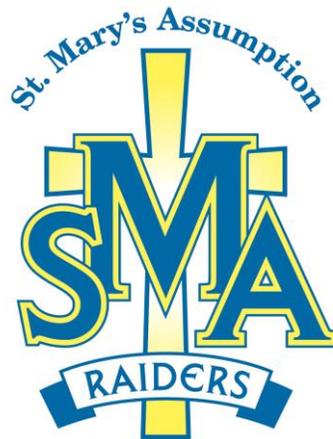


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MISSION STATEMENT

St. Mary's Assumption School, in cooperation with home, community and the Catholic Church, fosters Christ-centered values and academic excellence by providing students with a prayerful, service-minded, Catholic learning environment.

Administrator and teachers will ensure that each student knows and understands our mission.

Parents As Partners

As partners in the educational process at St. Mary's Assumption School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education

We, at St. Mary's Assumption School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary's Assumption School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Mary's Assumption School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the

sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

ADMISSION: In accordance with Title IX of Education Amendments of 1972, the school does not discriminate on the basis of sex in either admissions policy or its employment practices. The principal shall be considered the coordinator of this Title. Likewise, no child whose parents desire to enroll their child in St. Mary's Assumption School, provided there is a class opening for an additional student, shall be denied admission to the school on the basis of religious affiliation, race, color or national origin.

The school does not discriminate against otherwise qualified individuals with disabilities if with reasonable accommodation, they can meet our program requirements.

According to Act 368, Public Acts of 1978, any child enrolling in a Michigan school for the first time must be adequately immunized, vision tested and hearing tested. Exemptions to these requirements are granted for medical, religious and other objections, provided that waiver forms are properly prepared, signed and delivered to the school administration. Forms for these exemptions are available at the school or local health department.

ATTENDANCE: Regular attendance and punctuality are necessary for academic success. Parents are required to phone the school office prior to 9:00 a.m. if his/her child is absent; otherwise the school will contact the parents. If a doctor, dentist or other appointment is necessary during school time, a note is to be sent to the school office. (See REQUEST FOR EARLY DISMISSAL) Teachers will help the student make up losses incurred through illness, a death in the family and other excused absences. Each case will be reviewed on an individual basis. **Homework may be requested on the 3rd consecutive day of a student's absence.** Should a student incur 9 absences in one quarter, they may receive an incomplete for that quarter. With two such quarters, the child may not be promoted to the next grade. With this in mind, we encourage families to plan vacations around scheduled time off. This will allow the child to receive the best possible educational experience. If a family should elect to take a trip during the school year, the parents must make the request at least two weeks in advance so that the child may be given their assignments and be able to keep up with their classmates. Teachers will have materials ready the day prior to the scheduled absence.

TARDY: Students will be recorded as tardy if they are not in their seats by the second bell. Three tardies in one quarter shall result in an absence.

SCHOOL HOURS

7:25	Students may enter the building and go directly to the gym
7:50	First Bell Rings - Students walk to classrooms
7:55	Second Bell Rings - Students are to be in their rooms
8:00	Morning classes begin with Prayer & Pledge
10-10:15	Morning recess (K-4)
11:30-11:50	Recess (P5-4)
11:30-11:50	Lunch (5-8)
11:50-12:10	Lunch (P5-4)
11:50-12:10	Recess (5-8)
2:55	Bell to prepare for dismissal
3:00	Students are dismissed
3:30	School Office Closes

SCHOOL MASSES

Staff and students attend Mass on Fridays at 9:00 a.m. If there is a Holy Day during the week, staff and students will attend Mass at 9:00 a.m. on that day in place of the Friday Mass. Adoration and Benediction take place the first Friday of each month.

ARRIVAL/DISMISSAL: Students may not enter the building until 7:25 a.m. The students are to go to the gym until the first bell rings at 7:50 a.m. Students are to be in their classrooms when the second bell rings at 7:55 or they are marked tardy. Students are to be dropped off on the north end of the school parking lot (next to the Dentist/Doctor's Building) and the parents may exit out the south driveway. Students are not to be dropped off by the school office. The school is not responsible for a student on school grounds before 7:25 a.m. or after 3:30 p.m., outside of sports or other school related activities.

All students, except those riding the bus, will be dismissed from the Albers Rd. doors. They are under their teacher's direction until they have been dismissed to walk home or they have been dismissed to go to their ride home. This procedure is to assure the student's safety.

