

ST. MARY STUDENT HANDBOOK

ST. MARY SCHOOL MISSION STATEMENT (updated 8/2016)

We will come to know God, to love God, and to serve God and His people.

PHILOSOPHY OF RELIGIOUS EDUCATION

The Philosophy of our St. Mary School Religious Education is:

To nurture Christian values, goals, and principles so as to inflame the hearts of our students with Christ and His message thus providing a guided experience in Christian learning and Christian living.

To create a learning environment which enables students to identify and reflect on their life experiences in the light of the Christian message and discover the presence of God in their daily lives.

To provide a Christian educational program wherein the teachings of faith are the core component at each level of learning. These teachings include scripture and revelation, the church, the sacraments and worship, Christian morality. Through prayer and liturgical services, each person in his/her capacity learn to live a full life as a member of the Christian community.

GOALS OF ST. MARY SCHOOL

In accord with the philosophy of St. Mary School, we will endeavor to help each child reach his/her potential in the following areas:

Spiritual Growth:

Respect for God and his Church, for self, and for all persons and things.

Intellectual Growth:

To reach each child at his/her own level of achievement,

To motivate each child to reach his/her fullest potential,

To encourage each child to learn as much as possible through his/her own efforts,

To help each child attain success through his/her own efforts.

Technology Growth:

To provide students with an excellent Christ - centered education which integrates Faith and learning and the skills, knowledge and values inherent in the use of technology as a learning management tool that is available to all students, teachers, and administrators.

Social Growth:

To develop a life style based on faith; loving, caring, sharing and thus maturing in Christ.

Physical Growth:

To provide the climate for children to grow physically strong and emotionally at peace.

COMMITMENT TO THE PHILOSOPHY AND GOALS

The administration, teachers and other personnel of St. Mary School are dedicated to the total Christian development of the children who attend the school. They attest to this by their example of mutual sharing of faith, hope, love and vision; by living these Christian values in their day-to-day contact with the children, with each other and with the larger community.

Since St. Mary School is here for the sake of the students, the student plays a great part in the life of the school. The student not only learns within the confines of our school, but also shares his talents with his/her fellow students. We believe that students have certain responsibilities, primarily to;

- respect teachers, helpers in the school, neighbors in the community,
- respect other people's property,
- respect fellow students and their ideas,
- respect themselves by taking responsibility for their actions, working at their lessons to the best of their ability,
- follow the rules made to insure each person's rights and safety.

ACADEMIC PROGRAM

Curriculum and Texts:

Religion	RCL Benziger “Be My Disciples 2013” Gr. 1-6 RCL Benziger “Story of God’s Love 2013” Gr. K
Mathematics	Sadlier (2015) copyright 2009 – “Math textbook” Gr. 3-6 Simple Solutions – Gr. K-6 - Consumable Guiding Kinder Math Workshop - K
Reading	“Literacy By Design” Rigby- Gr 2-6; “Reading Wonders 2014”- Gr. K
English	“English” – Houghton Mifflin, 2001 Gr. 1-6
Vocabulary	“Vocabulary Workshop” - Sadlier- 2006 Gr. 4, 5, and 6
Handwriting	“Writing Our Catholic Faith” Catholic handwriting series Universal Publishing 2005 Gr. K - 6
Social Studies	Teacher Curriculum Institute (TCI) 2003 Gr. 1,2,4,5,6 Meet Michigan- Hillsdale Education 2009 Gr. 3
Science	HSP – Harcourt – 2009 Gr. 3, 4, 5 and 6
Health	Michigan Model, (revised 2006)
Music	Music and You, Macmillan, 1991 Gr. 1-6
Art	Art Image – Art Image Publications – Gr. 1-6

RELIGIOUS EDUCATION PROGRAM

In accord with the school philosophy the purpose of the religion program is to proclaim the Gospel message, so that the children growing in their relationship with God may become believing, responding, involved, and purposeful Catholic Christians in this life and may finally achieve the fullness of life with the Trinity. The teaching of religion is not limited only to the regular religion class, but is integrated into the entire curriculum throughout the day.

The instructional program for the second grade is focused on preparation for the sacraments of Reconciliation and Holy Eucharist.

