

## **St. Mary Staff**

**Pastor: Father Ben Martin**

**Principal: Mrs. Megan Glynn**

### **Parish Office**

Business Manager: Mrs. Lori Schaub

Secretary: Mrs. Mary Kuznicki

Music Director: Mr. Ben Duperon

Sacramental Prep/Youth Minister:

### **Advancement Office**

Director: Mrs. Barb Platts

Office Manager: Mrs. Debbie Heitzman

Advancement Assistant: Mrs. Jacqueline Bunek

### **Preschool**

Director: Mrs. Sheila Anderson

Aide: Mrs. Rachel Plamondon

Aide: Mrs. Elsa Bustos

### **School Faculty, K—12**

Kindergarten: Ms. Sarah Chouinard

First Grade: Mrs. Melanie Dashner

Second Grade: Mrs. Emily Carol

Third Grade: Mrs. Janet Leggett

Fourth Grade:

Fifth Grade: Mrs. Tina VanderWulp

Sixth/Seventh Grade:

Sixth/Seventh Grade: Mrs. Anne Walter

Art: Ms. Deb Shutt

English: Mrs. Nikki Ackley

Mathematics: Mr. Nick Papes

\*Music Minister: Mrs. Holly Olszewski

Physical Education: Mr. Stan Pasch

Religion: Mr. Mark Dunphey

Science: Mrs. Kate Paulson

Social Studies: Mr. Nick Hendrick

\*Technology:

Spanish: Mrs. Carol Brinks

### **School Staff**

Administrative Assistant: Mrs. Patti Shaffran

Director of Student Services: Mr. Toby Wegener

Admissions Officer: Mrs. Brittany Rosendall

Aide: Mrs. Anne Grant

Athletic Director: Mr. Toby Wegener

Maintenance: Mr. Mark Sholund

Custodian: Mr. Steve Peplinski

Kitchen Director: Mrs. Jackie Herman

Kitchen Aide: Mrs. Pam Kearns

Kitchen Aide: Mrs. Amber Couturier

\*Bus Driver:

***\*At the time of publication, we were in the hiring process for these positions.***



## **Welcome to the 2024-2025 School Year!**

**The School Office resumes full-time hours: Monday, August 19**

**School resumes: Tuesday, September 3, Full day for students K-12**

**Back to School supply lists can be found on the [Academics](#) page of the St. Mary Website**

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**Hot Lunch prices for the 2024.2025 school year:  
K-5 \$3.85, 6-12 \$4.25, Adult \$5.10**

The **Free and Reduced School Meals Application** is attached to this email. A new application must be completed by families each school year. **The Federal Government Grant for free lunch for ALL students is not available for the upcoming school year.** We encourage **all families** to complete this application regardless of whether or not you think you may qualify for free or reduced lunch. If you have any questions about the program application, please call Lori Schaub in the Business Office at 231-256-9676.

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### **Individual Program Planning for High School Students:**

**Director of Student Services, Mr. Toby Wegener is available to speak with students entering grades 9-12 to go over their class schedule for the 2024/2025 school year. If you and your student would like a meeting to finalize schedule details, email Mr. Wegener directly at [twegener@stmarysll.org](mailto:twegener@stmarysll.org) or call 231.256.9636 ext. 210. Appointments are available in the upcoming weeks.**

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***Mission Statement:*** *St. Mary Catholic School educates preschool through 12<sup>th</sup> 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.*

**ST. Mary School 231.256.9636**

## FAITH FIRST FRIDAYS & T-SHIRTS:

At St. Mary School we celebrate our motto "**Faith First**" on the first Friday of the month. Students who wear a Faith First t-shirt (and have it visible), are also invited to wear blue jeans. **The first "Faith First Friday" is September 6th.**

**St. Mary Faith First t-shirts** are available for purchase as we begin the school year. If you would like to replace your child's royal blue faith first shirt, **please call 231-256-9636 or e-mail [pshaffran@stmarysll.org](mailto:pshaffran@stmarysll.org) with your order.** Cost is \$10.00 each.

*All incoming kindergarten students and new students do not need to place an order. They will be receiving their first t-shirt as a gift from the school!*

FAITH FIRST



**St. Mary School** is able to provide students access to a variety of technology which enhances the educational experience of each student. We strive to stay up to date with technology and will continue to seek funding to support this initiative.

St. Mary School uses Google Workspace for Education (GWFE). Students are issued a g-mail account with the domain [@stmarysll.org](mailto:@stmarysll.org). This student account is an intranet system that allows for communication within the [@stmarysll.org](mailto:@stmarysll.org) domain and access to GWFE resources. See the St. Mary School Family and Student Handbook for more information.

