



Family and Student Handbook

2023-2024

St. Mary School

Lake Leelanau, Michigan

Eagles

www.stmarysll.org

303 St. Mary Street

PO Box 340

Lake Leelanau, MI 49653

School Telephone: 231-256-9636

MISSION AND CATHOLIC IDENTITY

Mission Statement-St. Mary Catholic School educates preschool through 12th grade students in an environment based on Gospel values. St. Mary School guides students to recognize their God-given potential and develop their talents to become leaders who are committed to their faith, lifelong learning, and service to others.

Our Catholic Objectives

- Develop a deep belief in Jesus Christ as Savior and to live as He taught.
- Foster a healthy knowledge and appreciation of the Catholic Church: doctrine, morals and devotions.
- Give each child the opportunity to learn about the Good News through Scriptures.
- Stress the benefits of active participation in the Catholic Church, the Sacraments, and Christian Service activities.
- Encourage the promotion of vocations as a means of fulfillment for an individual's life.

Accreditation-St. Mary School is fully accredited by the Michigan Association of Non-Public Schools (MNSAA), a chapter of the National Non-Public School Association.

Mass and the Sacraments-Staff and students attend weekly mass and participate in all Holy Days that fall during the regular school schedule. Students who have made their First Reconciliation are offered the opportunity during Advent and Lent to attend Confession. If any other time is needed please contact the Pastor.

PARENT PARTNERSHIP AND SAFE ENVIRONMENT

Reporting to Parents and Guardians

St. Mary School believes parents/guardians should be provided with information that allows them to understand the work of the school and the growth of their child. Report cards, parent/teacher conferences, and written materials are used for this purpose. Conferences are held twice a year. A special announcement will be sent home regarding the time and place of the conferences.

Parents/Guardians are encouraged to share with the school their aspirations and concerns. If parents/guardians desire a conference with a teacher, they may leave a confidential voice mail or e-mail and the teacher will contact them as soon as his/her schedule allows.

Visitors/Parents/Guardians

All visitors, parents and guardians are required to sign in at the office upon arrival at the school. Students are not permitted to bring friends, siblings, visiting relatives, or pets to school without receiving permission from the office and teacher(s) prior to the day of the visit. Visits by students from other schools are generally limited to those students who have a genuine interest

in possibly attending St. Mary School. Parents are encouraged and invited to visit their child's class at any time. Please contact the teacher and office to make arrangements. If it is necessary to bring articles of clothing, lunches, etc. to school during the day, please leave them at the office.

Closed Campus

Students will not be allowed to leave the school grounds during school hours, from the time they initially report to school until the dismissal bell, with the following exceptions:

1. Written permission from parents/guardians for appointments;
2. To attend classes at another school,
3. To attend work/study programs,
4. To perform approved Christian Service,
5. To participate in school field trips.

Students who are 18 years old must still have parental permission to leave campus.

Use of Telephone-The office phone is available in case of emergencies or student illness.

Students are not to use this phone to make plans with friends or try to seek parental permission at the last minute. These plans should be made prior to arriving at school.

Medicine-Before any medication or treatment (including Tylenol or similar pain reliever, and cough drops) may be administered to a student during school hours, authorization of the parent and/or physician shall be required. The medication must be brought to school in its original container appropriately labeled by the physician or pharmacy with the date, student's name and exact dosage to be administered. All medication must be kept secure in the school office.

Emergencies- If it becomes necessary to send a child home, to the hospital, or to the doctor's office, the school office will call the parent/guardian first. If there is no answer, the student's Emergency Phone Card will be checked for recommendations.

A new Emergency Phone Card for each family and Medical Release forms for each student are due in the school office by the first day of the school year, as the law requires. Please notify the school immediately of any changes in phone number, address, place of employment, physician or back up contacts.

Severe Weather-If conditions are such that school needs to close, information will be broadcast on local radio stations and television stations 7&4 and 9&10. St. Mary School works with local schools and agencies when monitoring weather conditions. Parents and students may also sign up for *Remind* to receive texts or emails.

Fire/Tornado/Lockdown Drills- Fire and tornado drills are conducted regularly to insure safety for the students in evacuating the building in case of emergency. Two lockdown drills will also be conducted each academic year.

Lost and Found -Please check the lost and found bins regularly. They are located in both boys and girls locker rooms and in the elementary hallway. Inquiries about lost and found articles should be made at the office. Unclaimed lost and found articles are given to a charitable organization at regular intervals.

Locker/Locker Policy-All students in grades 6-12 are issued a locker in the academic wing. Gym lockers may be issued to MS/HS PE students and athletes. School staff and proper authorities have the right to inspect lockers with school officials' permission. Accessories must be freestanding or magnetized for use on and in lockers, including pictures, mirrors or hooks.

If a student wishes to use a lock it must be school issued, please inquire at school office. Refer to the Search and Seizure section of this handbook for further clarification.

Expectation of Privacy/ Technology-There is to be no activating or utilizing Devices, including but not limited to those with cameras, at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The principal has authority to make determinations as to other specific locations and situations where possession of such technology is absolutely prohibited

ADMISSIONS

Admissions

St. Mary School believes that any student who desires a Catholic Christian education and whose needs can be met by St. Mary School will be considered for admission. Admission shall not be denied on the basis of race, color, sex, religion, or national origin. Prior to enrollment, parents will meet with the principal to discuss whether St. Mary School can meet the needs of the student.

St. Mary School is dedicated to providing a Catholic education ensuring educational quality for all families willing to enter into a partnership to develop each child to his or her fullest spiritual and academic potential. This partnership with parents is highly valued; however, situations can arise where the partnership is significantly damaged. In these situations, administrative discretion may be used to ask a family to leave the school and deny future enrollment.

Tuition

Current tuition rate information is available by calling the school office at (231) 256-9636

Families will be required to enroll in the FACTS Payment Plan unless tuition is paid in full by July 1st. All tuition payments, including FACTS payments, are due in full by the end of the current school year. The tuition requirement must be satisfied prior to enrollment for the following school year.

