

Section I: Saint Mary Goal, Mission, and Philosophy

As a school under the auspices of the Roman Catholic Diocese of Lansing, we affirm the general goal of Catholic Education in the Diocese:

- To foster in students an awareness of God and His redeeming love as revealed in Jesus Christ.
- To encourage in students a faithful, loving response so that they may grow in self-knowledge and self-acceptance, understanding their human situation, relate to others as children of God in a Christian Community, relate responsibly to God's whole creation and live in Christian hope.

(Adopted by Diocesan Board of Education, March 20, 1975)

Saint Mary Catholic School Mission Statement

It is the mission of Saint Mary Catholic School to be a partner with parents in the spiritual and academic education of their children. This Catholic Education is rooted in the Gospel teachings of Jesus Christ and modeled by Mary, our Mother of the Eucharist. This takes place in a positive atmosphere where students are encouraged to reach their full potential, both in living out their Catholic faith and pursuing academic excellence.

Saint Mary School Philosophy:

Flowing from this Mission Statement, Saint Mary -

- ⊕ **Proclaims the Gospel of Jesus Christ;**
- ⊕ **Develops a faith community in which Gospel virtues are formed, experienced, and lived;**
- ⊕ **Preserves and teaches doctrines and traditions of our Catholic faith;**
- ⊕ **Encourages the students to live their Catholic Faith through the sacraments, prayers and devotions of the Catholic Church;**
- ⊕ **Provides a learning environment which fosters academic excellence;**
- ⊕ **Focuses on the spirit of stewardship by challenging each student to use their gift of time, talent, and treasure to glorify God and benefit others.**

Section 2: St. Mary Parents - Partners in Education

The Faculty and Staff of Saint Mary Catholic School invite you to fulfill your roles as the primary educators of your children by being a true partner with the school in your child's education. We are anxious to work as partners with you by providing professional expertise, information on parenting and child development, and constructive communication regarding your child's needs and progress. Your support in this endeavor will result in a more Christian and a better-educated student at Saint Mary.

As a beginning to this process, we offer these **Parent Responsibilities** toward the education of our children.

- (1) It is the parents' responsibility to provide the basic needs for their children, such as food, shelter, clothing, safety (physical and psychological) and love. Until the child has these, he/she will not be ready to learn.
- (2) Encourage wholesome personal relationships between your child and others. Know your child's associates. Model good interpersonal relationships in your own family life. Show interest in each of your children. Give each his/her own time and attention, show interest in his/her schoolwork and develop regular, meaningful communication early so you will be in touch when they need you most – during adolescence.
- (3) Set your standards high, but be honest and realistic about your child's potential. Expect only what he/she can reasonably give.
- (4) Provide positive feedback to your child. Praise his/her achievements or improvements first. Then suggest areas for improvement and encourage him/her. Avoid degrading, nagging or comparing the child with others, which only serves to crush the spirit and results in critical bitterness toward others.
- (5) Provide proper educational materials for your child, both at school and at home.
- (6) Insist on regular and punctual attendance at school. Instill within the child the importance of his/her presence in school.
- (7) Be sure your child's school attire is appropriate, clean, and conforms to the school uniform and dress code.
- (8) Hold the teachers' and school's rules in high regard. Your child will imitate your attitude.
- (9) Always cooperate with the teacher and the school, as you expect them to do with you. Welcome their suggestions and advice; they are trained professionals dedicated to your child's success. If your child is not learning, work with the teacher to find out why; don't assume it is because the teacher is inadequate.
- (10) Never criticize the teacher in front of your child. If you have a question or complaint, take it up with the school through the proper channels. Talk with the teacher first, then with the Principal. Investigate all facts before passing judgment. Always deal in constructive criticism; tell the teacher, principal, etc. what you want (your goal) rather than complaining about the past, which cannot be changed.

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- (11) Don't expect the teacher to solve your discipline problems. Discipline begins in the home and is only continued at school. If you do not set limits, assign jobs and responsibilities, demand respect and punish defiance and disobedience at home, your child will have problems with the work, rules, and expectations of Saint Mary School.

The home constitutes one of the most potent classrooms in America. The mother and father direct the learning there, forming the child's personality in the early years, communicating attitudes about people and things, and teaching their children through their behavior, language and interpersonal relationships. Parenting is an awesome responsibility that calls for serious prayer, openness to putting God first in the life of your family, and the best advice and information of experts and researchers in the field.

Discipline is the companion and result of good teaching. It is a recognition of human dignity and the rights of others. Children are not born with a conscience; it is the responsibility of parents to teach their children right from wrong and to help them internalize values so they will behave and treat others appropriately in a variety of settings and situations.

Children must be convinced that school rules aim at safeguarding liberties rather than curbing them. School regulations are not an unfair restraint on personal freedom, but a necessary check on the use of freedom so others may enjoy their full rights. The school, therefore, must take action when a child seriously or persistently interferes with the work, play and activities of other children or the educational process of the school.

Please join us and help your child become a well-adjusted, well-educated Christian by accepting these parent responsibilities and by supporting our efforts to provide quality Catholic Christian education to your children.

With God's blessing for a successful partnership,

Saint Mary Faculty and Staff

Section 3: Parent Involvement and Information:

EDUCATION TEAM:

The Saint Mary Education Team serves in an advisory capacity to the Pastor and administrators of all parish education programs, including the school, religious education program, and youth ministry. As an overall goal, the Education Team seeks to become knowledgeable regarding the educational mission of the church as well as the particular needs of the parish. The Team then leads the parish to meet those needs through the priorities and policies it recommends to the pastor for promulgation. Education Team Meetings are held on the second Wednesday of every month beginning September through May.

PARENT –TEACHER COUNCIL:

The primary parent-teacher organization is the **Parent-Teacher Council** (PTC). Its objectives are:

- ♦ To increase awareness among parents, parishioners, and the community of the outstanding educational and development opportunities available at St. Mary Catholic School.
- ♦ To support school programs and activities and provide opportunities to enrich the St. Mary community through the *Volunteers Invited Program!* (VIP!)

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- ◆ To encourage participation in the PTC through regular informational and planning meetings.
- ◆ To conduct periodic self-reviews in order to ensure compliance with requirements governing a non-profit organization and to promote a positive and thriving organization.
- ◆ To participate in long-range planning for PTC that ensures it is properly positioned for the goals and challenges of the future.

The dates and times for PTC meetings will be published in the Saint Mary *MESSENGER*.

Volunteers Invited Program! VIP!

VIP! The St. Mary Catholic School *Volunteers Invited Program!* is an all-volunteer collaborative partnership among the members of the St. Mary Parish and School communities to advance our commitment to support a vibrant Catholic education for our students. We are committed to work together to achieve our financial and enrichment goals in order to make St. Mary Catholic School a model of collaboration and stewardship. All members of the St. Mary community are encouraged to participate in *VIP!* by obtaining a *VIP!* form from either the school or the parish offices. Please return the completed forms to either office.