The following formal prayers and actions should be mastered by the end of:

Grade 2	Sign of the Cross Our Father, Hail Mary Glory Be to the Father Angel of God Act of Contrition Genuflection	Grade 4	Nicene Creed Angelus Morning Offering
Grade 3	Apostles' Creed Act of Faith Act of Hope Act of Love Rosary	Grade 5	Divine Mercy Chaplet Hail Holy Queen
		Grade 6	Prayer to Saint Michael Come, Holy Spirit Memorare Magnificat Act of Consecration to Mary

Holy Mass is an integral part of our religious education program. All students attend Holy Mass at least once during the school week, sometimes twice and/or for special occasions. Students take turns participating in the liturgy as lectors, commentators & leaders of song. Students participate in weekly Eucharistic Adoration activities on Friday afternoons between 1:30 and 2:00.

Kindergarten Enrollment policy

Students five years of age on or before September 1st are eligible for Kindergarten enrollment.

Students five years of age on or before December 1st and score age appropriately on the Kindergarten Readiness Screening may also be considered.

Students completing a year of Kindergarten and not ready for first grade may choose to enroll for a second year of Kindergarten, also known as looping. These decisions will be made by the primary educators of the child, the parents, with close consultation from the Kindergarten teacher.

Looping is not a substitution for Developmental Kindergarten, or DK. All students must be socially and academically ready for a Kindergarten curriculum. Substituting a preschool or DK program with a more advanced Kindergarten program may slow child development should the child not be ready.

A half day of Kindergarten is an option for children who are ready for a Kindergarten curriculum but will be looping for two years.

Computer Instruction

The Catholic Diocesan Office of Education provides basic Technology Guidelines. Computer/Internet and related technology access is available to students, teachers, and staff of St. Mary School. The goal of using these technologies must promote educational excellence by facilitating resource sharing, collaboration and communication; thus nurturing the ministry of Catholic Education. The educational programs available to St. Mary School require the ethical use of the Internet and related technologies by all employees and students.

A basic instructional computer curriculum was drawn up with goals and objectives for all students. In brief, these goals focus on specific activities for each grade level and include:

- Computers in today's society/History and Ethics
- Computer terms and usage
- Keyboarding skills
- Word Processing Skills

Along with these skills, computers supplement our basic curriculum using a variety of software programs in reading, spelling, math, language, and social studies.

Athletic Program Philosophy

The philosophy of all athletic programs is child-centered and participation based. The purpose is to complement the home, church and school in the development of the "whole person". Activities are for the benefit of the children, suited to their age and stage of development.

Athletic leaders, coaches, and parents, must see themselves as being engaged in a ministry to children and youth. They are engaged in an educational effort that can contribute to the development of the total child by being a proving ground for the formal teaching, which takes place in church, classrooms, and home. A copy of the Athletic Policy is attached.

Library

Once a week students have a class library period. Children may also use the library for reference and class projects or study units. The school has a good supply of AV materials; video tapes, filmstrips, records, and read-along

books. Teachers also have access to films and AV materials from REMC (Regional Educational Media Center) located in Mason, MI. Other public libraries in the area may also be used.

Music

Music is an important means of praising and worshiping God. Music is in all aspects of life. Students in grades K-5 have a music class once a week.

Students from the sixth grades are eligible to join the band. This program is planned and organized by the PW band director.

Visual Arts

Our Visual Arts curriculum aims to cultivate the whole child; build literacy in the arts; develop intuition, imagination and dexterity; and encourage expression and communication. Through weekly Art classes, our students learn to express what they see, know, feel, and imagine.

Physical Education

Physical Education is an integral part of the total educational program that provides students with the knowledge, skills, fitness, and attitudes necessary to lead a healthy lifestyle. Each week, our students develop self-confidence, social skills, and an appreciation that life is a gift from God.

ENRICHMENT PROGRAMS

D.A.R.E (Drug Abuse Resistance Education)-

Fifth graders participate in a 17-week drug abuse prevention program. The program equips students with the life skills for resisting peer pressure to experiment with drugs and alcohol. It also focuses on techniques of peer pressure resistance, self-management skills, decision-making, problem-solving skills, self-concept improvement, and value decisions concerning respect for the law and personal safety.

Michigan Model Program- supplements our science curriculum at all levels by providing health and safety lessons.