Students withdrawing from St. Mary School after the first day through the third week of the semester will be assessed a \$500 withdrawal fee. Students withdrawing after the third week of the semester are responsible for the full tuition amount. Exceptions will be made if the student's educational needs can no longer be met by St. Mary School as determined by school administration. Special circumstances will be considered by school administration.

Guardian Angel Scholarship Program

St. Mary has a program to assist with tuition needs. The Guardian Angel Scholarship Fund was established to assist families who may not be able to afford the cost of tuition. Applications for tuition assistance are available through the school office and parish office.

Guardian Angels Scholarship Fund allows us to ensure that anyone who desires a Catholic education may attend St. Mary School. Many generous donors have helped to pay tuition for families in need. We encourage anyone who is able to consider making a donation to the Guardian Angel Scholarship Program to please do so to help insure the future of Catholic education and St. Mary School.

Participating Parish Investment Policy

Participating parishes are given a list of students from their parish and are asked to reimburse the difference between the tuition charged to each family and the actual cost to educate.

Participating Parishes:

- Holy Rosary
- St. Rita/St. Joseph
- St. Gertrude
- St. Wenceslaus
- St. Mary
- St. Michael

Service to St. Mary School

St. Mary School continues to fulfill its mission of Catholic school education begun in 1887 through the grace of God and the generosity of its donors. A most significant donation is the gift of service provided by school parents. YOUR dedication and contribution of time and talent is needed, expected and appreciated! Please give serious consideration to where and when you will share your time and skills.

Fundraisers account for approximately 20 percent of St. Mary School's annual operating budget. All school families need to participate in and support fundraisers in order for them to be successful. One specific example is that all school families are expected to sell car raffle tickets. The money raised by the fundraisers plays an important role in keeping tuition rates down. From fundraisers, to field trips to classroom helpers, to committee membership -- each contribution makes a positive difference in the lives of our St. Mary School students.

STANDARDS AND EXPECTATIONS

Dress Code- Students are expected to be in dress code each school day unless otherwise approved by the administration. Students attending class off campus must abide by the “spirit of the dress code” as representatives of St. Mary School. Please refer to the Dress Code Handbook. The Handbook may be found at www.stmarysll.org under the Admissions tab.

School Day Arrival/ Departure

School hours are from 8:00 a.m. to 3:10 p.m. Students are asked not to arrive at school prior to 7:45 a.m., as we cannot guarantee adult supervision prior to that time.

Transportation

St. Mary School provides a bus which travels from Lake Leelanau through the communities of Cedar and Maple City, in to the northern edge of Benzie and Grand Traverse Counties and back north along the lake shore. The route is called “South Route”. Please inquire in the school office about this route.

Students from the **Leland district** may use the public school bussing system if a route exists. St. Mary School does not have an AM pick up at Leland School however students who live on certain bus routes may be transported directly to St. Mary School. Leland Public School may transport students to Leland in the PM to catch all busses in the Leland District.

Students in the **Suttons Bay school district** may use the public school bussing system afterschool if a route exists from Suttons Bay School. St. Mary School will provide a bus from St. Mary School to Suttons Bay at the end of the school day. Limited bus service is provided by St. Mary to students from other school districts; Benzie, Glen Lake and Traverse City. The principal reviews transportation routes/issues and every effort is made to accommodate alternate transportation for students. Families are responsible for contacting the local public school district to arrange bus transportation where applicable

Students are to conduct themselves in an appropriate manner while riding the bus. St. Mary School supports public school bus regulations. Students are subject to disciplinary consequences at St. Mary for bus infractions.

Student Vehicles and Parking

- Parents and students must realize that driving to school is a privilege, not a right.
- All student cars must be registered and on file in the school office.
- Students who drive to school must park in the school parking lot that is located by the north entrance. Students must not park in spaces provided for neighboring businesses. Please do not park to the north of the St. Mary Pre-school entry.
- Cars will remain locked and unoccupied during the school day and during lunch hours.
- Vehicles must always be operated in a safe and prudent manner. In this regard, there will be no squealing of tires, fast starts and/or stops, etc. Students who disregard these guidelines **will** be subject to disciplinary action which may include revoking of a student’s privilege to drive and park their vehicle on St. Mary property.

Bicycles/Skateboards/Rollerblades

Students who ride a bicycle to school are expected to obey rules of road and pedestrian safety. The Principal reserves the right to deny students the privilege of riding if a problem has been created with a bike. Students are not to ride bikes once they arrive at school. Bicycle riders are to wear helmets to and from school. Bikes are to be left at the bike rack along the gym wall facing the playground and it is suggested that they be locked during school hours. Skateboards and roller blades are prohibited from being used on school property at any time during the school day and year.

Food in Academic Wing-Food is not to be consumed in the academic wing with the exceptions of snack breaks, educational experiences, and class parties with the teacher's permission. ***The academic wing is a peanut/tree nut free zone. Snacks that will be consumed in the classrooms/academic wing must not contain peanuts or tree nuts.*** Water is allowed in the academic wing in clear bottles only, no pop, energy drinks, juices, coffee or colored drinks. Chewing gum is prohibited on campus during school hours.

Cafeteria Conduct-Students will demonstrate respect and good manners in the cafeteria. Students are required to be in dress code, clean up after themselves and keep their voices low. All food and drink is to be consumed in the cafeteria. The cafeteria is not a peanut/tree nut free zone but it is highly encouraged. Cell phones or other wireless communication or music devices are not to be used during the school day even at lunch time or in and around the cafeteria.

Playground Expectations

- ❖ Students in grades K-5 must go outside during recess unless weather interferes. Please make sure they are dressed for the conditions. K-5 requires boots, hats, gloves, snow pants, and coats when there is snow on the ground. Students in grades 6-12 are encouraged to go outside during the lunch period if weather permits and must dress for conditions.
- ❖ Students are to stay in designated play area where the playground supervisor can see them.
- ❖ Fighting, rough playing, and tackle games are not permitted.
- ❖ Students are to observe rules of courtesy.
- ❖ Throwing anything other than playground balls is not permitted.
- ❖ Students are not permitted near the lake.
- ❖ Students are not permitted to climb or sit on fences.
- ❖ One student is allowed on a swing at a time with no standing or twisting on the swings.
- ❖ One student is allowed on a slide at a time, seated, going down feet first.
- ❖ Appropriate language is to be used at all times.