VIP! St. Mary Catholic School ***Volunteers Invited Program!***

The following are just some of the many important fundraising and community events, enrichment activities, and key school programs that help make St. Mary Catholic School such a wonderful part of the St. Mary Parish community. We hope you will continue to share your time and talents with the school in order to ensure that our commitment to Catholic education continues long into the future.

Please tell us a little bit about your talents and interests with respect to all of the opportunities that are available to volunteer. Check as many events, activities, or positions for which you can give your time and talent.

Of course, the events for which we need the most help are **Bingo** and the **Auction**, so please consider volunteering your time for these two very important fundraising events. If you would like a leadership role in any of them, or if you have any suggestions about how to improve our fundraising and community events, enrichment activities, and key school programs, let us know. We'd love to hear new ideas too!

Thank you very much for your support, and we will be in touch!

Family Name: _____

Phone #: _____

Email: _____

Best time contact: _____

Talents and Interests: _____

Please check as many events, activities or positions for which you can give your time and talent.

FUNDRAISING EVENTS: This is how I can help: I'm willing to work where I'm needed.

BINGO _____

AUCTION _____

WALK-A-THON _____

GOLF OUTING _____

RAFFLE _____

SUGGESTION FOR NEW FUNDRAISER _____

SUGGESTION FOR IMPROVING FUNDRAISER _____

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ENRICHMENT PROGRAMS: This is how I can help: I'm willing to work where I'm needed.

ATHLETICS DEPARTMENT _____

SCHOOL LIBRARY _____

ART SHOW/BERGER SCHOLARSHIP _____

GRANT WRITING _____

CATHOLIC SCHOOLS WEEK _____

MARKET DAY _____

TRIP _____

TECHNOLOGY SUPPORT _____

DRIVE FOR THE KIDS _____

ICE CREAM SOCIAL _____

FIELD DAY _____

CAMPBELL SOUP DRIVE _____

POPCORN SALE _____

ROAD RALLY _____

SUGGESTION FOR NEW ENRICHMENT PROGRAM _____

SUGGESTIONS FOR IMPROVEMENTS TO PROGRAM _____

Thank you for being part of the St. Mary Catholic School *VIP!*

All volunteers are required to participate in Virtus training – a three hour class that focuses on Protecting God’s Children.

NON-CUSTODIAL PARENT:

Saint Mary Catholic School abides by the provisions of the Family Educational Rights and Privacy Act with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, Saint Mary will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, or that one parent does not have legal access, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

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PARENT COMMUNICATIONS:

In order to maintain our parents as partners in the academic and spiritual development of our students, the school communicates in the following manner with parents.

- ♦ **MARIAN MESSENGER** – a weekly newsletter from the Principal available online on Thursdays.
- ♦ **Classroom Newsletters** – are usually sent home weekly/biweekly by teachers in grades K-4.
- ♦ **Mid-Quarter Progress Reports** are sent on the Wednesday of the 5th week of the Academic Quarter. Report Cards are sent home after the 9th week – the end of the quarter.
- ♦ **Papers and/or Friday folders** are sent home with student work on a regular basis.
- ♦ **Parent Teacher Conferences** are held following the First Academic Quarter.
- ♦ **Teacher phone calls, e-mails, and personal notes** assist parents with specific problems and progress updates.

PARENT VISITORS:

Visitors are always welcome at Saint Mary School. However, it is important for us to screen visitors so that the children's welfare and the proper operation of the school are assured. Upon arrival, please check in at the school office to receive a volunteer/visitor's badge.

Section 4: Procedures and Accreditation

If you have questions or concerns this year, please use the procedure outlined below.

- Step 1** Call or set up an appointment and discuss your concern with the teacher.
- Step 2** If your concern has not been resolved in Step 1, contact the principal.
- Step 3** If the problem still has not been resolved, put it in writing, and discuss it with the principal again.
- Step 4** If Steps 1-3 have been to no avail, set up an appointment with the principal and the pastor. This step, however, should be the last resort.

SCHOOL ACCREDITATION AND PROFESSIONAL ORGANIZATIONS:

In an effort to stay abreast in an every changing academic world, Saint Mary Catholic School is:

- ♦ An integral part of Saint Mary Catholic Community in Pinckney, Michigan.
- ♦ Under the direction of the Diocese of Lansing Department of Education, Catechesis and Formation.
- ♦ A member in good standing with the National Catholic Education Association (NCEA).
- ♦ A member in good standing in the Michigan Association of Nonpublic Schools (MANS).
- ♦ Accredited by the Michigan Non-public School Accrediting Association, a chapter of the National Federation of Non-public School State Accrediting Association.

Section 5: Admissions and Administration

ADMINISTRATIVE POLICY:

In accordance with Title IX of the Education Amendments of 1972, Saint Mary Catholic School does not discriminate on the basis of sex in either its admission policies or its employment practices. The principal shall be considered the coordinator for this title.

We do, however, reserve the right to hire only Catholic teachers, when available, because they are required to teach the Catholic Religion to all students.

ADMISSION:

No child whose parents desire to enroll him/her in Saint Mary Catholic School, provided there is capacity for additional enrollees, shall be denied admission to the school on the basis of religious affiliation, race, color, or national origin. Children with special needs may be admitted on consideration that they themselves will benefit from normal classroom environments and they will be no detriment to the other pupils' progress.

The following priority is used for enrolling new students to Saint Mary.

- ◆ **Priority 1** Families already enrolled in Saint Mary from the previous academic year.
- ◆ **Priority 2** Siblings of students previously enrolled.
- ◆ **Priority 3** Students of families registered in Saint Mary Parish, but have not attended Saint Mary School in prior years.
- ◆ **Priority 4** New families moving into Saint Mary Parish from another Catholic School.
- ◆ **Priority 5** Catholic families from neighboring Catholic Parishes who do not have a School.
- ◆ **Priority 6** Non-Catholic families wishing to enroll at Saint Mary.

This policy was meant to address as many situations as possible; however, the administrator reserves the right to enroll students given extraordinary circumstances.

Kindergarten Enrollment:

- (1) Student must be age 5 by September 1st.
- (2) Student must be developmentally ready. (Screening conducted by the Kindergarten teacher in March)

Enrollment for Grade 1-8:

Students enrolling in Grades 1-8 are to be interviewed by the Principal. Placement testing may be required as well as a recommendation from the child's former school. Saint Mary School reserves the right for grade placement should the placement test, interview, academic history and recommendation from the former school indicate a lower grade.

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STANDARDIZED TESTING:

Saint Mary School participates in the following standardized tests;

- (1) The IOWA Test of Basic Skills is administered to the students in grades 4-8. Attendance at school is very important during this time period.
- (2) The Diocese of Lansing Religion Tests are given to Grades 5 and 8
- (3) The MEAP Test is made available to students in Grades 7 and 8; information and materials regarding the MEAP is given to Saint Mary parents as the Principal receives them.
- (4) The Acre Religion Test for Grade 5.