Students are given the opportunity to participate in G.A.T.E. (Gifted and Talented Education) through LCC and MSU. Our 5th and 6th grade girls can attend math and science workshops through CCRESA.

5th and 6th grade students may be chosen to be part of the technology club under the supervision of the technology coordinator.

Choir- Upper elementary students can join the Children's Choir. They sing at many of the children's Masses and other special occasions. The choir is under the supervision of the parish music director.

Drama- Upper elementary students have an opportunity to participate in the Christmas play. Try-outs and extra practices are required of all participants.

All 4th, 5th, and 6th grade students are invited to join the Right to Life Club.

SPECIAL SERVICES

The following services are available to St. Mary's School through the Clinton County Intermediate School District and the P-W School District:

Hearing and vision screening

Individual testing for students with special needs

Family counseling is available through the Clinton County Counseling Center.

The school principal serves as the school title IX Coordinator

CALENDAR AND SCHEDULE

St. Mary School arranges its calendar to coincide with the P-W School District Calendar.

Daily Schedule:

7:30	Teachers report to homeroom
7:45	Prayer and Pledge in the Gym
7:55	Classes begin
9:45- 10:00	Recess
11:45-12:30	Lunch, upper elementary
12:00-12:45	Lunch, lower elementary
3:10	Dismissal
3:30	Teachers may leave

Students are marked tardy if they arrive after 7:55am.

EDUCATIONAL FINANCING

Tuition rates are set each year by the parish finance council. Goals of the administration are:

- To keep tuition as low as possible
- To provide a sliding scale for families with more than one child
- To maintain an acceptable parish subsidy
- To pay staff a just wage

In May or June, each family must sign a Tuition agreement for the following school year.

By the middle of August, the following are due:

- Student Fees - \$50.00 per child
- Playground fee- \$ 20.00 per family
- Consumable materials bill - (varies according to grade level)

PARISH SUPPORT: Families with children attending St. Mary School are reminded of their responsibility to support the parish on a regular basis. The parish subsidizes the total educational program. Each family is encouraged to contribute at least \$10.00 per week (\$520.00 per year) by using your Sunday envelopes.

A family with a remaining tuition balance from the previous school year may only register for the upcoming school year if the family has applied for all available local and Diocesan financial aid and if monthly Electronic Funds Transfer (EFT) established. Families are encouraged to meet confidentially with the pastor or principal should a financial hardship arise to explore financial aid and establish a payment plan. The Pastor and Principal are committed to providing a Catholic education for all parents who seek it for their family.

Non-parishioners are asked to pay the entire per pupil cost

FUNDRAISING

The school children participate in three fund-raising projects. We hold a Tuition Raffle in the fall, and in the spring, a Color Run and Field Day with an additional fund-raising event to support the Library and Technology programs.

A fall craft show is held in the school, coordinated by the Advisory Council and St. Mary School, but is supported by the entire parish.

St. Mary School Dinner and Raffle is offered in January or February and the proceeds benefit St. Mary's School.

EACH FAMILY IS ENCOURAGED TO WORK AT AND/OR SUPPORT ALL FUNDRAISING EVENTS.

Interest earned from The Father Aloysius Miller Trust Fund has been designated for the benefit of St. Mary School.

COMMUNICATION

We at St. Mary School feel that the education of each child is a shared responsibility between parents and teachers and the school.

Teacher E-mail addresses are sent home at the beginning of the school year. Staff is encouraged to check messages a few times during the day. If you need an immediate response, please call the office.

Parent Newsletters are sent home with the youngest child in the family or e-mailed every Thursday. These communiqués will keep you informed of coming events, policy changes, school happenings, and whatever else it is felt you would want or need to know. Teachers also send special letters regarding specific happenings in the classrooms.

St. Mary Parish Sunday Bulletin- Occasionally, news of school events and happenings are placed in the parish bulletin.

Parent-Teacher Conferences- This meeting is usually held at the end of the

first quarter with the first report card. However, if there are any concerns or questions, parents should first contact the teacher. If concerns are not handled satisfactorily, please contact the principal.

Advisory Council- Parents whose children attend St. Mary School automatically become members of the Advisory Council. The main purpose of this group is to provide more effective communication between school and home. Meetings are held every other month during the school year.

Playground Supervision- As a parent of a child at St. Mary School, you are asked to take your turn at lunchtime playground supervision, either on the playground or in case of inclement weather in the school building from 11:40 - 12:45. We have two paid supervisors on duty everyday along with two parent supervisors.