ATTENDANCE

Research in education reflects a direct correlation between attendance and academic progress. Students are expected to be in school on time and in class every day. It is the students' and parents' or guardians' responsibility for their attendance at school. In most instances, the instruction that is conducted in the classroom can't be duplicated and constitutes a valid and crucial part of course work. When a student is absent, the educational experience of all students

in the class can be diminished. Consistent attendance helps develop responsibility and self-discipline and prepares students for the world of work.

This attendance policy has been developed to help encourage regular and consistent attendance by all students.

1. **Reporting Absence or Late Arrival-** When a student is absent or arriving late, his/her parent or guardian is asked to call the school office (231-256-9636) or email before 8:30 a.m. to report the absence and the reason for the absence. If the office does not receive a call by 8:30 a.m., office personnel will call the home to report the missing student. If a student is absent for more than one day, a call or email must be made each day unless arrangements are made with office personnel. If a call or email is not made and/or a note documenting the reason for the absence is not received, the absence will be recorded as unexcused.
2. **Arriving Late-**Students coming to school late are asked to report to the office. Students will need a note and/or or phone call explaining the reason for their tardiness. They will be issued an “admittance slip” to take to class. It will be noted whether the tardy was excused or unexcused.

Excused Absences:

Absences excused include the following. Please note that some absences require supporting documentation.

- A. Illness- extended illnesses will require a doctor’s note for academic records
- B. Medical or dental appointment- Note needed from Doctor’s office
- C. Funerals
- D. Mandatory court attendance – extended absence will require legal document for academic records
- E. Absences caused by late busses, school trips, athletic contests or other school sponsored functions.
- F. Family Vacation-Parents are to inform the school office and the teacher(s) at least two weeks in advance that their child will be missing school. Note required for academic records. Arrangements for assignments must be made with teachers before leaving. Family vacation will be allowed for up to 8 days for passing grade.
- G. For excused absences, the student will be allowed to complete make-up work. It is the student’s responsibility for securing and completing assignments within the time designated by the teacher.

Unexcused Absences:

- A. Any deliberate absence from school or class without knowledge or consent of a parent or guardian, or as agreed to by the school prior to the absence.
- B. Absences for reasons other than those written as excused above will be recorded as unexcused.
- C. Leaving school without permission from staff and parents and without “signing out”
- D. Students will receive a reduction in the credit earned for assignments missed on the day of an unexcused absence.
- E. Students may receive detentions for unexcused absence recorded.

Excessive Absences

- Grades 6-12 students who exceed eight (8) excused or unexcused absences per semester, in a class, may receive a failing grade on their semester report card.

- If all absences are excused, i.e., doctor or dentist appointments, illness, etc., the student may receive a passing grade for the semester. A review of absences will take place when the total exceeds the limit allowed.
- The office will notify parents on the student's 5th and 10th absence by email, with follow up letter in accordance with Michigan Compulsory Attendance Requirements.
- When a student reaches 10 unexcused absences, the school will forward the information to the Leelanau County's Prosecutor's office to determine truancy.
- Students with excessive absences (excused or unexcused) per semester will have their attendance reviewed. Excessive absences may result in the loss of credit for the class. Students will need to meet with the principal and/or teacher to address progress.

Other Attendance Regulations

- Students must remain in classes all day unless they are directly involved with a group that has been excused early for a school-sponsored activities.
- Full-day attendance is required to attend or participate in curricular or co-curricular activities. Exceptions may be granted by the principal.
- Students that leave school due to a fever must be fever free for 24 hours before returning to school, athletic events, and/or extra-curricular activities. Per CDC, a fever is a 100.4F. Students, who leave during the school due to fever, may not return the next day even if 24hrs has passed.
- Students with head lice will be sent home for treatment. They may return after a clear head check for bugs and knits.
- Students with pink eye/suspected pink eye will be sent home until the eye is clear of the infection.

Tardy Policy

Tardy Definition: A student must be in the classroom with all necessary class supplies and dress code compliant before the start of class. This definition will be applied by all staff members for all students. Students will be marked absent if they are more than 30-minutes late to a class.

Tardy to School

1. The student must stop by the school office before going to class to make staff aware they are in the building and to receive a Student Admittance slip to hand to the teacher. This will prompt a change in the attendance record from absent to tardy excused (TE) or tardy unexcused (TU).
2. On the 3rd tardy (TU) an email will be sent to the student and parents/guardian as a warning.
3. On the 4th and 5th tardy (TU) in the first hour class during the same semester or 15 consecutive academic days, an email will be sent home setting up a time for a 1 hr before school detention.

4. Each subsequent tardy (TU) will result in a two hour after school detention, which can include working with the school maintenance staff on a variety of tasks.
5. Failure to serve detentions may result in a (1) day suspension from school. Detentions take precedence over all athletic practices, after-school activities, and / or work assignments.

Tardy to Class

1. When a student is tardy to class, the teacher will mark TU or TE for attendance.
2. On the 3rd unexcused tardy (TU) an email will be sent to the student and parents/guardian as a warning
3. If a 4th and 5th unexcused tardy (TU) accumulates in any classes during the same semester or 15 consecutive academic days, the student will serve a lunch detention. This will involve eating lunch separately and spending the rest of the lunch hour in the school office completing work or helping office staff. Parents/guardians will be notified by email.
4. Each subsequent unexcused tardy (TU) will result in a two (2) hour after school detention, which can include working with the school maintenance staff completing a variety of tasks.
5. Failure to serve detentions may result in a (1) day suspension from school. Detentions take precedence over all athletic practices, after-school activities, and / or work assignments.
6. Students with excessive unexcused tardies (TU) per semester will have their attendance reviewed. Excessive unexcused tardies (TU) may result in the reduction of grades for a class. Parents will be notified. Students will need to meet with the principal and/or teacher to address progress.