EARLY DISMISSAL: Once the school day has begun, no student may leave the building or school grounds without the permission of the office. Parents are required to send written requests for early dismissal to the office for doctor's appointments, etc. The request must include:

- The reason for leaving.
- The name of the person who will be picking up the student. If the student is to walk to the appointment, this should be noted in the request.
- The time of departure and the expected time to return.
- The person picking up a student **must** come to the office and sign the student out.

SCHOOL CANCELLATION/DELAYS

In the event of **cold weather**, St. Mary's will make the determination whether school will be cancelled or delayed. If St. Mary's remains open, but Sturgis Public Schools cancel, the Sturgis bus will run at its regular time, arriving in Sturgis at approximately 7:15 a.m. Please watch News Channel 3 WWMT for closing information.

In the event of **severe snow/ice**, St. Mary's will be closed if either Bronson Public Schools or Sturgis Public Schools has canceled classes. If Bronson Public Schools has a delay, St. Mary's will also delay. If Sturgis Public Schools delays but Bronson Public Schools do not, St. Mary's will begin on time, however the bus to Sturgis will follow the Sturgis Public Schools delay and pick up the students at 9:15 a.m. All students riding the bus will be excused. Please watch News Channel 3 WWMT for closing information.

SNOW DAYS LEARNING

After the State-allowed six severe weather days, on days when we believe there may not be school the following day due to impending severe weather conditions, teachers should provide students with appropriate work to be completed at home by the students. If the weather day occurs without prior notice, teachers should email work and attachments to families as early as possible in the morning. For those families without email or Internet, work should be completed and returned within three school days. Student learning on these days will help us keep the number of school days that we need to make up at a minimum.

EMERGENCY DISMISSAL: St. Mary's is dependent on the Bronson School System for transportation. We will close if the Bronson Schools announce a closing because of weather conditions. In the event of a severe storm warning or other grave emergencies, we do not dismiss walkers or riders without parental permission. When Bronson Schools dismiss early, we will do so as well. Please instruct your child where to go should he or she be dismissed early for emergency reasons and find you not there. If the Sturgis Public Schools close early, we will remain open. Parents are welcome, however to pick up their child/children.

HUMAN DIGNITY: St. Mary's Assumption School follows the Diocese of Kalamazoo policy (4166.4) which states our school shall maintain an environment for all staff, volunteers, students and community members, which is free from discrimination, and or sexual insult, intimidation, or harassment. Harassment of any type, including sexual or racial harassment, will not be tolerated. The principal shall be notified and shall investigate all complaints of harassment. The principal shall take appropriate corrective action as warranted.

St. Mary's Assumption School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

BULLYING AND CYBERBULLYING

St. Mary's Assumption School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

CHEATING

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

CHILD ABUSE LAWS

St. Mary's Assumption School abides by the Child Abuse laws of the State of Michigan. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

CRISIS PLAN

St. Mary's Assumption School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two designated locations:

1. Ryan Elementary
2. Off Campus – behind the old Union Building north of the school

GRADES/REPORT CARDS: For seventh thru eighth grades receiving a letter grade, the following scale will be used:

A 90-100 B 80-89 C 70-79 D 60-69

Below 60 is considered to be an unsatisfactory grade.

Grades serve several legitimate educational purposes: To inform parents how their child is perceived in school socially and academically; to help the student see himself as a learner and set his/her goals for further areas of learning; to monitor the student for school placement and regulate the flow of students into various programs. Students are marked on recitation, tests, quizzes, papers, participation, and in some cases extra-credit work.

Midterm progress reports are sent home to the parents of all students. Reports cards are distributed four (4) times during the school year. Report cards will be issued 1 week after the end of quarter. The first marking period, all report cards are handed out at Parent/Teacher Conferences in October.

GIFTS: Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade(s).

HOMEWORK: Homework is assigned for the following reasons:

- To enrich and extend what the pupil has learned in class.
- In preparation to share with others something that he/she has discovered, read, or created.
- As a practice to improve basic skills.
- The amount of time a child should spend on homework is variable with the grade of the child. Teachers have been provided with suggestions regarding homework length.

ASSIGNMENT BOOKS: Under teacher discretion, an assignment book or assignment sheets are to go home every day for parent signatures.

PROGRESS IN STUDIES: At completion of each nine-week marking period report cards are issued. The report card must be signed and returned to school within three days of being issued. The evaluation of each student is based on classroom work, homework, tests and any assignments showing the growth in the student. Should your child receive an incomplete, the student has two weeks to make up the work. If your child should not make up the work in this two week period a failing grade will be given.

PROMOTION OR RETAINING A STUDENT: Students may be retained in grades in their current class if they fail to achieve satisfactory progress in the core subjects. Core subjects are religion, math, science, social studies, reading, language arts and spelling. A student who receives two or more grades below 60% may be retained.