Progress Reports- Report cards are issued every nine weeks to inform the parents of the student's progress. Mid term reports for upper elementary students are issued in the middle of each quarter. Grades and assignments for 4,5, and 6 grade, are posted on-line and updated weekly.

Emergency Forms- An emergency form for each student is filled out each year by parents. Please call the school office of any changes during the year.

Emergency Notices- St. Mary School follows P-W School District decisions for school closing. Announcements are made on both radio and TV. When schools in the district are closed due to weather conditions or other emergencies, a call is placed to the State Police LIEN Network, which relays the message to most radio stations in the State of Michigan. St. Mary has a text message alert system in place for school closure and other notifications. To receive these notifications, make sure your phone number and carrier are up to date in our on-line grade book.

There may be days when school is in session but busses cannot make their complete run. We ask parents to call their bus driver and inform them if their road is impassable. Also - if school has to be dismissed early because of bad weather, please make sure your child knows where he/she should go in that case.

SCHOOL POLICIES:

1. Admissions: All admissions are made by the Pastor and Principal.
2. Attendance: School is maintained at least 1098 hours in the year.
The school calendar is set by P -W School District.
If a student is going to be absent, a parent should contact the school and provide the reason for the absence. If the parent cannot contact the school, they should provide a written excuse the day the student returns to school.
3. Early dismissals are permissible for valid reasons. Parents **MUST** send a note of request or call the school office when students leave early. **WE MUST HAVE AN ADULT COME TO THE OFFICE AND SIGN THEIR CHILD OUT BEFORE HE/SHE MAY LEAVE.** A student may sign him/ herself in at the office if they are arriving late. Students are not permitted to make phone calls to go home with a friend. All such arrangements must be made previously with parents and students **MUST HAVE WRITTEN PARENT PERMISSION** regarding such arrangements. Students always need a parent note if they are staying after school for any meeting, practices, etc. If they do not have a note, the student will be sent home to the normal after school destination.
4. Tardiness - In the event that a child is tardy, he/she should report to the office before going to the classroom. Late busses are an exception to the regulation. A copy of the Tardy Policy is included in the back of this handbook
5. Leaving the School Grounds: Students may **NOT** leave the school grounds unless they have a written note signed by the parents.
6. Outdoor Recess: Except for inclement weather conditions, students are expected to participate in outdoor recess. In the case of illness, the child must have a note requesting exception to the regulation.
7. Homework: Assignments may be given to all students and are encouraged to reinforce the day's lessons.
8. Care of School Property: It should be the goal of all students to take care of all equipment, books, and school property. Restitution will be demanded from students and their parents for all willful destruction of school and parish property.

The book rental system was voted in by the parents during the 1993-94 school year. It is very important for parents to remind their children that these books are not their property and that misuse or damage to these books will result in fees rendered and if necessary, the cost of a new book if damages are too great.

All books must be covered at all times. Parents are urged to help us by checking regularly that all books are being cared for. The books will be checked each spring for damage done during the previous school year, but we ask you to check the books when you receive them. If you find that a book has been damaged - PLEASE call the office as soon as your child gets the books. This way we will be sure that your child will not be blamed for the misuse. It is only with everyone's cooperation that the book rental program can work!

9. Bus Transportation: All students who ride the bus are under the jurisdiction of the bus driver. Courtesy and respect are demanded at all times. If a student violates the rules of safety, such as refusing to remain seated, throwing objects on the bus, making unnecessary noises, fighting or scuffling on the bus or at the bus stop, the school and parents will be notified.
10. Dress Code: It has been frequently stated that how a child dresses has an effect on how he/she behaves. The child has to learn that various types of dress are appropriate for different occasions. Right now, a child's responsibility is getting an education, which is his/her special work, and the child should be dressed accordingly. A copy of the dress code is included at the back of this book.
11. Vacations: While we understand that learning takes place other than in the classroom, we believe that class time is invaluable to a complete curriculum. Therefore, we discourage vacations and family trips that remove the child from school. We hope that travel will be done during scheduled vacation days. If for some reason a vacation absolutely must be scheduled during school time, the work a student misses will be given upon the student's return to school. One day will be allowed for make up for every day that a child was absent from a vacation up to one week. If work is not completed at the end of that time, no credit will be given.
12. Health and Safety: St. Mary School conforms to State of Michigan health regulations. Written permission from parents is required for the administration of medication. All medications must be kept in the office.