Section 6: General School Policies and Procedures

ATTENDANCE:

- ♦ When your son/daughter is absent, please contact the school before 8:30 AM to report that your child will not be in school on that day. Upon the child's return, send a note to the homeroom teacher stating the reason for the absence.
- ♦ If your child is tardy for school, you **MUST** sign them in at the main office when arriving. A tardy slip will be issued to the student.
- ♦ If it is necessary for your child to be excused from school during class time in order to keep a dental or doctor appointment, the school **MUST** receive a written request from you to this effect. After receipt of the request, your child will be excused when **YOU CALL FOR HIM/HER PERSONALLY** at the school office. Parents/guardians must sign in/out in the school office. Students will not be allowed to wait outside the building for parents. Administrative staff will get your child when you arrive in the building.
- ♦ **Vacations and family trips that take children out of school are highly discouraged because of the importance of in-class time to our educational program. When such trips are unavoidable, the school/teachers should be notified at least two weeks prior to the absence. It is the student's responsibility to obtain and make-up any schoolwork missed. It is up to the discretion of each teacher to determine the work that will be given to the student. In most cases, students do not do the assigned homework when they are on a trip and textbooks, worksheets, and assignments are often lost or left at the vacation spot.**
- ♦ All students are required to attend the All-School Christmas Program and Spring Concert. In addition, the seventh grade is expected to attend and host the Eighth Grade Graduation Dinner, which follows the Graduation Liturgy. If a child is unable to attend these activities (in case of extreme emergency) a letter from the parent is required before the day of the event excusing the child from the activity. In the case of the all school programs, should this procedure not be followed, the student's music grade will be lowered one full mark and the effort grade will be a 3.

BOOKS:

Textbooks are to be maintained in good order. All hardbound books are to have covers; all paperbound books are to be covered with clear contact paper. Damage to school materials will be charged to parents and report cards and records will be held until all fines are paid.

BUILDING HOURS:

The school building is open to receive students at 7:50 AM. All school doors except the main school door to the lobby are locked throughout the day. Parents are asked to use the main doors when

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entering the building. If a child needs to be dropped off prior to 7:50 AM, please inform the school office in writing the day before. Anyone not employed by Saint Mary School is required to sign in at the school office.

COLLECTIONS:

All fundraisers must be approved by the Principal in advance of their implementation.

BUS TRANSPORTATION:

Eligible students are entitled to ride the Pinckney Community School buses. For information regarding bus schedules, please contact the Transportation Office at 810.225.3960.

STUDENT BUS PROCEDURES AND RULES:

The following guidelines are necessary for student safety:

- ◆ Bus students are to enter the building through the main back door of the school when exiting buses in the morning. (Approximate time – 8:10 AM).
- ◆ Students will be dismissed through the main back door of the school lobby at 3:30 PM.
- ◆ On the bus, students are to sit down in their seat and remain seated.
- ◆ Heads, arms, legs, and materials are to be kept inside the bus.
- ◆ Throwing items inside the bus or at the bus is not allowed.
- ◆ Stay at the assigned areas when waiting for your bus.
- ◆ Stay in line when boarding the bus. Do not rush to the bus.
- ◆ Follow all directions given by bus drivers and bus supervisors whether at Saint Mary or at the local Pinckney Community Schools.
- ◆ Excessive noise or rowdy conduct will not be tolerated.
- ◆ Eating or chewing gum is not allowed on the bus.

VIOLATIONS OF THE STUDENT BUS CONDUCT RULES:

Violations reported to the principal will be handled on an individual basis. This could include assignment of seat, written warning, short-term suspension from bus, or permanent removal from the bus for the year.

These rules are under the jurisdiction of Saint Mary Catholic School. Saint Mary supports and upholds any decision made by the Pinckney Community Schools Transportation Department to refuse transportation to a Saint Mary student based on repeated or serious violations of the Transportation Department's Code of Conduct.

CAR TRANSPORTATION:

To ensure the safe arrival and departure of all students, the following guidelines for parents bringing/picking up students will be in effect during the entire school year from 7:30 AM – 4:30 PM – Monday through Friday.

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- ♦ **Morning Drop Off** – come in the south entrance – the one by the church, enter the northern circle driveway by the school – please **FORM ONE LANE ONLY**. Pull up to the end of the circle if you are first in line. Drop off your child(ren) , using the passenger side of the car only. Use the north driveway to exit. If you need to come into the building, please drop off your child(ren) first, then park and come into the school.
- ♦ **Afternoon Pick-Up** - enter the south entrance and park your car. Please meet your child(ren) at the front entrance of the school at dismissal. **DO NOT ALLOW YOUR CHILD(REN) TO ENTER THE PARKING LOT WITHOUT BEING ACCOMPANIED BY AN ADULT.**

CURRICULUM:

The core academic curriculum for all Saint Mary students will include instruction in Religion, Language Arts, Reading, Mathematics, Science, Social Studies, Computer Literacy, Physical Education, Art, and Music as well as Music Appreciation. A copy of the Curriculum Guide is made available upon request.

In addition, Liturgical and Para-Liturgical prayer and worship opportunities are made available daily, weekly, and on a rotating basis. Saint Mary Middle School students participate in various service projects.

FIELD TRIPS:

Field Trips are encouraged when such are purposeful and definitely linked to the curriculum presently being studied. Written permission of the parent is necessary for each field trip. Saint Mary School adheres to both the form and the Diocesan policy regarding field trips. The teacher, with the approval of the principal, determines the usual number of field trips per grade.

We have compiled a list to assist you with your responsibilities as driver or chaperone.

- ♦ Drivers must have a Driver Volunteer Form completely filled out including insurance information on file in the school office.
- ♦ Two adults per driven car with students is encouraged.
- ♦ You may only go to and from the field trip destination. No other stops or side trips are permitted. Students must go to and from the trip in the same vehicle.
- ♦ If a meal is included in the field trip all drivers and students must eat at the same stop.
- ♦ Every student must be in a seatbelt.
- ♦ No student may ride in the front seat.
- ♦ Follow the rules of the road and speed limits.
- ♦ Stay with your group at all times.
- ♦ Do not exchange students with other parents. Keep your group intact at all times.
- ♦ Do not allow students to wander off or go places alone. Go with a buddy to the bathroom.
- ♦ Do not allow students to leave a field trip to go home with a parent or guardian.
- ♦ Every student must report back to school and roll call must be taken before any student can be dismissed.
- ♦ As a safety precaution, a meeting place should be decided upon just in case a group gets separated.
- ♦ Parents may not smoke on any field trip.
- ♦ Drivers should not allow movies to be shown during a field trip.
- ♦ Music (radio, CD or tapes) need to be screened. If unsure, please ask the teacher.