Dismissal

Students are asked to leave the school building immediately upon dismissal unless they are involved in a project with a teacher or athletics. Students are not to be in the academic wing after school hours unless they are directly supervised by school personnel.

No Supervision is provided on the playground after 3:10pm.

FIELD TRIPS/EVENTS/PARTIES

Field Trip Policy All Grades

- The school must have a parent/guardian signed permission form on file before a student may go on any school sponsored field trip.
- All school regulations are in effect during a field trip, including dress code unless otherwise instructed.
- Only school arranged/provided transportation may be used unless clearly specified by teacher or administrator.
- On bus trips which last after dark students must be seated with members of the same gender.

Senior Mission Trip Guidelines-The following guidelines are intended to provide a structure for the planning of senior trips. Senior class advisors are responsible for working with the senior class to identify and formulate this activity.

1. Maintain a strict focus on Mission/Christian work activities – Our Christian Service Objectives;
 - a. To stimulate and to cultivate competencies necessary for Christian service; to promote Christian attitudes toward service in a variety of situations, i.e. school community, family, parish life and church community, human services in the greater community.
 - b. To engage students in a well-supervised process this will support the personal and spiritual growth, and development of the whole person.
 - c. To integrate Christian service experience with the reflection and evaluation in order to appreciate the Gospel mandate to serve one another.
2. Provide an opportunity that will be challenging and enjoyable for students.
3. Trip Destination – Students will work with their class advisors to explore opportunities and to build a plan. Once the class has determined their list of possible destinations they will formally present them to the principal and a class presentation will be brought to the SAC for review. Trip destinations will be governed by distance, cost, available student resources, safety issues, calendar and parental approval.

Components of the class trip plan should include:

- a. A clear outline for the Christian service requirements that must be fulfilled.
 - b. A rationale for the destination that is being recommended.
 - c. A breakdown of all related costs, transportation, housing, food, etc.
 - d. An analysis of available class funding and how it will be applied.
 - e. A detailed explanation of any additional family contributions that will need to be made. The limit on those contributions is established at \$150.00 to \$200.00.
 - f. An account balance must be maintained to cover the end of the year class obligations such as the graduation expenses for music and flowers, class advisor gift, Bishop's gift, etc.
4. All senior trips must be planned in advance with the bulk of the decisions being made by the end of their junior year. This will allow for extensive planning, coordination and fund raising occurring if determined to be appropriate and necessary. A presentation must be made to the SAC no later than October of their senior year.
 5. A timeframe will be established that attempts to work around other area activities that may involve our students but conflicts won't always be able to be avoided, i.e. the Leland Public School Drama program events, athletic events, etc. Choices will continue to have to be made by students regarding trip involvement if a conflict arises with another activity.
 6. In order for a student to participate in the senior trip all tuition must be up-to-date at the time that the trip is scheduled to take place.
 7. In the planning of the senior trip if students will be gone during a regular mass day the planning must include how the students will attend mass.

Dances/Class Activities/Events

- Dance and class-sponsored activities must be scheduled and approved by the Principal at least two weeks in advance of the event.
- Student dress must be in good taste and conform to the “spirit of the dress code”. School-affiliated (staff) adult chaperones have the right (and responsibility) to refuse admittance or ask any student who does not conform to acceptable dress to leave.
- Students who leave the building without permission and supervision of a school-affiliated adult chaperone will not be allowed to re-enter.
- Students are responsible for maintaining a clean and safe environment during the activity. Students are not to loiter on school grounds or sit in parked cars in the parking lot during school dances or class-sponsored events.
- St. Mary School students may host up to two (2) guests (approved by administration) for a dance or class-sponsored activity. All guests must be signed up on a guest registration list in the office at least two days before the event. The registration list will include the student’s full name and the phone number of his/her parent or legal guardian.

Class Parties-Class parties during the school day are limited to select holidays and to enhance special educational opportunities. Student birthdays are recognized and celebrated with classmates but this is done without birthday treats.

Invitations to a home party are **not** to be given out in school unless **all** the children in the class receive one. Exceptions are all boys' parties or all girls' parties.

ACADEMICS

Grading Scale (current for the class 2022)

A 100%-95	B+ 89.9-87	C+ 79.9-77	D+ 69.9-67	F 59.9- 0
A- 94.9-90	B 86.9-83	C 76.9-73	D 66.9-63	
	B- 82.9-80	C- 72.9-7	D- 62.9-60	

Grading Scale (current for the classes of 2023 and forward)

A 100%- 93	B+ 89.9-87	C+ 79.9-77	D+ 69.9-67	F 59.9- 0
A- 92.9-90	B 86.9-83	C 76.9-73	D 66.9-63	
	B- 82.9-80	C- 72.9-7	D- 62.9-60	

Weighted Scale- Letter grades will be adjusted for GPA by the following multiplier: 1.0825 to mid-level classes (Honors classes) and 1.25 to AP and College Level courses.

Graduation Requirements

1. Students in grades 9-11 must be enrolled in a minimum of 6 full credits. Students in grade 12 must carry a full time equivalent. Exceptions may be made when conflicts arise due to

shared time situations and dual enrollment.

2. A final grade of D- or better in the following specific courses and at least 25 full credit classes, 50 half credit classes, or a combination of the above is required to be eligible for graduation from St. Mary. The exception will be made for a student with an educational accommodation plan.
 - A. Religion - 4 full credits (transfer students must take religion each year while attending St. Mary School)
 - B. English - 4 full credits (core classes)
 - C. Math - 3 full credits unless attending CTC program
 - D. Science - 3 full credits unless attending CTC program
 - E. Social Studies- 4 full credits
 - F. Foreign Language - 1 full credit
 - G. Health/Physical Education - 1 full credit
 - H. Computers - 1 full credit
 - I. Fine Arts – 1 full credit
 - J. Electives – 3 or more credits
3. Transferred credits may be allocated at the discretion of the Administration.
4. Students are expected to attend all of their core courses at St. Mary School. Exceptions to this may be pre-arranged through the Administration for students interested in attending the Career Technical Center and/or other dual enrollment/honors courses not offered at St. Mary School.
5. Seniors are required to take final exams.