Concussion awareness: Parents will be called if a concussion is suspected. Note from the doctor will be required to resume activities at school.

In case of minor injury or illness, provision will be made to care for the child in the office until a parent or guardian comes for the child.

Illness: Please do not send your child to school if-

He/she has or had a fever within the past 24 hours. A fever is defined as an oral temp above 100 degrees F. The child must be fever free for 24 hours without any medication such as Tylenol or Motrin.

He/she is vomiting or has vomited in past 24 hours.

He/she has diarrhea or has had diarrhea in past 24 hours.

He/she has symptoms of a contagious disease such as strep throat, conjunctivitis (pink eye), undiagnosed rash, flu, etc.

Your child may return to school if:

No fever for 24 hours without medication

No vomiting for past 24 hours

No diarrhea for past 24 hours

If applicable, has had 24 hour dose of antibiotics and/or a doctor's note clearing them to return to school.

Vaccinations: A parent or guardian wishing to exempt his or her child from a particular vaccination must provide a written statement indicating the religious or philosophical objections to the vaccination(s). A child who has been exempted from a vaccination is considered susceptible to the disease or diseases for which the vaccination offers protection. The child may be subject to exclusion from the school or program, if the local and/or state public health authority advises exclusion as a disease control measure.

Bicycles: Students may ride their bicycles to school and park them in the racks. At dismissal, bikers must walk their bikes on the walks in front of school. At no time may bikes be ridden in the bus loading area to the North of the school.

Wellness Policy: St. Mary School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices. We promote healthy eating and physical activities that support student achievement. In accordance with this policy, we encourage students to bring healthy snacks and drink fruit juices, water, or milk. Parents may view complete Wellness Policy in the school office.

Pesticides: As a part of St. Mary Parish pest management program, pesticides are occasionally applied. You have a right to be informed prior to applications made to the school grounds and buildings. In certain situations, pesticides may be applied without prior notice. If you would like notification, you may call the school.

Asbestos: The EPA requires that re-inspection of asbestos materials are to be performed every 3 years. Updated asbestos management plans are available for review in the school office. Any questions may be directed to the principal.

13. Discipline: Students are expected to act in such a fashion that their behavior will reflect the values and principles of the Christian Gospel and the teachings of the Catholic Church. They will show consideration for all persons. To accomplish this, all students must recognize their individual responsibility and obligations and obey the rules established by St. Mary School. Discipline guidelines have been developed with input from staff, students and parents. A copy is attached to this handbook.
14. Cell Phones – students may bring cell phones to school, BUT they must be kept in the students’ locker/backpack and turned off until he/she leaves the building. Cell phone use on the bus should be limited to emergency calls.
15. No headphones or handheld devices can be used during school hours (this includes recess). If a student has them out during school hours, they will be confiscated and parents will need to pick up the device at school.
16. Hot Lunch Program- The Pewamo Westphalia public school provides hot lunch to the students of St. Mary School.

17. GENERAL RULES:

- To show respect for and obey all adults.
- To control speech and actions so as not to disturb others or disrupt classes.
- To prevent and avoid fighting.
- To respect all persons and the property of others.
- To help care for and preserve school and parish property.

Gum chewing *is not permitted* in school or on the school property.

18. PROTECTING GOD'S CHILDREN (Virtus)- All school volunteers must attend a Protecting God's Children workshop (Virtus) or take the on-line class at www.virtusonline.org . A certificate of completion must be provided to the school after either class.

Other School Activities:

1. Field Trips- Occasionally, educational opportunities are available off school grounds. In this situation, a permission slip will be sent home with field trip information.
2. Special Celebrations- All classes may have a celebration for All Saints Day, Christmas, and Easter. It is acceptable for a child to bring a treat to celebrate his/her birthday. In accordance with our Wellness Policy, please bring in healthy, nutritional treats.
3. Missions: We encourage the children to support the missions by their prayers and sacrifices. Mite boxes are used during Lent.

Special Note: This handbook has attempted to address the most common questions and concerns. It is not all-inclusive. St Mary School administration reserves the right to revise or rescind its policies at any time for any reason.