LIBRARY:

Teachers schedule a library period and books may be checked out for one week. Books should be returned on time so that other students may check them out. Lost or severely damaged books are to be replaced or payment for replacement made. Report cards and records may be held until all fines are paid.

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LUNCH:

- ♦ Saint Mary has three lunch periods in the Multi-use Room. Kindergarten, First Grade and Second Grade eat lunch at 11:30 AM. Third, Fourth, and Fifth Grades have lunch at 12:00 PM and the Middle School lunch period is at 12:30 PM. All students are required to have lunch on the school premises unless Administrative permission has been granted for special circumstances. A note from parents must be sent to school the day before in order to make arrangements for off-campus lunches.
- ♦ Saint Mary is a HOT LUNCH SATELLITE PROGRAM through the Pinckney Community Schools. Lunch tickets may be purchased on Monday.

LITURGY:

Students attend Eucharistic Liturgy every Friday throughout the school year. Level Liturgies are celebrated each Wednesday, alternating between our primary level (Grades 1-5) and the Middle School (Grades 6-8). Kindergarten students attend liturgy every Friday with their 8th Grade Buddies. Students also attend all Holy Day of Obligation Masses that occur on days other than Wednesdays or Fridays. The liturgy-planning schedule is published in the Messenger. Parents are always invited to attend and participate in any/all of the Liturgical and Prayer Services.

SACRAMENTS:

First Reconciliation and First Eucharist are prepared for and celebrated in the Second Grade. Saint Mary School and Religious Education Program, being of the same mind and heart, work closely together in the sacramental preparation. The Director of Religious Education schedules parent meetings and sacrament orientations throughout the year. School parents will be given prior notification of the dates and times of these meetings.

PARTIES:

Teachers must be contacted in advance if a parent wishes to celebrate a child's birthday with a treat. Treats should be simple, nourishing and there should be something for each child. **A number of our students have allergies.** Please check with the homeroom teacher or school office if you need to bring something special for allergic students. Pizza parties, McDonald's treats, Subway lunches are highly discouraged. Because every family isn't able to provide a school treat from McDonald's or with a pizza party, parents are asked not to bring these types of treats to school. A cookie, cupcake, brownies and fruit or vegetables are some treats that are appropriate.

The All-School Parties that are annually scheduled are: (October/November) All Saints-Harvest Party; (December) Christmas Celebration; Valentine Day (February 14th). Parties are planned by the homeroom teachers with the assistance of the room parents. These parties will be simple and will be scheduled for about an hour.

Invitations to non-school parties or activities should not be given out in school. We appreciate your cooperation in this matter.

SCHOOL CLOSINGS:

The decision to close school because of weather conditions is made by the Pinckney Community Schools and the Transportation Department. If the Pinckney School District is closed due to weather, Saint Mary School is also closed. The Principal will close Saint Mary School ONLY if there is an on-sight emergency; that is, no heat, electricity, water, etc.

Whenever weather conditions make travel to and from school dangerous for the children, the school closing announcements will be made on **WHMI 93.5 FM and/or WJR 760 AM radio** and **Local Access Cable Education Station 22 and WDIV – Channel 4 TV stations**. Please do not call the school or parish offices for school closing information.

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If it is necessary to close school after the children have arrived, normally the Pinckney School busses will pick up those students who ride the bus. Children who are transported by car will come to the school office, and parents will be called to pick them up. No child who normally rides home will knowingly be permitted to leave the building without contacting parents. Should there be any students who walk home; parents will be notified prior to students leaving the building.

In the event of a **TORNADO WARNING**, children will be kept in school until the **all clear** has been sounded.

EMERGENCY DRILLS:

Schools are required to conduct and record a specific number of fire, tornado and Home Land Security drills per year. Emergency drills are a serious business and students are expected to carry them out in silence and full cooperation with the faculty and administration.

ATHLETIC PROGRAMS:

Saint Mary Athletic Programs are based on the philosophy of personal development, teamwork, and Christian sportsmanship within the framework of Saint Mary Catholic School Mission Statement.

- ♦ **Physicals:** Due to the rising costs of physicals and insurance company policies, Saint Mary will accept a physical that has been given within one calendar year of the sport session. Physical forms must be filed in the school office prior to the start of the chosen sport season.
- ♦ **Schedules:** The Athletic Director and/or the Assistant Athletic Director are responsible for scheduling all games, practice times, tournaments, and any other uses of Saint Mary gym with the Parish Offices. Scheduling must be completed through the parish office.
- ♦ Other **policies and regulations** will be published and disseminated by the Athletic Director or his designees.

TELEPHONE:

Outgoing calls are limited to school business and emergencies. Unless an extreme or unusual circumstance arises (as is determined by the Principal), students will not be allowed to call home for lunches, textbooks, assignments, or uniform changes. Students are NOT PERMITTED to use payphones, cell phones, or pagers during school hours without the express permission of the Principal.

LOCKER AND CUBBY SEARCHES:

Lockers and Classroom Cubbies are the property of Saint Mary School, and the School reserves the right to search them if necessary.

MEDICAL POLICY:

The medicating of an individual student is a serious responsibility. Should it be necessary to administer medication during school hours:

- ♦ **The parent or guardian must bring the medication to the school office. The container of medicine must be clearly marked as to: content, dosage, directions for giving and student name.**
- ♦ For nonprescription drugs, including aspirin or Tylenol, written directions are required giving permission to administer the medication.
- ♦ A Request to Administer Medication and Release form must be signed by the parent or guardian to permit the Principal or Office Personnel to give the medication to the child.

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- ♦ There is written record in the school office of all medication given to a student, including medication, date, time, and dispenser.
- ♦ Students ARE NOT to carry medication of any sort, prescription or non-prescription, at any time while on the school property.

Section 7: Tuition Assessment and Policy

PARISHIONER/NON-PARISHIONER DEFINITION:

A **Saint Mary Parishioner**, who is eligible for in-parish tuition rates, is defined as a registered member of Saint Mary Parish giving a minimum weekly Sunday contribution as authorized by the Saint Mary Administration Team, and an active participant in parish worship and community activities. Those who are not eligible must pay the Non-Parish rate.

A **Non-Parishioner** is defined as someone who is not registered at Saint Mary Parish or is someone who is registered at Saint Mary Parish but has failed to fulfill the definition of “parishioner” as stated above.

A **Catholic Non-Parishioner** is defined as an active Catholic from another parish who meets the parishioner requirements of that parish and desires to send their children to Saint Mary School because there is no Catholic School available to them in their parish. They will pay the Parish rate and their home parish will subsidize the student(s).

TUITION POLICY:

Saint Mary adheres to the following policy regarding enrollment and tuition procedures;

- ♦ Any balance from the previous year’s financial obligations must be taken care of prior to June 30th of the preceding academic year.
- ♦ All tuition and other financial obligations for students in the 8th Grade must be paid in full on or before May 1st of the year of graduation for a student to participate in any of the graduation activities.