Online Courses- Students may take online courses for high school elective credit. Enrollment and tuition fees for on-line programs are normally the responsibility of the student and parent. The counseling office will provide support and coordination of arrangements for online options, and the school maintains the right to determine the credit and grade value assigned to the course chosen.

Courses Dropped/Add- The signature of the student, teacher, parent/guardian and counselor will be necessary on a Drop/Add Form to complete this process. It should be noted, that all academic requirements must still be met. After the 10 day period has expired students must complete the classes that they have.
Academic Work

Academic Work-Every class period is vitally important in a school day. Every assignment has a definite educational purpose that children may not understand or appreciate, but parents/guardians do. It is the parents'/guardians' responsibility to see that each task be taken seriously and done carefully. Students are expected to present their own work. Academic dishonesty (plagiarism/cheating) will result in loss of credit for the particular assignment and is considered a major disciplinary infraction.

Homework – Homework assignments are part of the school program and require parental/guardian supervision to promote neatness and accuracy and completion. Since homework is given regularly, a regular time and place should be provided where assignments can be completed. Parents/guardians are not expected to help their children excessively, but parental /guardian interest goes a long way in encouraging a child.

Missed Assignments Due to Excused Absence-Students are required to make up all possible assignments missed because of an absence. It is the student's responsibility with assistance from the parent/guardian to make a plan his/her teacher regarding missed assignments.

Classroom/Course expectations-Please refer to teacher's classroom or course expectations sent out at the beginning of each school year or semester.

Special Services- The following special services are available to children attending St. Mary School. If you feel that one of your children is in need of the special help offered by these services, please call the school counselor for information.

1. Speech & Language Services
2. Psychological Testing
3. Diagnostic Academic Testing
4. Reading/Mathematics Support
5. Hearing and Vision Testing
6. Scoliosis Screening

Additional services may be provided based on a student's eligibility as determined through an evaluation process coordinated between St. Mary and the TBAISD.

Guidance and Counseling Services- St. Mary School provides academic guidance services for grades K-12. Services include academic assessment, career development and planning. Students in need of professional counseling will be referred to local organizations and professionals.

Students may request services or may be referred by a teacher or parent. Any personal discussion is strictly confidential, with the exception of clear indication of danger to self or others or suspicion of child abuse or neglect.

The College/Scholarship application process is supported by guidance services in partnership with students and parents.

Promotion and Retention- The value of promotion or retention must be decided on a case-by-case basis. The final determination of retention will only be made after input from the teacher, parents/guardians, principal and in some cases the child.

Textbooks/Supplies

Textbooks are provided to the students. Students will be billed for the cost of any books that are lost or damaged. All textbooks must be protected with an appropriate book cover. An annual student fee will be assessed each student at all grade levels to cover the cost of new textbooks and supplies. Students in grades 6-12 will be required to provide their own calculator for math class.

HIGH SCHOOL STUDENT SERVICE HOURS

High School Student Service Hour All high School students are encouraged to complete the hours of service designated to his/her grade level. Students who complete the yearly service hours will be recognized with a certificate at the high school awards night. High school students who complete 50 hours or more of service will be recognized at graduation with a service chord. Transfer students must complete service hours during years attending St. Mary School to receive service chord.

- Freshman- 5 Hours
- Sophomore-10 Hours
- Junior- 15 Hours
- Senior- 20 Hours

Service Hour Guidelines

- Service hours must be community work. Families are important; however assisting with one's family is not community work but an expectation that shows love, devotion, and care for family. Helping an uncle, cousin, grandparent with things like mowing, babysitting, or painting is not service.
- Students are encouraged to be involved in Sunday liturgical ministry roles (servers, lectors, greeters, ushers, Eucharistic ministers, music ministers, etc).
- Something cannot be recorded as service if payment has been received or other forms of compensation are given.
- Community service done as part of a disciplinary action cannot be counted as service.

- Service possibilities are endless. If a student (or parent) is unsure of what activities might be appropriate or have questions regarding service hours, please contact our Theology Teacher.
- All service hours are subject to approval. St. Mary Catholic School reserves the right to make inquiries regarding validation of service hours submitted.
- Students who would like to receive recognition for service hours during a school year are expected to complete all information requested in FACTS SIS under service hours by May 15th of that school year. Service hours for the next academic year may be earned after the last day of school of the previous school year.
- No rollover of hours is permitted for the yearly certificate. However, students may complete extra hours of service during a school year to use toward accumulating 50+ hours for graduation service chord.

HONORS AND AWARDS

St. Mary School Principal/Outstanding Student Award

One student from elementary, middle school and high school are chosen each year by the principal, with input from staff, to represent St. Mary School to the community. These students will have demonstrated in some aspect of their school experience the qualities that the school holds important. Students selected for this award will receive a plaque.

Elementary and Middle School Awards

In keeping with our philosophy that demonstrating spiritual values is of primary importance in the development of a St. Mary student, we take the opportunity at our K-5 and 6-8 awards programs to affirm a virtue that we have observed in them. Each student is recognized because their individual contribution of talent is equally valuable to our Christian family. Certificates are awarded to all students who participate in liturgical service to their parish, service to the school as aides, and in student government.

Each student in grades K-8 will receive an academic award, recognizing strength in a particular subject area. In addition to these, the elementary and middle school students will receive certificates of participation in special programs the staff chooses to sponsor.

Secondary Academic Awards

In keeping with our philosophy that demonstrating spiritual values is of primary importance in the development of a St. Mary student, certificates are awarded to all High School students who participate in liturgical service to their parish. They are also recognized for service to the school as aides, and in student government.

In High School, academic achievement is recognized more selectively. At the end of each school year, teachers recognize outstanding performance with academic course and department awards. Academic course awards will be awarded to 2 students enrolled in each course for the following: highest academic achievement and/or outstanding performance in a talent area, and superior effort.

Department awards represent overall excellence in more than one class taken in a content area; therefore a student must have taken at least two years of classes in that department to be considered.