STUDENT DRESS CODE

2016-2017

Subject to future revisions thereafter (revised 5-12)

All clothing must be neat, clean and modest and in good condition.
Pants and shorts must be proper length and worn at waist.

CLOTHING ACCEPTABLE

SHIRTS

- Collared, full or partial front button shirt, any solid color, no writing, logos or embroidery, long sleeve or short sleeve
- Dress Code shirts and Crew neck sweatshirts that have the “St Mary” school logo
Acceptable crew neck sweatshirts must have a collared shirt underneath.
- Shirts must be buttoned except for the top two buttons
- Short or long sleeved t-shirts, solid color, under dress code shirts are acceptable.

NOTE: if your child comes to school in a non-dress code shirt, one will be provided for them to wear that day.

PANTS

- Solid color pants. Corduroy pants are acceptable.
- Solid color Capri pants, Cargo pants, and Carpenter pants are acceptable.
- Jeans must be plain, dark blue or black.
- NO denim clothing on Mass days.**

SHORTS/SKORTS

- Shorts/skorts may be worn during 1st and 4th quarter of school
- Shorts/skorts must be no shorter than 3” above the kneecap
- Shorts/skorts must be plain and of a solid color.
- NO shorts/skorts on Mass days.**

SWEATERS

- Any style solid color, plain sweaters may be worn over shirts.
- Plain, solid color turtleneck SWEATERS, may be worn alone.

- Regular sweaters must have a dress code shirt underneath

SKIRTS, DRESSES, JUMPERS

- All styles, patterns, and colors are acceptable.
- All sleeveless dresses and vests must have sleeved shirt underneath
- Dresses, skirts must be no shorter than 3” above the kneecap
- Skirts need to have a dress code shirt worn with them
- Leggings/Tights/Jeggings (must be a solid color) are acceptable when worn under
a dress code skirt or dress. Socks must be worn with leggings.

JEWELRY

- Only watches, post earrings (no more than 2 per ear), religious medals and crosses on plain silver or gold chains, and scapulars.
- No bracelets of any kind.

FOOTWEAR

- Socks (anything below the knee) must always be worn and can be any color or pattern.
- All shoes must have backs.
- Sandals must have a back strap.

Note: No Make-up- Students will be asked to wash their faces if they are wearing make-up to school

No visible tattoos, body piercing (other than ears).

No coats to be worn in school.

If it is not listed under acceptable clothing, than it is unacceptable.

If a student is out of dress code they will be given a dress code slip that needs to be signed by the parent/guardian and returned the next day. If a student receives a second dress code slip, parents will receive a phone call from the principal. If a child is out of dress code after that, parents will be called and asked to bring appropriate clothing.

During the school year, certain days will be designated as out

of dress code days. When students are out of dress code they must still dress appropriately for school.

ST. MARY SCHOOL TARDY/ABSENT POLICY

Regular attendance and punctuality are important habits that are important factors for success in school. St. Mary School would like to encourage these good habits. The school day begins at 7:55 a.m. We expect students to be in the classroom ready to begin the day at that time. For this reason, we are asking for the cooperation of parents who are responsible for bringing their children to school. Parents need to make sure that students arrive early enough at school so that they will be in the classroom at 7:55. Students who are not in the classroom at 7:55 will be counted as tardy. The teacher will record the student as tardy and give the student a tardy slip to go home. If a student has five or more tardy slips in a quarter, the teacher will notify the principal to make a call to the parents. If a student receives 10 or more tardy slips in a year, they will be ineligible for a perfect attendance award.

If a student is going to be absent, a parent should contact the school at 587-3702 and provide the reason for the absence. If the parent cannot contact the school, they should provide a written excuse the day the student returns to school.

Students will be marked absent for the morning (1/2 day) if they miss more than 2 hours (approx. 1/2 of school morning). Students will be marked absent for the afternoon (1/2 day) if they miss more than 1 hour (approx. 1/2 of school afternoon).

We encourage parents to avoid making appointments for students during school hours. If a student is late to school for any reason, they must enter the front doors and stop at the office to sign in and get a tardy slip. If the student is late for school because of illness or a doctor appointment, they will not be counted as tardy, but the parent must provide a written note, or call the school office explaining the late arrival.