METHOD FOR TUITION PAYMENT:

- ♦ Saint Mary Catholic School families make tuition payments through Tuition Management Systems (TMS) using a range of payment plans that are managed by the company in partnership with St. Mary Catholic School. Additional information about the program and TMS enrollment forms are available in the school office. TMS also has a toll free number for parents in order to answer questions.

TUITION CREDIT

Parents who wish to do lunch/playground supervision can apply for tuition credit. At the end of the month the days worked are added and multiplied by the lunch hour tuition credit value. This total is subtracted from the monthly tuition payment and parents pay the balance of tuition due. The TRIP program is available for additional credit.

POLICY FOR NON-PAYMENT OF TUITION:

- (1) Enrollment fees, tuition, and late fees are due in accordance with the terms of the Tuition Management Systems plan option selected and the general enrollment policies of St. Mary Catholic School.
- (2) Payments are expected to be made on time. Should an account become delinquent the student may not be able to be re-enrolled.
- (3) If a student leaves Saint Mary and that student's tuition and fees remain unpaid, records and report cards may be held until financial balances are current. Unpaid accounts will be pursued.

Section 8: Disciplinary Policy

OBJECTIVES:

Discipline is a process that accomplishes the following objectives:

- (1) Children learn how to conduct themselves in a Catholic, socially acceptable manner.
- (2) Children learn to accept responsibility for their behavior.
- (3) Children learn to respect the rights of others.
- (4) Children learn self-discipline.
- (5) Children learn in a constructive learning environment and positive atmosphere.

Parents are the primary educators of their child(ren), and are legally and morally responsible for instilling discipline and a sense of right and wrong in their child(ren).

The school is a society and, as such, requires its citizens to abide by the established rules (classroom, lunchroom, playground, and school rules).

TEACHER RESPONSIBILITIES:

The classroom teacher is in a position to help students learn to develop self-discipline. The best discipline is preventive. Each teacher is responsible for following these procedures.

- (1) Provide strong expectations, good organization and consistent enforcement.
- (2) Spend time at the start of the school year discussing rules, expectations, and procedures with students. These will be posted in the classroom and provided to parents. Exhibit fair and consistent rules so students know what is expected of them. Practice...practice...practice procedures and review rules on a regular basis.
- (3) Develop a constructive learning environment, which provides motivation and a sense of security for students.
- (4) Provide a positive, caring atmosphere, which includes knowledge of developmental growth in students and familiarity with individuals in the class.
- (5) Maintain adequate supervision at all times in the classroom, halls, and restrooms. Children should not be given responsibility or placed in situations potentially dangerous to themselves or others.

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- (6) Attempt to resolve each student discipline problem with the student(s) involved, primarily through private discussions, sanctions or parent contact.
- (7) Refer persistent and/or serious problems to the Principal for advice or intervention.
- (8) Contact parents and seek their support in dealing satisfactorily with persistent discipline problems.
- (9) All faculty and teaching-related staff are authorized and encouraged to monitor students' behavior at all times.
- (10) Physical punishment is forbidden.
- (11) Periodically review cafeteria, playground, and classroom rules.
- (12) Refer severe misbehavior such as dangerous fighting, stealing, vulgarity/obscenity, threatened extortion, gross subordination, evidence of drugs, alcohol, tobacco, vandalism, or sexual harassment to the Principal IMMEDIATELY.
- (13) Student lockers, cubbies, and desks remain the property of the school and can/will be searched for reasonable cause.

STUDENT RESPONSIBILITIES:

- (1) Respect the inherent human dignity and worth of every other individual.
- (2) Be informed of and adhere to the rules of the school.
- (3) Study diligently and maintain the best possible level of academic achievement. Complete homework and make-up work according to the classroom policy.
- (4) Be punctual and present in the regular school program to the best of one's ability.
- (5) Refrain from libelous, slanderous and obscene remarks in verbal or visual communication.
- (6) Dress and appear in a manner that meets the school's standards of the uniform-dress code, personal cleanliness and safety.
- (7) Carefully maintain school facilities and the books and materials loaned for the year and help improve the school environment.
- (8) Conduct oneself in a responsible manner as a representative of Saint Mary Catholic School at all times.

DISCIPLINE PROGRAM FOR GRADES K- 5:

The classroom teachers will develop and explain their classroom discipline policies and procedures at Back-to-School Night or will send them home with the students within the first week of school. The discipline procedures, positive and negative consequences should reflect the philosophy of St. Mary.

DISCIPLINE PROGRAM FOR SAINT MARY MIDDLE SCHOOL:

In order to improve the students' educational environment and form a true Catholic citizen, we, of Saint Mary Middle School, implement an integrated discipline program. We believe this benefits all students by encouraging appropriate behavior in the school setting – accepting RESPONSIBILITY for their actions and behavior. The general principles, which act as the guiding force for the Middle School Discipline Plan, are:

- ◆ Be prepared to start class on time.
- ◆ Treat all others with respect and politeness.

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- ◆ Give your best effort every day.
- ◆ Take pride in your self – and in your school.
- ◆ Complete all assignments on time.
- ◆ Dress as a professional student – following the uniform and dress code.

We believe these guidelines give a spirit to all rules. From these principles the teachers develop their own classroom expectations, procedures, and guidelines.

Disciplinary problems in the classroom or on school property will be dealt with in the following manner.

- (1) The classroom or homeroom teacher will discipline the student.
- (2) If the misbehavior is of a serious nature or continues, the student will meet with the principal.
- (3) Should the misbehavior continue, a conference will be held with the student, parents, teacher, and principal.

Severe Clause

Any students using alcohol or drugs, possessing dangerous objects, stealing, involved in physical assault or sexual harassment, or violating any other points specified in the school discipline code will be sent to the Principal's Office. Parents will be contacted immediately to pick up their child at school. Until the Principal, parents and child meet to discuss the severity of the problem, the student will not be allowed back in school and will not be allowed to attend or participate in any extracurricular activities or make up any tests and/or assignments.

Section 9: Homework and Grading

SAINT MARY GRADING SCALE – PRIMARY GRADES 1,2,3 :

V – Very Good	S – Satisfactory	N – Need Improvement
G – Good	I – Improving	U – Unsatisfactory

- ◆ Kindergarten and First Grade have their own report cards.
- ◆ Grades 2-3 use the same report cards.