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**High School-** Students in 8<sup>th</sup> through 12<sup>th</sup> grade will be issued a computer for use during the school day with the option to take them home. High School students may have the option to bring in their own computer if necessary for a dual enrollment or virtual class.

**Kindergarten-7<sup>th</sup> grade-** Students in grades K-7 are provided needed technology for general educational purposes. Students are reminded not to bring

## St. Mary School DRESS CODE

Dress code guidelines can be found on our website in the updated Dress Code Handbook. Several vendors are listed below. (Please note: You are not limited to only these vendors.) You may purchase dress code clothing from a vendor of your choice but the style must match our dress code guidelines.

- **Land's End ([landsend.com](http://landsend.com))** where St. Mary School Lake Leelanau logo is on file and may be added to dress code approved shirts and sweaters. Orders can be placed online or by phone. Use St. Mary preferred school number **900091778** when ordering.
- **School Belles ([schoolbelles.com](http://schoolbelles.com))** / 888-637-3037. School Code: S2504
- **French Toast ([frenchtoast.com](http://frenchtoast.com))** for great prices! Order online or at 800-373-6248
- **Target, Kohl's, Old Navy**



## PHYSICAL EDUCATION UNIFORMS:

***PE uniforms are required for students in grades 6-12.*** You may wear PE uniform clothing that was previously purchased if they fit well and are in good condition. On the order form there will be an option to order sweatpants and sweatshirts as part of the PE dress code; these two items are optional. It is required that students have non marking shoes. If your shoes have black soles or other shoes that are leaving marks, you will be asked to change your shoes. Ordering info will be emailed to parents before school starts and also included below.

### Ordering PE clothing:

**Your St. Mary order info is now available for your team sales. Visit [www.teamchaser.com](http://www.teamchaser.com)**

Click on the tab on the top left hand side called "TEAM SALES".

Enter your sales code: **STMARYPE24**

The window for ordering PE clothing is now through September 11. Once the Purchasing window closes on the 11th, garments will be printed and delivered to your school. Please expect 2-3 weeks for delivery, once the sale is closed on the September 13th.

## **Communication - E-mail address/phone numbers**

**It is important that you notify the school office if your e-mail or phone number changes or you have contact updates.** The majority of the information sent from the school office (including weekly *Happenings*, *administrative notes*, *teacher notes*) is communicated via e-mail. Parents are also encouraged to check the St. Mary School website and Facebook page for current school news and information ([www.stmarysll.org](http://www.stmarysll.org) or Facebook: *St. Mary School-Lake Leelanau*). Send any changes to Patti Shaffran: [pshaffran@stmarysll.org](mailto:pshaffran@stmarysll.org)

**REMIND Notifications: Parents may sign up for an email or text notification message from the school office through REMIND:** Notifications we send would include but not limited to, weather delays, school closing, important reminders, urgent announcements etc. You may sign up for REMIND two ways: To receive your message **via text**, text **@llsmparent** to **81010** or to receive by e-mail, send email to **[www.remind.com/join/llsmparent](http://www.remind.com/join/llsmparent)** (The subject line can be left blank.)

*\*Remind* is a one-way text messaging and e-mail system. All personal information remains completely confidential.

## **TRANSPORTATION & DROP-OFF / PICK-UP PROCEDURESS**

**TRANSPORTATION:** Please be on the look out for a separate email to follow with information regarding the St. Mary School bus route. If you reside in the Leland or Suttons Bay School District, please call them directly for their bus schedule, as bussing may be available through those districts.

**DROP-OFF/PICK-UP:** Students in grades K-12 arriving by car should be seated in their homeroom or classroom by 7:55am. Anyone arriving after 7:55a.m. will be considered tardy. Prayer in the gymnasium begins promptly at 8a.m. for students in grade K-12.

Curb-side drop off for students begins at 7:45am. Please contact the school if your child needs to arrive earlier.

After school, parent curb-side car line pick-up will begin at 3:05pm. Please continue to follow the Car line pick-up & drop-off procedures that were in place last year. Student drivers will be dismissed at 3:15.

Due to our safety protocols in place for our students and lack of supervision after school, we will limit access to the school building after 3:30PM. Students will not be allowed to stay after school for later scheduled activities. All students must depart from school, unless involved in a scheduled activity that begins immediately after school. Thank you!

**VEHICLE REGISTRATION:** A reminder to all students who drive to school and leave their car on campus during the school day, to stop by the school office and fill out a vehicle registration form. Please complete this registration form during the first week of school.

***Thank you!***

# OFFICE NOTES

Important notes for the upcoming school year!

