and safety of our students and staff, St. Mary School prohibits students from vandalizing the school or school contents, as well as bringing weapons on school or parish premises, in the immediate vicinity of the school or parish, on a school bus, or en route to or from school. Violation 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. A "dangerous weapon" refers to a firearm (as well as look-alike firearms), dagger, dirk, stiletto, knife with a blade more than three inches in length, pocket knife opened by 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 that our school **MUST** expel the student. Michigan law does provide for possible reinstatement by the Board of Education after a certain time period. If the student is in kindergarten through grade five, reinstatement is possible by board action, only after a ninety school day suspension, (180 days for grade six). The expulsion applies to all Michigan Schools. A student cannot be admitted to ANY public school in Michigan during the expulsion period.

GUN FREE SCHOOL POLICY

St. Mary School has a gun-free school policy. Any child found with a weapon of any sort in their possession while on church or school property will be immediately taken to the office.

A conference between the child's parents and the school administration will take place on that same date. If deemed necessary, St. Mary School will consult with the Charlotte Public Schools and the local police department. Due to the severity of such an infraction, suspension of the child would likely result.

HARASSMENT POLICIES

Bullying

Bullying Prohibited

Bullying is a form of harassment. For the purpose of this policy, "bullying" is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through 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 school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this school, and is prohibited.

Sexual Harassment

1. Verbal: the making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member, or other person associated with the school.
2. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the school
3. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, with a fellow student, staff member, or other persons associated with the school.

Consequences for violation of Harassment policy

If it is determined that a student has been in violation of the Harassment Policy of St. Mary School the following actions will be taken:

1. First Violation: A verbal warning will be given to the student. Any violations should be reported to the principal. Principal will record violation on student list and notify parents.
2. Second Violation: Student will be suspended from school immediately. A one day suspension will follow. Conference between student, parent(s), and principal will determine when student will be readmitted to school.
3. Any further violations will result in longer suspensions and possible expulsion from school. This will be determined by the principal.

SCHOOL CRISIS PLAN

St. Mary School has a school crisis plan, developed in partnership with the Charlotte Police Department and Eaton County Emergency Management, to address emergencies such as fires, shootings, accidents, as well as biological, radiological, chemical, and other terrorist activities.

In accordance with Diocesan policy during a period of heightened state of alert, St. Mary School will institute a locked down condition. During these times be aware that the school doors will be locked. If assistance is needed, or for more information, please call the school office at 543-3460, or the parish offices at 543-4319.

Asbestos Hazard Emergency Response Act

In compliance with the US Environmental Protection Agency (EPA) and Asbestos Hazard Emergency Response Act (AHERA), in 1990 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the school administrative office since that time.

The EPA requires us to perform an inspection of asbestos materials every three years. Our school was inspected in July.

Child Protection Law

All school personnel have participated in Virtus Training to ensure a safe environment for our students as well as fingerprinted and background checks. In accordance with state law, educational, catechetical, and youth ministry administrators and all other school and parish employees shall be required to report immediately any suspected cases of child abuse or neglect involving a student under the age of 18 to the proper authority. The Chairperson of the Diocesan Department of Education and Catechesis shall be notified, in writing or the reporting of the suspected case of child abuse or neglect.

Conclusion

Anything not covered in this handbook will be dealt with by the administration as the situation arises.

ST. MARY SCHOOL US COPYRIGHT INFORMATION

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship" including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- ❖ To reproduce the work in copies or phonorecords;
- ❖ To prepare derivative works based upon the work;
- ❖ To distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease or lending;
- ❖ To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- ❖ To display the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- ❖ In the case of sound records*, to perform the work publicly by means of a digital audio transmission.

In addition, certain authors of works of visual art have the rights of attribution and integrity as described in section 106A of the 1976 Copyright Act. For further information, request Circular 40, *Copyright Registration for Works of the Visual Arts*.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights however are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the doctrine of "fair use" which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitation takes the form of a "compulsory license" under which certain limited uses of copyright works are permitted upon payment of specified royalties and compliance with statutory conditions. For further information about the limitations of any of these rights, consult the copyright law or write to the Copyright Office.

***Note:** Sound recordings are defined in the law as "works that result from the fixation of a series of musical, spoken, or other sounds, but not including the sounds accompanying a motion picture or other audiovisual work." Common examples include recordings of music, drama, or lectures. A sound recording is not the same as a phonorecord. A phonorecord is the physical object in which works of authorship are embodied. The word "phonorecord" includes cassette tapes, CD's, LPs, 45 r.p.m. disks, as well as other formats.