SAINT MARY GRADING SCALE – GRADE 4, 5 AND MIDDLE SCHOOL:

A+ 100	B- 85 - 84	D 71 - 67
A 99 - 95	C+ 83 - 82	D- 66 - 65
A- 94 - 93	C 81 - 76	E 64 - 0
B+ 92 - 91	C- 75 - 74	
B 90 - 86	D+ 73 - 72	

REPORTING STUDENT PROGRESS:

- (1) Report cards are issued at the end of every 9-week marking period. Parent-Teacher Conferences are held after the first 9-week period.
- (2) Students in grades 6, 7, 8 are eligible for the Honor Roll four times a year when report cards are distributed. Grade point is determined by averaging all academic and elective grades.
 - A Honor Roll – All “A” grades with an allowance for no more than one “B” grade, No “C” grades.

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B Honor Roll – All “A” or “B” grades with an allowance for no more than one “C” grade, No “D” grades.

To qualify for either category a student cannot have any “3’s” or “4’s” in effort or behavior in any academic or elective class.

- (3) Parents can make appointments to see teachers any time during the school year. It is important to make an appointment so the teacher can be prepared with the necessary information for the conference.

COMMUNICATION POLICY:

In an effort to keep parents better informed of the progress of their child, each teacher will send home representative selections of graded student work at least twice per quarter. Grades 4-8 will send home Mid-Quarter Progress Reports during the 5th week of each academic quarter. This is a means of notification to parents as to student progress and allows time for student improvement. Teachers may make special arrangements with parents to communicate more frequently.

HOMEWORK POLICY:

Homework is seen as an important part of the learning process. Children will normally have homework on Monday through Thursday. Some projects will require weekend work as well. Minimum Homework Requirements:

- ♦ Kindergarten - 15 minutes
- ♦ Grades 1 and 2 - 30 minutes
- ♦ Grades 3, 4 and 5 - 60 minutes
- ♦ Middle School - 60 – 120 minutes

Please note these are minimum requirements based on the majority of students’ work and study habits. Because some assignments take longer; some students may be required to set aside more time each day to complete assignments. If homework does not require the whole time, please take the opportunity to read with your child or if you have an older child have them read or review material for upcoming tests, etc.

RESPONSIBILITIES OF TEACHERS:

- (1) Plan homework related to classroom objectives; homework assignments should be a review of the material covered in class or a means of preparing for a new lesson as well as study preparation for quizzes and tests.
- (2) Correct and return homework in a timely fashion. Checked homework may be filed in the student portfolios kept in the classroom of the Middle School students.
- (3) Provide a time-line for long-range assignments and consistently check on student progress.
- (4) Expect student work to be neat, accurate, and completed on time according to directions.
- (5) Inform parents when a student repeatedly fails to complete homework assignments, or is not doing satisfactory work. This can be done via phone calls, progress reports, e-mail, or other written communication.

Section 10: Retention Policy

General Guidelines:

Saint Mary School strives for academic excellence. The decision to retain a student is made only if the teachers (and other education professionals, if appropriate), parents, and principal feel it is in the best interest of the child. The emotional, social, and physical needs of the child must be given equal

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consideration to the child's academic needs. This makes the lower primary grades the preferred place for retention but does not rule out retention in the upper elementary or middle school grades.

NEW STUDENT GUIDELINES:

New students are placed in a grade based on the results and recommendations made from screening, testing, and/or their previous school's administration or staff. New students are on academic probation for no less than but not limited to a 5-week period. However, teachers, within the five week period of the student's first day of school, may recommend to the parents and Principal that the student be placed in a different grade or not be admitted to school.

Kindergarten students are admitted on the basis of the readiness recommendation from the Director of Saint Mary Kindergarten Program and the results of Saint Mary screening process.

PRESENT STUDENT GUIDELINES:

Each teacher is to identify, by second semester, students who are not making satisfactory progress and may need to be retained. Communication with parents should be ongoing and directed at the improvement of the student's performance. During January (or by the end of the first semester), the teacher will meet with the parents, define the problems and outline a plan for intensified instruction to take place during the third marking period. The plan is to specify for what the student, parents and school will be held accountable. A copy of the plan is to be given to the parents and one is to be placed in the child's CA-60 file. In spring, an evaluation is to take place. The cycle will be repeated with a new plan if the child is still in danger of failing.

The Principal is to be kept informed of the child's progress from the first meeting with the parents in January through the final meeting in June. If the teacher then recommends retaining the child, and the parent disagrees, the student will be promoted only if the parents sign a statement for the CA-60 file stating they overruled the teacher's recommendation and will accept full responsibility for their child's future education. In some cases, it may be necessary to recommend another school where the child's needs may be better met.

Section 11: General Rules and Guidelines

PLAYGROUND INFORMATION:

1. Parent volunteers supervise the playground during the school year. The positions are filled either through the Parent Involvement Program (PIP) or the Tuition Credit Program. Parents must sign up for this position when completing the PIP requests in spring.
2. There are three time blocks for lunch and playground supervision: Block I – 11:30 AM – 12:20 PM, or Block II – 12:00 PM – 12:45 PM or Block III, 12:30 PM – 1:10 PM.

SUSPENSION/EXPULSION:

Suspension is the exclusion of a student from school for a specified limited period of time for repeated misconduct or because of a serious single incident.

Suspension may take the form of an **in-school suspension** or an **out-of-school suspension**. The length and form of the suspension will depend on the severity of the offense. A student may be suspended while an incident is being investigated.

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Expulsion is the permanent removal of a student from school for repeated misconduct or because of a single serious incident.

Misconduct is an act that does or may interfere with the efficient operation of the school by endangering the health and safety of any person, by infringing upon the rights of others, by causing disruption of the educational programs or discipline, or by causing loss or destruction of property.

Included in the meaning of the above (but not limited to) are those behaviors that could lead to suspension/expulsion.

- (1) Physical, verbal or sexual assault or intimidating behavior toward school personnel, another student, or a member of the school community. Any action which causes or has the potential to cause physical harm to another. Fighting and/or the threat of physical harm to a member of the school community.
- (2) Theft of property from any member of the school community or the school itself. The possession of stolen goods or items or involvement in the theft are also cause for administrative action.
- (3) Possession, use or transfer of fireworks, explosives, or other materials or chemicals which could cause bodily injury or property damage. This includes the use of chemical sprays, irritants or other materials or devices which could be disruptive to the school or harmful to others.
- (4) Conduct which causes disruption or obstruction of any function, process or activity of the school.
- (5) The possession, use, transfer, or being under the influence of alcohol or controlled substances at school, on school property, or at school events.
- (6) The willful destruction of school property or property belonging to others.
- (7) The possession, use or transfer of a weapon or threatening to use a weapon. Michigan law requires expulsion of students who possess a dangerous weapon on school property or at school activities. Michigan law defines a dangerous weapon as:

- ◆ Firearm
- ◆ Dagger
- ◆ Dirk
- ◆ Stiletto

- ◆ Knife with a blade over three inches
- ◆ Knife opened by a mechanical devices (regardless of blade length)

- ◆ Iron bar
- ◆ Brass knuckles

As a matter of school policy, a student may be expelled for possession of an object on school property or in a vehicle designated for school use that may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to, the following: any explosive devices, BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, num-chucks, mace or pepper spray.