Advancement to the next grade in St. Mary's Assumption School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be **TRANSFERRED** to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at St. Mary's Assumption School.

The principal has the final decision on retention and if the parents do not agree with the decision, that child may be placed in a grade against the professional discrimination of the staff.

HONOR ROLL: K-6 now have electronic standardized report cards and will not be using the current Honor Roll criteria. St. Mary's has three levels of Honor Roll for 7th and 8th grade. Honor roll is determined using core subjects.

- Honor Roll: Grade average of 85 and above with no grade below 76.
- High Honor Roll: Grade average of 90 and above with no grade below 80.
- Principal's List: Grade average of 95 and above with no grade below 90.

EXTRA-CURRICULAR/ATHLETIC ACTIVITIES: A student must be doing classroom work to his or her ability to be eligible for extra-curricular activities. Anyone who is receiving low reports, or whose grade average is below a "C" or "progressing" in any subject will be suspended from all activities until the work is brought up to a "C" or "progressing" average. This will be based on an accumulative weekly average.

A student who is caught smoking; chewing tobacco, drinking or using non-prescription (recreational) drugs will be suspended from all extra-curricular participation and may be subject to additional disciplinary action. Any unsportsmanlike conduct (actions that are not those of a Christian student/athlete) at an activity/game site or in a practice session will result in an automatic suspension for all games and practices. Conduct in and out of school shall be as to bring no discredit to the student, parents, schools, team, or community. These shall include, but not limited to: fighting, stealing, vandalism, felony, extortion, coercion, harassments and physical assault. Depending on the level of severity the suspension shall be for one week on the first offense; one month for the second offense, and one year for the third offense. Any student with an unexcused absence from school will not be allowed to practice or participate that day.

AFTER SCHOOL ACTIVITIES: Adults must supervise all after school activities. The principal and pastor will determine the number of adult supervisors. Once the student leaves class for the day, he/she must report directly to the activity area and may not leave the area until the activity is over. Should a student leave the area, they may not return to the activity but must leave the school grounds. Behavior unbecoming a student of St. Mary's Assumption School will not be tolerated and immediate disciplinary action will be taken.

COMMUNICATION: Regular and frequent communication is encouraged between parents and teachers. One required parent-teacher conference is scheduled after the first nine weeks of school. Should you feel the need for additional conferences on your child's progress, please call the school office and make arrangements with the teacher. Teachers may be contacted through the office. Teachers will return phone calls within 48hrs.

In addition a weekly newsletter is sent home with students to update parents on school events.

In the case of a specific concern or problem, the following guidelines should be followed:

- Go directly to the person with whom you have a concern first and attempt to resolve the difference in a Christian manner.
- If you are not satisfied with the result of the above action, go directly to the principal with your concern.
- If you are still not satisfied, you may put your concern in writing and address it to the school board and the principal.
- If you are still not satisfied, diocesan policy will be followed. Grievance procedures are available in the school office.

DISCIPLINE: Behavior unbecoming a student of St. Mary's Assumption School will not be tolerated and immediate disciplinary action will be taken. The staff is responsible for discipline and has authority over all students whether in their classroom, in the halls, or on the grounds. Good discipline is necessary as an essential part of the learning environment. Reasonable order is expected at all times in the classroom. The staff is empowered to be responsible for maintaining control and handling individual situations. Excessive discipline can result in expulsion from school.

DETENTION ASSIGNED BY STAFF: Any student may be kept for detention for fighting or disobeying rules of acceptable conduct including failure to complete assignments. Fighting is defined as physical contact with anger or malice. Detentions will take place the next day. Detentions are from 3-3:30 p.m. Parents are responsible for arranging prompt pick-up at 3:30 p.m.

SUSPENSION AND EXPULSION: It sometimes becomes necessary to remove a student from school for a period of time due to continued misbehavior or violation of school regulations. Suspension or expulsion rules pertain to any conduct, inside or outside the school setting, which is detrimental to the reputation of the school.

The procedure for suspension is as follows:

- The parent will be called by the principal and informed of the problem.
- A hearing will be held with the parent and student present.
- The principal or pastor is the only one who may suspend a student.
- The principal may remove a student from class until a conference with the parent can be held if it is deemed by the principal that the student's presence in the class will disrupt the education of the other students. Only the principal has this authority.

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$65.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

The principal and pastor have final discretion on any and all discipline policies.

PERSONAL/PUBLIC DISPLAYS OF AFFECTION (PDA): Out of regard for common dignity, personal and public displays of affection, such as kissing, holding hands or embracing which connote more than simple friendship, are not permitted on campus. Inappropriate personal contact is not allowed in school, at dances, or at any school event. Violation of this policy will result in disciplinary action.