In grades 9-12, honor awards are presented to those who maintain a 3.5 or better GPA.

Honors and Awards for Seniors

The graduation exercise is a function of the school administration and will be sponsored by the school for the students.

Academic Honor Chords Graduating Senior GPA is determined by student's high school GPA using a weighted scale. Courses taken during middle school for high school credit will not be used in the high school GPA. The valedictorian will have maintained a cumulative 3.5 or better grade point average and will possess the highest average in the class. The salutatorian will have maintained a cumulative 3.0 or better grade point average and will possess the second highest average in the class. Students with a GPA of 3.0-3.499 will receive one honor chord. Students with a GPA of 3.5 or higher will receive 2 honor chords.

Valedictorian and Salutatorian The valedictorian and salutatorian will be selected after the third quarter of the senior year, based on their cumulative grade point average rounded to the nearest hundredth. When a tie occurs more than one award will be presented. If the grade point averages of two or more individuals are within one hundredth of one another, ACT/SAT scores will be included in the consideration and if the student with the lower cumulative GPA has a higher test score, this will also generate a tie.

Special recognition A special award may be given in place of or in addition to the salutatorian award. This award may be given for distinguished achievement in any Christian value area of the curriculum.

Scholarships There are a number of scholarships sponsored by community, state, national, corporate and university programs. Consideration for these is based on student application or enrollment in a specific program.

Service Honor Chords Students who complete the yearly service hours will be recognized with a certificate at the high school awards night. High school students who complete 50 hours or more of service will be recognized at graduation with a service chord. Transfer students must complete service hours during years attending St. Mary School to receive service chord.

STUDENT ORGANIZATIONS

Students for the Dignity of Human Life. St. Mary Teens' for Life organization (Formerly associated with Students for Life) this local student organization works to bring awareness to all issues regarding the protection of life from conception to natural death.

National Honor Society-Membership in the Society is based on careful consideration of a candidate's demonstration of the qualities of scholarship, leadership, service and character. To be eligible for membership consideration, students must be in 10th grade or above, have attended St. Mary School for two semesters and have a cumulative grade point average of 3.25 or higher. Candidates must also demonstrate academic initiative and represent the class and school in scholastic competition events. Leadership is evaluated by the candidate's role in the classroom as well as participation in student government or in extra-curricular activities; showing dependability, problem solving and inspiring positive attitudes in others. To meet the service requirement, the candidates must have rendered service cheerfully and enthusiastically in support of the school community and in community service, taking on inconspicuous and difficult tasks. Character is measured in terms of integrity, behavior, ethics and cooperation with both students and faculty. The candidates should extend courtesy to all, show loyalty to the school and uphold the values of the Church and the St. Mary School community. (NHS.US

Business Professionals of America The mission of Business Professionals of America is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth, and service (BPA.org). St. Mary Middle and High School students compete in a variety of technical and business fields at the regional, state, and national level.

ATHLETICS

Please see Athletic Handbook

CODE OF CONDUCT-GENERAL

As a Christ centered school, St. Mary School is called to assist each student in developing a character that is responsible, accountable and appropriate as well as to maintain an atmosphere that ensures trust and safety for all. If any student makes an inappropriate choice, discipline will be handled in a manner that contributes to the development of a student's moral character.

In today's society discipline is thought of in a negative light. *"The Lord disciplines him who He loves"* (Heb. 12:6). Discipline is not what you do to someone; it is what you do for someone. Discipline violations may result in, but are not limited to, parent conferences, essays, community service to the school, parish, classes, detention, suspension or expulsion.

Through the message of the Gospels and the examples of the Saints we have been given models to live by. If a student chooses not to abide by the guidelines of the code of conduct, that student then would be subject to receiving consequences to help him/her get back to the teachings of Christ through the school.

Students shall acquire, to the extent of their individual physical, mental and emotional capabilities, a personal commitment to Jesus Christ and his teachings, knowledge of the teachings of the Church, a sense of Christian Community and a desire to serve their fellow human beings. *If you love me you will do as I say* (John 14:15).

Code of Conduct

St. Mary School students are to strive for the following expectations:

- to follow the Commandments and the law of Love;
- to respect others in word and deed, especially superiors and to respect property
- to value personal integrity;
- to be honest in all aspects of school life;
- to neither give nor receive illicit aid in manners concerning school work and testing;
- all students are to refrain from romantic displays of affection, avoiding physical or sexual contact;
- and to conduct themselves in a manner pleasing to Our Lord.

POLICIES REGARDING MINOR DISCIPLINARY INFRACTIONS

Normal discipline is the responsibility of the student with the guidance of the classroom teacher. If the poor conduct or attitude becomes insistent problem, the teacher will contact the parents/guardian to enlist their cooperation. If this fails the students will report to the principal. St. Mary School uses the 1-2-3 process for handling student issues and concerns. The intention for this procedure is to have a streamlined process to deal with student discipline issues. This has proved to be a very effective process and has become a permanent part of our student discipline process. The steps are as follows:

Step 1 – If a student is sent down to the office for any reason they will have a conference with the principal to attempt to sort out and resolve the issue. A record will be maintained of the student conference. Once the issue has been discussed and resolved the student will go back to his/her class or activity

Step 2 – If a student is sent down for any offense for a second time they will contact the parent by phone and inform them of the actions that got them sent to the office. A parent-school conference will either be conducted on the phone at that time or a conference meeting will be scheduled for everyone to work together to resolve the issue. A record will again be maintained.

Step 3 – If a student is sent down for any offense for a third time they will be suspended for 1-day.

Once we have moved through this process and the problems still exist the school will determine if the behavior is such that either a longer suspension is in order or if the student should be removed from the school all together.