If behavior warrants suspension or expulsion, the following steps will be taken as outlined by the Diocese of Lansing, Policies #5114 and 5114.1:

DIocese OF LANSING POLICIES ~ SUSPENSION AND EXPULSION:

Suspension Policy 5114 – Diocese of Lansing:

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- ♦ The student shall be informed of the specific charges, which are the basis for disciplinary action to be taken against him/her. He/she will have the right to present any relevant information on his/her behalf.

- ♦ Parents must be notified immediately of the suspension, the reasons for it, and the steps being taken prior to the students being permitted to re-enter school. In no instance shall the student be asked to leave school before the parents have been notified.
- ♦ In those cases where it is warranted, students returning to school following suspension should be referred to a guidance counselor or other social agency as an aid to effective adjustment. {Counseling may be a requirement for returning to school.}
- ♦ Records of disciplinary action leading to, concurrent with, and following suspension, should be kept in the student's folders, but not as part of the permanent record.

Expulsion Policy 5114.1 – Diocese of Lansing:

If a student's misconduct is judged to be serious over a period of time, and he/she has failed to cooperate with the school authorities – or in an emergency situation a single incident is extremely grave – the Principal may affect an expulsion, following the steps below:

- ♦ The student shall be informed of the specific charges, which are the basis for disciplinary action to be taken against him/her. He/she shall have the right to present any relevant information in his/her behalf.
- ♦ Parents must be notified immediately of the school's intent to expel, and the reasons for the decision.
- ♦ If and when the decision is finalized, a complete written record shall be made to include reasons, student's and parents' input, and the school's decision.
- ♦ The Diocesan Superintendent shall be informed of the action immediately.
- ♦ If the parents are dissatisfied with the decision, they may appeal in accordance with the provisions of policy #2450.
- ♦ The administration of the school from which a student is expelled should exert every effort to insure that the student's enrollment in another school is secured.
- ♦ Records of disciplinary action leading to, concurrent with, and following expulsion should be kept in the student's folder, but not as part of the permanent record.

ARTICLES PROHIBITED IN SCHOOL:

Articles which may interfere with the education program are prohibited in school except with special permission. These articles include, but are not limited to, the following: food outside the cafeteria, toys, pagers, large sums of money, articles of value such as tape recorders, disc players, video games, radios, cameras, cell phones, and skateboards. Should any item of this nature be brought to school (except with special permission) they will be confiscated and the parent or guardian may be asked to pick them up.

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A primary concern of the school is the safety and general welfare of all students and staff members. Therefore, items that may be hazardous to the school and staff are prohibited in school. Should any items of this nature be brought to school they will be confiscated and appropriate disciplinary action will be taken. These items include, but are not limited to, the following: backpacks except when entering or leaving the building, coats except when entering or leaving the building, glass bottles, aerosol sprays, laser lights or pens, matches, lighters, and firecrackers.

ACTIVITIES:

The term "field trip" includes all school-sponsored activities held away from the school grounds. Students on field trips will be under the direct supervision of a teacher. Diocesan regulations state there must be one adult chaperone for every 10 students. Failure to show respect and obedience to such supervisors or misbehavior on a field trip or at a school-sponsored activity will be sufficient grounds for exclusion from such activities for the remainder of the academic marking period.

MIDDLE SCHOOL STUDENT EXPECTATIONS:

Middle School students are expected to:

- (1) **Take constructive roles** in classroom and school activities.
- (2) **Offer ideas** for improvement of Saint Mary School
- (3) **Be a constructive influence** of good Catholic behavior.
- (4) **Show initiative and organization** in academic responsibilities.
- (5) **Show courtesy and respect** to staff, other students and visitors.
- (6) **Follow school regulations** concerning care for books, cubbies, lockers, assignments and facilities.

MIDDLE SCHOOL STUDENT GUIDELINES AND REGULATIONS – TAKE PRIDE IN YOUR SCHOOL:

To help promote a safe productive and enjoyable Middle School experience, students are expected to behave according to the following general guidelines:

- (1) **Always act in a Catholic Christian manner** with awareness of consequences of your actions, especially their effect on others.
- (2) **Be honest** with yourself and others.
- (3) **Respect the rights** of other students and adults in school.
- (4) **Respect and care for the property** of others and the school.
- (5) **Develop your God-given talents** and use them for positive ends.
- (6) Obey the rules, policies, and procedures of Saint Mary Catholic School.

Section 12: Sexual Harassment Policy

Introduction: Sexual harassment is a form of violence, either physical or psychological. It is an unwanted advance of a sexual nature that creates discomfort on the part of the victim. It can be verbal (suggestive statements), physical (unwanted touching), or accompanied by gestures or body language. Every adult working in school (employees and volunteers) and each student (of the age to understand the meaning of sexual harassment) has the responsibility to know and understand the school's policy forbidding sexual harassment. All adults and students are prohibited from making suggestive comments and unwelcome sexual advances, initiating unwelcome physical contact, or engaging in

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other verbal or physical conduct of a sexual nature in the workplace/classroom or areas related to school or school activities. Sexual harassment is a form of sex discrimination; it is illegal and will not be condoned.

An individual who feels he or she is the victim of sexual harassment should notify an adult immediately. Saint Mary School is committed to investigating and acting on all charges in a timely fashion. The

consequence for an individual who has participated in sexual harassment is severe discipline, up to and including termination, or expulsion of a student, and possible civil damage liability.

CONSEQUENCES OF SEXUAL HARASSMENT:

Though each offense will be handled on an individual basis, generally student sexual harassment violations will follow these procedures.

- ◆ First minor offenses will be dealt with by conference, detention, and/or suspension.
- ◆ Repeat offenders or a major sexual harassment offense may result in expulsion from Saint Mary School.

Section 13: Financial Assistance

In order to keep Saint Mary an affordable Catholic School for Saint Mary Parishioners and Parents, we presently have scholarships available for families who have been enrolled at Saint Mary School for a minimum of one year. The Dible Scholarship and the St. Mary School Scholarship are available. Please contact the school office for any information regarding scholarships and/or tuition assistance. All information is confidential.

Section 14: Uniform and Dress Code

OBJECTIVES OF SCHOOL UNIFORM AND DRESS CODE:

- ◆ To maintain the businesslike atmosphere of a school by requiring certain standards of dress.
- ◆ To reduce cost and competition relating to clothing so that all students, regardless of economic background, may attend Saint Mary School and experience each other as equals.
- ◆ To assist in developing a school spirit and pride (as one might have wearing a team or military uniform).
- ◆ To eliminate confusion over dress code requirements by simplifying and standardizing clothing requirements for all students.

KINDERGARTEN – GRADE 5

WARM WEATHER UNIFORM

(Beginning of the school year until/including September 30th and from May 1st until the end of the school year.)