PLAYGROUND REGULATIONS: Students will go out to the playground unless the weather is inclement; or the temperature or wind chill is below 20 degrees Fahrenheit. Experience has shown that a child studies better if he or she has been permitted to have this recess. We ask that parents see that their children wear appropriate heavy clothing during the winter months which should include: a winter coat, hat, gloves, or mittens and boots. Please send shoes for your child to change into upon entering the classroom. Coats and jackets may not be removed without permission from the playground supervisor.

The supervisors are the official authorities on the playground and must be respected at all times. During the recess time, students should use the sidewalks to and from the playground area. No one is allowed on or near the fence enclosing the air-conditioning system. Students may not bring skate boards or roller blades to school. Bikes cannot be ridden during the day. The equipment is to be used for the expressed purpose for which it was designed. Balls must be carried until they reach the designated area. If a ball goes into the street, a supervisor must retrieve it. The school roof, the shrubbery, the medical center and the little league or softball diamonds are not included in the play area.

Roughhousing is not allowed, including tackle football. During the winter months, snowballs may not be thrown. Students may play on the designated snow piles with permission. Cursing or other vulgarities are not acceptable behavior for the students of St. Mary's. Students have access to the lavatories during non-class time and should make use of them.

GYM REGULATIONS DURING NOON RECESS AND BEFORE SCHOOL: When the weather is inclement, the gym or classroom is opened for noon recess. Roughhousing is not allowed. Students must remain in the gym or classroom unless given permission by a member of the staff. The ballroom and stage are not considered part of the gym. A tub with assorted sports equipment will be provided for student use when the gym is in operation. No other sports equipment is permitted.

ILLNESS/INJURY/ACCIDENT: In case of illness or injury a member of the school staff will care for a child temporarily. School personnel will render basic first aid treatment only. In accordance with state and diocesan policies staff members are limited to the use of soap and water for cleaning minor cuts or abrasions, and the application of non-medicated bandage materials. Staff members are not allowed to remove slivers or use appliances such as tweezers or nail clippers to attend to students.

If emergency or medical treatment is necessary, attempts will be made to contact the parents first. If parents are not available the child will be taken to the nearest Emergency Room generally by ambulance. It is imperative that emergency telephone numbers of family and family physicians be on file at school.

Staff members are directed to call 911 for support in case of a life-threatening situation. It is better to err on the side of safety than to delay assistance when needed.

The office will notify the parent when an injury needs to be evaluated by a physician or requires monitoring: head injuries, prolonged heavy bleeding, swelling, etc. When in doubt, if the injury is not a 911 emergency, it's always better to contact the parent, explain the situation, and have them decide the course of action.

SEARCHES

Closets and desks are the property of the school and can be searched at anytime for any reason. The school reserves the right to search any personal bag or purse for any reason at anytime. Random searches may occur throughout the year.

ELECTRONIC AND PERSONAL ITEMS

Toys, electronic games, trading cards, fidget spinners and other personal valuables are usually not allowed at school, unless the teacher has requested that such items be brought as part of a planned learning or social activity. Students are not allowed to bring in or use sports equipment, tape recorders, radios, CD players, MP3 players, iPads or other electronic devices without written permission from the teacher and the principal. If a cell phone is brought to school, the student must keep the phone off and in their bag during school hours. If a student has the phone on, it will be confiscated. Parents will be notified and phones will only be returned to the parent. The school reserves the right to view and search the contents of any phone that is confiscated. The school is not responsible for any equipment lost, broken or stolen.

COMBUSTIBLES & WEAPONS: Students are not to bring to school such items as squirt guns, cap guns & caps, firecrackers, knives, guns, etc. or any weapon. Should a student bring these items to school they will be taken away and the student need not expect their return. In addition, certain disciplinary action will be taken under Diocesan Policy #5131.9, which states, "The Safety and welfare of students must be a priority concern of all school community members. Therefore, the school environment must be kept free of all weapons and explosive devices. Students who use, possess, handle, transmit, or conceal any object which is or could be considered a dangerous weapon or instrument of violence, shall face immediate suspension or expulsion."

CHANGE OF ADDRESS, PHONE OR EMERGENCY NUMBER: Every change of address or phone number should be reported to the school office immediately. The school must have on file two alternative phone numbers of a relative or neighbor for emergencies in case the parent cannot be reached. Forms are available in the school office for this purpose.