Decisions to suspend a student would follow only after means of motivation have failed and/or circumstances of crime, scandal, immorality, disruption or safety necessitate suspension. (Diocesan Schools Policy 4110)

POLICIES REGARDING MAJOR DISCIPLINARY INFRACTIONS

A student will be subject to immediate disciplinary action up to and including suspension and expulsion for any of the following reasons:

- *Cheating*
- *Plagiarism*
- *Drugs*
- *Weapons*
- *Harassment*
- *Bullying and other Aggressive Behavior*
- *Disruption of school through force, violence, coercion, threat, or false alarm*
- *Damage of school property*
- *Assault*

Plagiarism/Cheating

Academic integrity is expected from all of our students. Dishonesty in any form is a serious offence that undermines our mission of a Catholic School and cheating and plagiarism will not be tolerated. Students who engage in acts of plagiarism or cheating will receive a score of zero points (0%, letter grade F) on that assignment/test. The teacher will complete a behavior report that will be emailed to the parents/guardians and principal. A second offence may result in loss of credit, detention, suspension, or expulsion. Acts of plagiarism and cheating may also result in loss of membership in the National Honor Society. Athletes will be subject to academic integrity policies identified in the Athletic Handbook.

Drugs and Substance Abuse Prevention

Prevention-St. Mary School pledges that it will provide a drug-free workplace and learning environment for employees and students. This pledge is in compliance with the Federal Drug-Free Workplace Act of 1988 and with the zero tolerance policy regarding drugs and alcohol as defined in Diocesan Schools Policy 4114.

A student will be subject to serious disciplinary action if he/she is found to possess, to be under the influence of or to possess for sale, (while at school, at any school function or on school property) any:

- Alcoholic beverages, illegal drugs or tobacco in any form.
- Inhalants look-alike or other legal substances when used for illicit purposes.

In accordance with Federal and State law, St. Mary establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any School/Parish property. The school prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on School/Parish property. Any person found to be in possession of illegal substances will be prosecuted to the fullest extent of the law.

Search and Seizure-St. Mary acknowledges the need for in-school storage of student possessions and shall provide desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have expectation of privacy as to prevent examination by a school official. School administration will conduct routine inspection at least annually of all such storage places. In the course of any search, student’s privacy rights will be respected regarding any items that are not illegal or against school policy.

The school may also authorize the use of canines, trained in detecting the presence of drugs or devices, when school administration has reasonable suspicion that illegal drugs, explosive or firearms may be present in or on School/Parish property. The authority for search and seizure includes all student vehicles in the parking lot.

Student Person and Possession-St. Mary recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion. The extent of any student search will be governed by the seriousness of the alleged infraction, the student’s age and the student’s disciplinary history.

Administration is authorized to arrange for a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substance or objects found and the disposition made of them; and any subsequent action taken.

Two general situations, which can lead to expulsion, include, but are not limited to:

- When the moral or physical well-being of the student body or school staff is endangered.
- When there is an open disregard for school policies, authority, or habitual truancy.
(Diocesan Schools Policy 4114)

Weapons

St. Mary School will be in compliance with the federal Gun-Free Schools Act of 1994 (USC 3351) and Public Act 328 of 1994 that is part of the Michigan School Code as those laws pertain to the definition of weapons.

Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon (including pocket knives) upon school premises or in the immediate vicinity of the school will be immediately excluded from classes pending investigation.

A search may be conducted to verify the suspicion or clarify the discovery. The search may include, without prior warning, an inspection and search of a student's pockets (the student empties his/her own pockets), book bags, purse, lunch pail, locker, automobile or any other items the student has in his/her possession or control.

A student found to be in violation of the schools weapons policy is subject to disciplinary action, up to and including expulsion. (Diocesan Schools Policy 4112)

Harassment

“Our faith requires we love one another as Christ has loved us” (John 13:34). Further, it is a violation of law for any student to harass or intimidate another student or staff member. If a student is a victim of any unwanted sexual actions, comments, derogatory statements or actions concerning his/her gender, religion, race, age, ethnic group or disability, the student should report such behavior to the office.

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, committee members, parents, guests, contractors, vendors and volunteers. It is the policy of our school to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, sexual orientation or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held

device), may be subject to school disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes she/he has been or is the victim of harassment should immediately report the situation to the teacher or the principal. If it involves the principal it may reported directly to the Superintendent, phone (231) 256-9676, ext. 404.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School.
- B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School;
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;

- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M. C. L. A. 722.621 et. seq.

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

Notice of this policy will be **annually** circulated at St. Mary School and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et. seq.

42 U.S.C. 2000e et. seq.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et. seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et. seq.

The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et. seq.

Child Protection Act, M.C.L.A. 722.621 et. seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

Adopted 1/29/09

Bullying and other Aggressive Behavior toward Students

St. Mary School believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of St. Mary School to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate

harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all activities in the School, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be

responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

When a report of bullying is made, the parents of the victim and the accused bully will be contacted. All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of St. Mary School policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. verbal – taunting, malicious teasing, insulting, name calling, making threats.

- C. psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, menacing, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

"Staff" includes all school employees.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be **annually** circulated to and posted at St. Mary School and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks.

The Principal is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe

environment for students, conducive to learning and other legitimate objectives of the school program.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 9-12-06

adopted 1/29/09 amended 8/9/13

TECHNOLOGY

Cell Phones, Smart Technology products (such as watches) and unauthorized electronic devices

Students' cell phones, smart technologies products, and other unauthorized electronic devices are to be powered off (neither in ring or vibrate mode) and not used during school hours (8:00am-3:15pm). They are to remain inside of pockets, backpacks, purses, designated classroom space or lockers. Phones will be confiscated if they are used in violation of this request and will be turned in to the office. Please call the school if you have important messages that need to be delivered to your student during the school day.

Cell phones and other technology used while riding to and from school on a school bus or other vehicle provided by St. Mary during any school-sponsored activities is at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach.

Disciplinary Policy for misuse of cell phones and unauthorized electronic devices

- First offense: Confiscated devices will be returned to the student at the end of the day. Parents will be notified.
- Second offense: Confiscated devices will be released/returned to the student's parent/guardian.
- Continued disregard for the policy: Student will serve detention or other disciplinary consequence. Confiscated devices will be released/returned to the student's after the student complies with disciplinary consequences that are imposed or serves detention.
- Confiscated devices will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules.