Save the Date! Wednesday, August 28-Back to School Open House & Ice Cream Social 6:30-8:00pm

## STUDENT PLANNERS

Students in grades **K thru 7** are required to have a student planner/home communicator. The school has again ordered matching planners that will be available to students on the first day of school from their teacher.

**The cost of the planner is \$5.00. \* You may return the \$5.00 with all the other forms you have in this packet.**

## RAISERIGHT

Don't forget to purchase gift cards for all your Back-to-School shopping. "Turn everyday shopping into fundraising" with your purchase of gift cards where a percentage of the value is gifted back to our school! Order forms are available in the school office or shop RaiseRight gift cards (**formerly SCRIP**) online at [www.raiseright.com](http://www.raiseright.com) **Please watch for more information in the coming days on how to join the program with our enrollment code number.** Program Coordinator -Lori Schaub

## RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act and its implementing rules allow a school to release certain "directory information" without specific permission of parents/guardians. Directory information shall be: name, address and telephone number, date and place of birth, participation in school activities, dates of school attendance, honors and awards received, grade, height and weight of athletes and Honor Roll members. The above listed items will be released only to the following: schools, colleges and universities, trade or business schools, employers, armed service and press releases. Parent/guardian may request the above information on their student not be released. Request must be in writing and sent to the school office at PO Box 340, Lake Leelanau, MI 49653.

## PESTICIDE ADVISORY

*As part of the St. Mary School District pest management program, pesticides are occasionally applied. You have the right to be Informed prior to any pesticide application made to the school/pre-school grounds and buildings. In certain emergencies pesticides may be applied without prior notice. Notification will also be posted in the building and emailed 48 hours prior to application. If you need/wish to have prior notification, please contact the school office to complete a "pesticide prior notification request" form which states that you will be notified prior to scheduled treatment inside and/or outside campus buildings. Thank you.*

## ASBESTOS REINSECTIONS

In 1986 Congress passed the Asbestos Hazard Emergency Response Act (A.H.E.R.A.). This act requires all public and private schools (K-12) to develop a plan for identifying and handling all asbestos containing materials (ACMs) within the school building. The purpose of this plan is to set forth procedures that minimize the release of asbestos fibers into the environment. The inspection findings are part of our asbestos management plan and are on file in the school's administrative office. The EPA requires us to perform periodic surveillance which is done by accredited asbestos inspectors. The results of the re-inspection are on file in the school office. All are welcome to view this plan any time during normal school hours. If you have any questions, please contact the school office.

**SCHOOL CLOSING POLICY:** On occasion when the weather dictates closure or delay, we will announce it first on local TV and radio stations, and through **REMIND** notifications. It may then be posted on *Facebook* and on the school's website. Notices of closure or delay will be on the air as early as possible, usually prior to 6:00 a.m. Please stay tuned as 2-hour delays can turn into the school being closed if the weather does not clear and the safety of our children is compromised. Generally, but not always, St. Mary, Leland and Suttons Bay will act together in the decision making process.

# St. Mary School Lake Leelanau 2024-2025 Calendar Published 8.9.2024

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July	
4	Independence day

August	
27-29	Teacher Work Days / Prof. Development
28	Back to School Open House Ice Cream Social

September	
2	Labor Day
3	First Student Day
18	Curriculum Night for Grades 6-12
27	Picture Day
29-30	High School Retreat

October	
7	Late Start Monday 10:30am

November	
1	No School / All Saints Day / End of 1st Qt.
6	Parent Teacher Conferences
7	Parent Teacher Conferences/Half Day Students
8	Half Day for Staff & Students
9	St. Mary Auction
27	Half Day for Staff & Students
28-29	No School / Thanksgiving Break

December	
2	Late Start Monday 10:30am
12	Christmas Concert 6:30pm-St. Mary Church
23	Christmas Break Begins (Dec. 23-Jan 3)

January 2025						
Su	M	Tu	W	Th	F	Sa
			4	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January	
6	School Resumes
13-16	Semester Exams
17	End of 1st Semester No School for Students / PD Day for Staff
25-31	National Catholic Schools Week

February	
3	Late Start Monday
20	Conferences
21	No School for Staff & Students / Winter Break

March	
3	Late Start Monday 10:30am
21	Half Day for Staff & Students End of 3rd Quarter
24-28	Spring Break
31	School Resumes

April	
7	Late Start Monday 10:30am
18	No School / Good Friday
21	No School / Easter Monday
26	Prom

May	
5	Late Start Monday 10:30am
26	Memorial Day / No School
29	Seniors Last Day

June	
1	Graduation
3	Semester Exams / Half Day for 8-12
4	Semester Exams / Half Day for 8-12
5	Semester Exams / Last Student Day / Half Day
6	Last Staff Day