DRUG PREVENTION PROGRAM: In accordance with Section 5145 of the Drug-Free School and Communities Act of 1986, as added by Section 22 of the Drug-Free School and Communities Act of 1989(P.L. 101-226). St. Mary's Assumption School offers a drug prevention program through the public schools when and where available. Drug abuse includes the use of or possession of alcohol, tobacco, or any illegal substance as well as the abuse of any legal substance. Drugs as defined above are not to be carried on the property of St. Mary's Assumption School. The principal will notify the parents upon discovery of a student's involvement in the selling or use of drugs on school property. A conference will be held promptly with the student and parents. Disciplinary action may result in detention, loss of privileges, suspension or expulsion.

FIELD TRIPS: If field trips are arranged for any grade, parental consent forms must be signed before the student will be permitted to attend. Parents will occasionally be requested to accompany students on the excursions and must fill out liability forms. Due to Diocesan Policy, you must attend a 3 hour session, "Protecting God's Children" (VIRTUS) to be able to partake in the field trips of your child or children. [See: PROTECTING GOD'S CHILDREN]

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the

class on the field trip, especially by driving behind the bus. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.

16. All chaperones must be 25 years of age or older.

FIRE DRILL: The signal for a fire drill is the constant sounding of the fire alarm. As soon as you recognize it, file out of the room in a quick and orderly manner. There is to be absolute silence during the drill. The teacher is responsible for closing all windows and the door. Students are to move away from the building and keep drives clear for fire fighting equipment. As soon as the all clear is sounded (a short bell), students are to return to their classroom, quietly, with their teacher.

TORNADO DRILL: Tornado Watch is the term used in areas where tornadoes may occur during the next several hours. During this time the regular class schedules will continue. Children will not be sent home early unless Bronson Public Schools does so. Information about early dismissal will be announced on local TV and radio stations. A Tornado Warning means a tornado has been sighted in the area.

Children will not be sent home should these conditions occur. Students will be sent to designated areas of the building, which have been determined to be the safest. The signal for this procedure is a tornado alert announcement using the bullhorn in the school. Students are to go quickly and quietly to the assigned areas. When the “ALL CLEAR” is given, the students shall return to their classrooms quietly and resume classes.

LOCKDOWN DRILL: Prior to the drill, our teachers will be going over the procedures with the students so they will know what is expected of them during the drill.

During a “lockdown” all exterior doors are locked and outdoor activities are cancelled. During the drill, you will not be permitted to enter the school.

During the drill, students move quickly to the nearest classroom, where they are supervised by a teacher. They stay seated and out of sight from doors and windows, and doors are locked.

Should your child come home and want to talk about the drill, please reinforce with your child that this is a practice just like a fire drill to help us be as prepared as possible in the event of an emergency. We certainly hope that we are never faced with a real emergency, but we can be better prepared as a result of going through a practice drill.

Thank you for your support.

HEALTH ISSUES: The School should be notified if any child suffers from epilepsy, allergies, etc. that may cause fainting or other emergencies so that proper procedures may be followed with the least possible trauma for the child and others.

BLOODBORNE PATHOGENS/COMMUNICABLE DISEASES: St. Mary’s School follows the guidelines stated in diocesan policy 5141.4. OSHA approved clean up kits are located in each of the classroom as well as the school office.

MEDICATION IN SCHOOL: The following definition of medication is adopted for use in the Diocese of Kalamazoo schools: medication includes **prescription, non-prescription, herbal medications, and cough drops** and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medication applied to skin.

Policies

- The pupil’s parent/guardian will give the school written permission and request to administer medications to their child. Prescription medications also require the physician’s signature.
- Written instructions from a physician, which includes the pupil’s name, name of medication, dosage of medication, route of administration, and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the school.
- Parental or guardian request/permission and a physician’s instructions for administration shall be renewed each year.
- The building administrator will designate an individual(s) responsible for administering medications to pupils at the school.
- Medications must be administered by one adult in the presence of another, except when the person administering the medications is a licensed nurse or when emergency threatens the life or health of the pupil.
- Students with disabilities are included under the policy and procedures that govern administration of medications.

Procedures

- A building administrator may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this time and communicate such to the child's physician. The school may request that the physician send a written explanation if an exception to the school's designated time is necessary.
- The parent shall request that the pharmacy supply the oral medication in the exact dosage prescribed so that the person administering the medication is not responsible for dividing or splitting pills.
- Any adverse reactions to medication, as described on the physician's written instructions, shall be reported to the pupil's parents immediately.
- Any errors made in the administration of medications shall be reported to the parents/guardian immediately, and a written report will be completed and entered into the students' school record.
- When it is necessary for a pupil to have medication administered while on a school-sponsored field trip, the individual designated to administer medication must carry the medication in the original container and record the necessary information on the medication log upon returning from the trip.
- All individuals designated to administer medication will be trained according to diocesan guidelines and procedures.