- **Walking Shorts:** navy in color; knee length. No cargo, carpenter, or trendy type shorts, regardless of color. No oversized shorts. Shorts must fit waist and inseam. Shorts

must be at fingertip length. Waistbands must be worn at the waistline.

- **Shirts:** white or light blue – oxford, polo (no cap sleeves, not to exceed 4 buttons), turtleneck; short or long sleeve. Dress shirts need a top button at the neck, which does not need to be buttoned except when wearing a tie.

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- **Socks:** solid white or solid navy blue. Socks must be worn and be visible. Socks should not have logos.
- **Shoes:** tennis shoes permitted as long as they do not make black marks on the tile or gym floors. No sandals, clogs, roller shoes or platform shoes. All shoes must have backs.
LACES MUST BE TIED.

Please Note:

Students may wear the regular school uniform during the warm weather if they prefer.

GYM CLASS: NO tank tops. Tee shirts with sleeves can be worn with NO improper logos/wording. Gym shorts with elastic waistband should be worn.

REGULAR SCHOOL UNIFORM

[October 1st - April 30th]

- **Pants:** **navy pants**; polyester, twill or dress corduroy; plain or pleated front; no designer labels. No cargo, carpenter, or trendy type pants. Oversized pants are not permitted. Waist and inseam must fit the student. Waistbands must be worn at the waistline.

APPEARANCE AND GROOMING:

- (1) Nail Polish: Clear or light shades.
- (2) Haircuts and styles: No distracting haircuts or styles. No hair extensions.
- (3) Jewelry: Earrings- one pair of post only. A single simple necklace, chain, or single wrist bracelet are acceptable.
- (4) All Shirts and Blouses must be tucked into skirts or pants at all times.
- (5) Dark belts are required for all students in grades 2-5, if pants have belt loops. NO metal on belts except for buckle.
- (6) No tattoos- permanent or temporary.

The Principal reserves the right to make decisions with regards to the above dress code, appearance and grooming guidelines.

- **Shirts:** white or light blue; oxford, polo (no cap sleeves, not to exceed 4 buttons), turtleneck; long or short sleeve.
- **Sweaters:** red (purchased from Schoolbelles only), white or navy: crew, cardigan, pullover or vest: No designs, monograms, hoods, or decorative buttons. A white or light blue collared shirt must be worn beneath the sweater.
- **Sweatshirts:** red or blue (navy or royal) Saint Mary sweatshirts can be worn in place of sweaters in the classroom; white or light blue collared shirts must be worn beneath the sweatshirt.
- **Plaid Jumpers or Skirts:** from Schoolebelles *or* **Plain Navy Skirts, Skorts, and Jumpers:** from Lands' End. Grade 4, the transitional year in which girls may wear either the jumper or the uniform skirt.
- **Socks:** solid white or solid navy blue. Socks must be worn and be visible. Socks should not have logos.
- **Shoes:** tennis shoes permitted as long as they do not make black marks on the tile or gym floors. No sandals, clogs, roller shoes or platform shoes. All shoes must have backs.
LACES MUST BE TIED.

GRADES 6 – 8

WARM WEATHER UNIFORM:

(Beginning of the school year until/including September 30th and from May 1st until the end of the school year.)

- **Walking Shorts:** (boys and girls) navy or khaki in color; knee length. No cargo, carpenter or trendy type shorts regardless of color. No oversized shorts. All shorts must fit waist and inseam. **Khaki shorts must be of the French Toast brand or purchased from Schoolbelles.** Shorts must be at fingertip length.
- **Shirts:** white, navy or light blue – oxford, polo (no cap sleeves, not to exceed 4 buttons), or turtleneck; short or long sleeves. Dress shirts need a top button at the neck, which does not need to be buttoned except when wearing a tie.
- **Socks:** solid white or solid navy blue. Socks must be worn and be visible. Socks should not have logos.
- **Shoes:** tennis shoes permitted as long as they do not make black marks on the tile or gym floors. No sandals, clogs, roller shoes or platform shoes. All shoes must have backs. **LACES MUST BE TIED.**

PLEASE NOTE:

Students may wear the regular school uniform during the warm weather period if they prefer.

GYM CLASS: NO tank tops. Tee shirts with sleeves can be worn with NO improper logos/wording. Gym shorts with elastic waistband should be worn.

SWEATSHIRTS SHOULD NOT BE WORN ON MASS DAYS. SWEATERS AND VESTS ARE ACCEPTABLE.

REGULAR SCHOOL UNIFORM:

(From October 1st – April 30th)

- **Pants:** (for boys and girls) **Navy pants**; polyester, twill or dress corduroy; plain or pleated front; no designer labels. Oversized pants are not permitted. No cargo, carpenter or trendy type pants. No oversized pants. All pants must fit waist and inseam.

Khaki pants: can be purchased from Schoolbelles or must be of the French Toast brand. Oversized pants are not permitted. No cargo, carpenter or trendy type pants. No oversized pants. All pants must fit waist and inseam. NO khaki jeans.

- **Shirts:** white, navy or light blue; oxford, polo(no cap sleeves, not to exceed 4 buttons), or turtleneck; long or short sleeves. Dress shirts need a top button at the neck, which does not need to be buttoned except when wearing a tie.
- **Sweaters:** red (purchased from Schoolbelles, only), white or navy; crew neck, cardigan, pullover or vest; no designs, monograms, hoods, or decorative buttons. A white, navy or light blue uniform shirt with collar must be worn with all sweaters.

- **Socks:** solid navy or solid white socks. Socks must be worn and be visible. Socks should not have logos.
- **Sweatshirts:** red, navy or royal blue Saint Mary sweatshirts can be worn in place of sweaters in the classroom. A

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white, navy or light blue collared shirt must be worn beneath the sweatshirt.

- **Skirt:** the standard Saint Mary girl's skirt can be ordered and purchased from Schoolbelles or Lands' End.

- **Shoes:** tennis shoes permitted as long as they do not make black marks on the tile or gym floors. No sandals, clogs, roller shoes or platform shoes. All shoes must have backs, **LACES AND THE LACES MUST BE TIED.**

APPEARANCE AND GROOMING:

- (1) Earrings: One pair of post only.
- (2) Nail Polish: Clear or light shades.
- (3) No makeup allowed.
- (4) Haircuts and styles: No distracting haircuts or styles. No hair extensions.
- (5) Jewelry: A single simple necklace, chain and a single wrist bracelet are acceptable. No ankle bracelets.
- (6) All Shirts and Blouses must be tucked into skirts or pants at all times.
- (7) Waistbands or trousers must be worn at the waistline.
- (8) Dark belts are required for all students' grades 6-8, if pants have belt loops. NO metal on belt except for buckle.
- (9) No tattoos- permanent or temporary.

The Principal reserves the right to make decisions with regards to the above dress code, appearance and grooming guidelines.