ST. MARY TECHNOLOGY POLICY

GUIDELINES FOR ACCEPTABLE COMPUTER/INTERNET USE IN MEDIA CENTER

St. Mary School is an educational institution rooted in the teachings of Jesus Christ and the Catholic faith. It is under these premises that we instruct our students. Teachers and all employees take appropriate steps to ensure that student use of computer technology, including the Internet is consistent with this mission. Internet usage with teacher supervision is restricted to grades three and above. The use of the Internet is a privilege, not a right, and inappropriate use will result in losing the privilege. Ultimate responsibility for a student's actions rests solely with the student and any violation of acceptable Technology Guideline will result in the loss of the use of computers in the Media Center.

GUIDELINES –

1. The use of our technology is consistent with Diocesan Policy 36142.1 (available in school office for review).
2. Any acts of vandalism are prohibited such as any malicious attempt to harm or destroy data of another user or damage hardware of software.
3. Students will not use school computers to play electronic games unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
4. Unauthorized use of a file, program, or general unauthorized use of a computer is strictly prohibited.
5. Students will be safety conscious while online (again, teacher is there for supervision). Information that reveals student's name (first, middle, or last), location such as address or telephone, **should never be supplied** on line. Students will not reveal another's name (first, middle, or last), address, or phone number, nor will students transmit or use pictures of themselves or others either.
6. Students will be respectful of the equipment in the media center and not disassemble any component of the computer, including the headphones, without direct permission from the supervising teacher. Students' parents or guardians will reimburse the school for any damage to computers or other technical equipment as a result of malicious or negligent actions.

It is St. Mary School's primary focus to keep the Media Center educational, safe, and fun. Our goal is to always strive for academic excellence, using the Internet and computer system to help facilitate learning and enhance the entire education experience.

Approved 01/00

TO: Parents and Staff of St. Mary School

FROM: Amanda Wildern, Principal

DATE: August 2018

RE: Asbestos Re-Inspections/Chemical Usage

In compliance with the United States Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA), we had inspections performed at each of our school buildings for asbestos-containing building materials. The inspection findings are part of our asbestos management plan and have been on file in the school's administrative office since that time.

The EPA requires us to perform an inspection of asbestos materials every three years. Accredited asbestos inspectors performed these re-inspections in 2015 and recommended action we should take to safely manage asbestos material in our building.

The results of the re-inspections are on file in the asbestos management plan in the school's administrative office. Anyone is welcome to view this plan any time during normal school hours.

We hire Rose Exterminator to handle any pest control on our premises as well. We also on occasion apply a fertilizer to our lawn. All procedures are handled in a manner as safe as possible for our students and staff, usually after school or on the weekend. As parents, you have the option of being notified in advance before these procedures are done. If you require prior notification, please submit a written note to the office.

PLEASE READ HANDBOOK, SIGN FORM AND RETURN

(Handbook can be found on our school website: www.stmaryschoolcharlotte.org)

I have read, understand and agree to follow and adhere to the policies set forth by St. Mary School.

Signature of Parent

Date

Signature of Student(s)

Signature of Student(s)

Signature of Students(s)

The Faculty of St. Mary School – Charlotte

Mrs. Amanda Wildern	Principal/Technology Teacher
Mrs. Diane Grove	Administrative Assistant
Ms. Stephanie Normand	Kindergarten
Miss Kelsey Fisher	First
Mrs. Lisa Cook	Second
Miss Kathryn Munhall	Third
Miss Sarah Neeser	Fourth
Miss Allison Dudek	Fifth
Mrs. Elizabeth Wildern	Sixth
Mrs. Heather Shoaf	Seventh/Eighth
Mrs. Kelly Jones	Intervention Coordinator
Miss Patty Braun	Classroom Assistant
Mr. Paul Davis	Physical Education Teacher
Mrs. Christine Waugh Fleischmann	Art Teacher
Mrs. Melissa Schmitz	Music Teacher
Mr. Jesse Lasorda	Custodian
Mrs. Miranda Bauer	Librarian
Mrs. Laurie Davis	Lunch Program
Rev. Dwight Ezop	Pastor
Dcn. Tom Fogle	Deacon