LICE: The school will maintain a no-nit head lice policy. If a child is found to be infected with either lice or nits (eggs), they will be sent home for immediate treatment. They will be allowed back to class when they have been examined and are found to be nit and lice free. Routine head checks will be conducted.

LIBRARY: In order that everyone derives the maximum benefit from the library, it is essential that certain regulations noted here be carefully observed.

- Books may be taken out for a period of two weeks, at the end of which time the book can be renewed if need be. A fine of 5 cents per day will be charged for overdue books.
- Reference books and periodicals cannot be checked out of the library.
- Books and computers are to be handled with care. For any damages incurred, the student will be required to pay for the repair or replacement.

A student may be denied the privilege of using the library and computers for any of the following reasons:

- Conduct unbecoming a student of St. Mary's.
- Abuse or misuse of books, periodicals, computers, furniture or equipment housed in the library.
- Non-returned books, non-payment of the replacement cost are expected for all books more than two weeks overdue.

LOST AND FOUND: The students are responsible for their own property. If a student leaves things out of place, he or she must bear the consequences. A lost and found is maintained in the office. Should a student lose something, he/she should first check with their teacher and then with the office. All clothing and other articles should be properly marked with the name of the child. All articles marked will be returned to the child. All other items will be placed in the lost and found and if not claimed in a reasonable length of time, will be given away.

LUNCH PROGRAM: A hot lunch will be offered on Monday, Wednesday, and Friday of each week at a cost of \$2.50 per day. Lunch tickets may be purchased in advance for \$7.00 for 3 lunches. Milk is available on a daily basis for 45 cents or a ticket good for 30 milks for \$12.00. Children must bring their own lunch on Tuesday and Thursday. Children have the option of bringing their own lunches on hot lunch days; soda is not to be consumed during lunch. Refrigerators are not for student lunches. Students will not be allowed access to anything behind the serving counter in the kitchen. Gum is prohibited in all parts of the building during the school day. Lunches are to be eaten in the gym during the lunch hour. Students are responsible for cleaning up after themselves.

Lunch charges will only be extended for one week. After one week of lunch charges have been accrued without payment, students will not be able to eat hot lunch. Students should bring in a sack/cold lunch. Students will not be allowed to call home, so please plan in advance. There will be no exceptions to this rule.

ASBESTOS: St. Mary's School does contain areas that have asbestos present. These areas are clearly identified and inspected semi-annually. State and diocesan guidelines on containment and removal are strictly followed.

PESTICIDES: In accordance with state law and diocesan policy parents will be advised when the school or school grounds have been treated.

PETS OR ANIMALS AT SCHOOL: Pets are not permitted without teacher permission. A responsible adult must accompany the animal to and from school as required by law in the State of Michigan. Students on the school buses may not bring animals to school. If your pet is ill on the scheduled day of the visit, in the interest of your pet, please reschedule.

SCHOOL PICTURES FOR WEBSITE OR ADVERTISING PURPOSES

Student pictures may be used on the school website, school sponsored web pages (such as Facebook) or for advertising purposes. Each parent/guardian must fill out a consent form found on the annual registration. Please notify the school office in writing if you do not want your child's picture used in this way.

PHYSICAL EDUCATION: A regular physical education program is maintained at St. Mary's. Students are required to wear tennis shoes while taking part in the physical education class. Fifth through eighth grade students are required to wear appropriate gym attire during gym. The instructor will establish appropriate attire regulations. Students are expected to change in the locker rooms, not the hallway bathrooms.

CONCUSSION LAW

A concussion is a brain injury, caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport or recreational activity.

Michigan was the 39th U.S. state to enact a law that regulates sports concussions and return to athletic activity. The law went into full effect on June 30th, 2013.

The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.

The school must provide educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and obtain a signed statement acknowledging receipt of the information for the school to keep on record.

The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he or she can return to physical activity.