Computer, Internet and related technologies

The use of technology at St. Mary School is an opportunity extended to students, faculty and staff to enhance learning, productivity and information processing. Computers, software and related technologies are to be used in a manner that furthers the educational mission of St. Mary School. We are aware of the ever changing applications of technology in the educational setting.

We continue to work in partnership with parents to come up with a comprehensive, safe, and applicable policy for the use of technology on the St. Mary campus.

The school's equipment and student's personal devices are not to be used to transmit, download or otherwise access materials that could be considered slanderous, libelous, racist, sexist, pornographic or otherwise inappropriate.

Google Apps for Education (GAFE)- St. Mary School uses Google Apps for Education (GAFE) and its resources. Students are issued a Gmail account with the domain @stmarysll.org. This student account part of an intranet system that allows for communication within the @stmarysll.org domain and access to GAFE resources. This account is owned by the school.

Students in **kindergarten-seventh grade** will use computers and related technologies provided by St. Mary School during the school day. Students with special circumstances may seek authorization from the administration to use technology not owned by St. Mary School.

One-to-One Initiative: Students in grades 8-12 will be issued a Chromebook for use during the school day. Students enrolled in the grades participating in the one-to-one initiative will not use personal devices during the school day unless the device is approved by the administration. All tablets and laptops as well as other devices and related technologies intended for educational purpose must be approved for use by the administration. Students must adhere to the acceptable use policy while using any device on campus or while participating in an off campus school activity.

Students are personally and solely responsible for the care and security of their own devices. The school assumes no responsibility for theft, loss, damage, or vandalism to personal devices brought onto its property, or the unauthorized use of such devices.

Acceptable Use:

The use of all Computers/Internet and related technologies must be in support of education, research and be consistent with the educational objectives of the **Diocese of Gaylord**.

The school's equipment and student's personal devices while used on campus or off campus during a school activity are not to be used to transmit, download or otherwise access materials that could be considered slanderous, libelous, racist, sexist, pornographic or otherwise inappropriate.

Be aware that St. Mary School uses blocking software for school computers and wireless service. However, students using their own wireless service will be able to access the internet without a filter.

Students and staff are responsible for:

- Utilizing information technology only for the educational purposes of our school
- Using hardware and software in a manner that enables its ongoing usage
- Adhering to the rules of the lab, office or classroom which govern the technology
- Obtaining permission from a school official to bring in personal software and using it on school equipment
- Never installing or downloading software or information that may introduce viruses to our system

- Keeping hardware and software from being relocated, removed from school premises or modified without permission of an administrator
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords
- Adhering to the law pertaining to copyright and privacy rights in the use of hardware and software and in the transmission or copying of text or files
- Not using the technology for personal or private business
- Not using the technology to disrupt the use of technology by others, to harass or discriminate against others
- Not entering unauthorized computer systems or areas of the computer lab.
- Not using the technology to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.
- Not, activating or utilizing Devices, including but not limited to those with cameras, at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of such technology is absolutely prohibited

Any individual who discovers a student *or adult* in possession of or using *technology* in violation of this policy is required to report the violation to the principal.

Disciplinary Action

Students who violate the Technology Acceptable Use Policy will have an administrative review and will immediately lose technology privileges. Violations of this policy may result in disciplinary action and/or confiscation of the device. The administrator may refer the matter to law enforcement if the violation involves an illegal activity.

Discipline will be imposed on an escalating scale ranging from a warning to a suspension based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Use of school issued technology rights may be suspended and/or revoked.

Personal devices may be confiscated and a student may lose his/her privilege to bring a personal device to school for a designated length of time or on a permanent basis. Confiscated personal devices will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Confiscated personal devices will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules.

St. Mary School Communication Flow Chart

Concern	Step #1	Step #2	Step #3
Athletics	Coach	Athletic Director Toby Wegener athletics@stmarysll.org	Principal Megan Glynn mglynn@stmarysll.org
Enrollment	Development Office Debbie Heitzman dheitzman@stmarysll.org	Principal Megan Glynn mglynn@stmarysll.org	*
Lunch Program	Kitchen Director Jackie Herman jherman@stmarysll.org	Principal Megan Glynn mglynn@stmarysll.org	*
Sacramental Preparation	St. Mary Parish Office Mary Kuznicki mkuznucki@stmarysll.org	*	*
Scheduling and Class placement	Director of Student Services Toby Wegener twegener@stmarysll.org	Principal Megan Glynn mglynn@stmarysll.org	*
Student Discipline	Classroom Teacher	Principal Megan Glynn mglynn@stmarysll.org	*
Student Instructional Support	Classroom Teacher	Director of Student Services Toby Wegener twegener@stmarysll.org	Principal Megan Glynn mglynn@stmarysll.org
Transportation and Bussing	Bus Driver Dale Popp	Administrative Assistant pshaffran@stmarysll.org	Principal Megan Glynn mglynn@stmarysll.org
Tuition Assistance	Business Manager Lori Schaub lschaub@stmarysll.org	*	*
Technology and IT Issues	Classroom Teacher	Principal Megan Glynn mglynn@stmarysll.org	*

* After Steps 1-3 Pastor may be contacted for conference with all parties

Diocesan Policy

THE HUMAN BODY AS A CONSTITUTIVE ASPECT OF THE HUMAN PERSON (Diocesan Schools Policy 1135)

The Church teaches that our differences as male and female are part of God's good design in creation, that our bodies –including our sexuality – are gifts from God. In fact, "'being man' or 'being woman' is a reality which is good and willed by God" (Catechism of the Catholic Church, 369). A person cannot change his or her sex. A person should accept and seek to live in conformity with his or her sexual identity (sometimes called "gender identity") as given by God. The human person is a body-soul union, and the body-created male or female-is a constitutive aspect of the human person. Having a proper understanding of the human body and more generally, of the moral law - enhances, rather than restricts, man's freedom.

1. It is the policy of the Diocese of Gaylord that all schools, shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex.
2. Employees and volunteers shall conduct themselves in accord with their God-given biological sex.
3. Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.

Policy Adopted: June 2021

Policy Revised:

Approved by the Most Reverend Walter A. Hurley

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