PROTECTING GOD'S CHILDREN: The Diocese of Kalamazoo has entered into an agreement with The National Catholic Risk Retention Group, Inc., to implement the Protecting God's Children program, a component of the VIRTUS programs. This program provides adults with awareness about child sexual abuse and teaches them how to recognize and respond appropriately to warning signs of abuse. Implementation of this program will help the Diocese comply with the safe environment requirement prescribed in the Charter for the Protection of Children and Young People, the document adopted by the United States Conference of Catholic Bishops (USCCB) to help correct the problems of child sexual abuse within the faith community. The Diocese will provide sex abuse prevention training to all clergymen, employees, and volunteers who have contact with children. All clergy, employees, and all volunteers who have contact with children are required to attend an awareness session and submit to a criminal background check conducted by the Diocese of Kalamazoo. Regular is defined as on-going or planned contact. **Any person who is not in compliance with this requirement may not serve as a volunteer in any capacity.**

VOLUNTEER GUIDELINES: St. Mary's Assumption School considers its volunteers to be a very special resource. Parents, grandparents, and others are encouraged to help in the classrooms, with programs, and extra-curricular activities. If you are participating in the classroom in any capacity you are considered a volunteer. This includes helping with classroom parties and chaperoning field trips. Your cooperation is appreciated. Please contact the child's teacher or the office if you have time or skills you can donate to make our school a better place for students to learn and grow.

In order to provide for the safety of all students, all volunteers are screened prior to being accepted to provide service to the school. If there are any indicators of concern during the volunteer clearance process, the school retains the right of refusal to anyone to volunteer.

Volunteers are expected to maintain the same standards as staff members with regard to dealing with children and upholding confidentiality. Volunteers faced with questionable situations or possible concerns with regard to student safety or programming are expected to report such concern to the school office staff members (secretary or principal) so that a determination of the need for further action can be made. Volunteers will not discipline students but rather must refer problematic situations to the teacher or other staff member.

Our children benefit greatly from the experience of good and generous volunteers who have the best interest of children at heart. Parents and others in the community are encouraged to help in many ways throughout the school year.

The following guidelines offer volunteers a basis for understanding their role. For the safety of our students, all volunteers are

screened and approved before they can volunteer. If there are any concerns, the school retains the right of refusal.

ELIGIBILITY

All school volunteers must complete the following requirements:

1. Agree to undergo a Criminal Record's Check.
2. Attend a Virtus training entitled "Protecting all God's Children" which addresses issues of child sexual abuse and provides training in how to prevent or report suspected occurrences.
3. Sign in and sign out at the school office when entering/leaving the building.
4. Volunteer drivers must sign and complete a driver and vehicle information form, including insurance policy information.

NOTE: Volunteers/Parents who are not regular volunteers as defined above and are just visiting the room periodically are never to be left in the room alone with children.

RECORDS: Students' permanent records are available for the parent's review with a staff member present. We request that you notify the school at least 24 hours in advance of your request. We cannot give records to parents (or any other persons) for transfer to a new school. Student records will be transferred to another school upon written request, and sent through the mail. Students' records will be transferred only after tuition and fees are paid in full.

RELIGIOUS INSTRUCTION: Pursuant to Policy #6001-P, it shall be the purpose of the Catholic school to complement the role of the family in striving for the development of the knowledgeable, practicing Catholic Christian. The religion course, functioning as the nucleus of the curriculum, shall provide instruction in Catholic Doctrine and seek the acquisition and strengthening of Christian attitudes, values, and habits in the context of a faith community evidenced by the practice of Christian truth and witness.

In keeping with this principle, religious instruction in the Catholic faith shall be required of all students attending the schools of the Diocese as an integral part of their program.

RESPECT FOR PROPERTY: Students of St. Mary's Assumption School are responsible for taking care of all school property and the property of others. Should a student damage any property, the parent will be notified and compensation in the way of working out the cost of the damage will be arranged. Care of property is a matter of good conscience and is a concern of the school in the development of a good Christian attitude of respect for others and their property.

UNIFORM DRESS CODE (all students): Students should dress properly for all seasons.

Boys

- Boys are expected to wear dress shirts or a polo shirt. All shirts should have a collar. Prefer solid white, navy blue, or black. No large numbers/logos, pictures or advertising (i.e. Aeropostale) of any kind. Prefer pants to be khaki, navy blue, or black in color (cargo pants are not to be worn).
- Boys are not to wear earrings at any time.

Girls

- Girls are expected to wear dresses, blouses or a polo shirt, skirts or dress pants. No large numbers/logos, pictures (animals) or advertising of any kind. "Jeggings" or any combination of jeans and stretch pants are not allowed. Prefer polo shirts that are solid white, navy blue, or black to be worn. Prefer pants to be khaki, navy blue, or black in color. Prefer solid color leggings under dresses and skirts to be worn.
- Skirts must be an appropriate length which is fingertip length or longer.

All Students

- Any attire that is "casual" in appearance is unacceptable. This includes but is not limited to t-shirts, sweatshirts, "Jeggings", stretch pants, shorts, cargo pants, and jeans.
- Clothing that is revealing is unacceptable. This includes but is not limited to spaghetti strap tops and halter tops (straps less than 2 inches), shirts with a deep plunging neckline, muscle shirts, and under garments.
- School spirit wear shirts are acceptable.
- St. Mary's also prohibits students from wearing clothing that advertises, states or supports alcohol, drugs, sexual activity or profanity.
- Students will not be permitted on playground equipment if they are wearing any shoe not secured by a heel strap.
- Snow suits and boots must be worn to play in the snow. (P5-4)

We allow **shorts** (for boys and girls) and capris (for girls) after Spring Break until October 31.

- > Cotton twill/Docker style, waisted (allows belts) shorts and capris in Navy, Black, or Khaki color
- > Cargo pockets on shorts and capris are not allowed
- > Shorts cannot be colored denim
- > Shorts must be plain with no ruffles and frills/special stitching
- > Shorts shall measure 3 inches above the knee or longer in length.
- > **Shorts are not allowed on Friday Mass days or on Holy Days of Obligation**

What determines casual or revealing clothing will be at the discretion of the staff and pastor.

If your child arrives at school dressed inappropriately, you will be called and expected to bring your child an acceptable change of clothes that comply with the dress code. Students will follow the dress code established by the coaches or authorities in regard to school-sponsored events.

We ask that parents see that their children wear appropriate heavy clothing during the winter months which should include: a winter coat, hat, gloves, or mittens and boots. Please send shoes for your child to change into upon entering the classroom.

SCHOOL PHONE: The school telephone is a business telephone. If it is an emergency, the principal, school secretary, or the child's teacher will make the call. Students are not to ask for permission to use the phone for such things as forgetting books, assignments, asking to stay after school or to go home with a friend.

TUITION AND REGISTRATION FEE: Registration fees must be paid prior to the beginning of the new school year and tuition is due the first of every month.

VISITS TO SCHOOL DURING THE SCHOOL DAY: We encourage parents to visit the school on a regular basis. We ask parents to arrange with the teacher and the school office prior to the visit. We remind parents that the teachers' time belongs to the students during school hours. Teachers will not leave their classrooms while classes are in session to answer the phone or confer with parents. All teachers are available after school for conferences at times, which are convenient for both the parent and the teacher. Parents are asked to allow 24 hours notice when setting up a conference. If it is necessary to drop off forgotten items, please do so at the office rather than going directly to the classroom.

For the safety of students, staff, and volunteers, all doors are locked (church doors unlocked for Mass times). All visitors entering the building are asked to use the main entrance. Visitors must sign in at the office.

WELLNESS POLICY

St Mary's School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

COMPUTER ROOM: St. Mary's students have the privilege of having a computer room. This will allow the students to become computer literate in the fast-moving technological world. In addition, each classroom is equipped with computers. K-8 students participate in weekly computer classes.

COMPUTER USAGE ACCEPTABLE USE AGREEMENT: Students agree to the following as a condition of computer usage at St. Mary's Assumption School:

1. The student will not inappropriately use or change files previously set up by the school or computer teacher
2. The student will not load programs from home without having prior permission from the computer teacher. (Ethical considerations, such as copyright, will be utilized in the decision to use borrowed programs. See below.)
3. The student will not use computers without adult supervision.
4. The student will not post personal information or images on the Internet.
5. The student will not be allowed to use the computers designated for staff use without permission.
6. The student will not participate in cyber-bullying, cyber-harassment, cyber-solicitation or abuse in or out of school.

Consequences for violations:

1. Parents will be notified of any violation.
2. The student's use of the computer lab will be limited. Illegal activities will be turned over to the proper authorities.
3. Serious violations, which result in destruction of school property, or potentially harmful situations for students, will be referred to the principal for disciplinary action.
4. St. Mary's Assumption School implements the following policy regarding the use of personal software in conjunction with computers by the school:
5. Due to copyright considerations, software programs can be brought to the school by students and operated on school computers only under the following conditions:
 - a. The software program is donated to the school, and remains school property.

- b. Any software donated must be initially presented unopened, and will be subsequently registered in the name of St. Mary's Assumption School.
- c. Copies of donated software may not be made for the donors or for any other individual's or group's personal use on any computer off the school premises.
- d. Any donated software is subject to the approval of the administration of St. Mary's Assumption School with regard to its suitability to the school environment.
- e. Internet use, whether by students or faculty, is to be limited to schoolwork, research or projects, and restricted to Web sites which are appropriate to the values and goals expressed in the MISSION STATEMENT of St. Mary's Assumption School.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion. Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Right to Amend

St. Mary's Assumption School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via a letter or through e-mail communication.