

St. Mary-Hannah Catholic School



**St. Mary's Hannah
Parish and School**

Parent and Student Handbook

St. Mary-Hannah Catholic School Handbook

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This is a working document. New issues and areas of question will continue to emerge. The school reserves the right to reinterpret and clarify as needed to provide a safe, accepting climate for students

St. Mary-Hannah Catholic School

Mission Statement

We, the parishioners, parents and staff of St, Mary's Hannah Catholic School, believe that our God given purpose is to provide each child with the opportunity to experience God's love and his word through our school. With the help of the Holy Spirit, we are dedicated and empowered to use our time, talents and treasures to build the Kingdom of God, By helping each child achieve his/her maximum potential of heart, mind, body and soul, we strive to build Christian character as part of our teaching the Catholic faith. St. Mary's Hannah is committed to nurturing all children through a strong formation of faith, academic excellence and compassionate discipline.

Our Foundation = Faith + Family + Fundamentals

St. Mary's is open to all students regardless of race, sex, national origin or religion whose needs can be reasonably met. St. Mary's will follow Diocesan Policy 4010.

Enrollment and Transfers

Enrollment of students is considered incomplete until the permanent records from a sending school have been received. If St. Mary's is unable to meet the special needs of a student, the student will be referred to the intermediate district. The principal has the final word as to the enrollment acceptance of a student.

St. Mary's will automatically forward student records to the requesting school, which the transferring student seeks or intends to enroll once all financial responsibilities are complete. If before one-half the school year, one-half the tuition will be refunded.

Non-Custodial Parents

St. Mary's abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. The school will not deny access to the academic records or other school related information regarding the child to the non-custodial parent unless the school is provided with a certified court order prohibiting the disclosure. It is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Tuition, Loans and Assistance

1. Parishioner's Sacrificial Giving Program and Pledge begins July 1st – June 30th. Envelopes should be marked "School Fund" and placed in the Sunday collection or given to the Parish Office.
2. Non-Parishioners - Tuition must be paid in full by July 31 prior to the start of the school year. Tuition payments can be paid directly to the school. Additionally, St. Mary's has made arrangements with Honor State Bank and East Traverse Catholic Federal Credit Union for our non-parishioner families to obtain a low interest loan. Tuition must be paid in full by July 31 prior to the start of the school year. Loan application information is available at the school office.
3. Tuition assistance information is available upon request from the school office. The assistance assessment requires the Tuition Assistance Request Form

application be completed and submitted to the school office with a copy of the last income tax return. Personal finances are kept confidential.

Attendance

Notification: Custodial parents/guardians must notify the school office prior to 9:00 a.m. on the day their child is absent from school. Please be aware that the school will take all appropriate steps to insure the safety of the student should the parent not notify the school of an absence. Students are required to bring an explanatory note from their custodial parent/guardian when returning to school following an absence and give it to their teacher. All explanatory notes will be kept with the school attendance records. This may include notifying law enforcement.

Appointments: Student absences, due to outside appointments, during the school day are to be kept to a minimum.

Release From School and Sign In-Out Procedures. Students being excused from school must be signed out and picked up at the office by the custodial parent or guardian. The school reserves the right to confirm verbally the authenticity of the notification.

Students returning to school need to check into the office before going to the classroom. **The custodial parent or guardian of the returning student must sign the student in at the office.**

Tardy Students or Leaving Early: Students are marked tardy 5 minutes after the bell rings for school to begin. **Tardy students must report to the office to be signed in by their custodial parent or guardian and pick up a tardy slip which allows them to join their class.** Students that arrive after one hour or students leaving school one hour early are marked absent for one half day. One absence or tardy eliminates a student from the perfect attendance award. When buses are late, students are not marked tardy.

Truancy: The state mandatory attendance law dictates that any child absent from school fifteen (15) consecutive school days without a note of excuse or six (6) unverified absences is considered truant. The parent is then notified by letter and the student's name is submitted to the Truancy Intervention Center for truancy violation. Intervention may include police contact or court involvement.

Vacations: Vacations during regular school days are discouraged. Various vacation times are scheduled throughout the school year. Teachers are not required to give assignments in advance of vacation times. It is the student's responsibility to seek and make up any missed work.

Missed Schoolwork: For each day of excused absence, an equal amount of days will be allowed to make up assignments. The teacher may decide whether to accept or not accept missed assignments, without consequences.

Leaving School Grounds: Once students get off the bus or arrive on the school grounds in some other manner, they may not leave the grounds for any reason without the permission of the principal.

Transportation

Arrival and Departure of Students:

- Parents who need before or after school child care should register with the Latchkey program at the beginning of the school year (263-7560). The school cannot be held responsible for students during those unsupervised times.
- Personnel are not available to supervise students before 8:00 a.m. Students who arrive between 8:00 and 8:20 a.m. should report immediately to the adult/teacher on duty. Students are not allowed to leave the designated morning area or go to their lockers first.
- At dismissal, students will quietly line up, pray, and wait to be dismissed.
- Any student arriving before 8:00 a.m. or waiting to be picked up after 3:00 p.m. on a full-day or 12:15 p.m. on one-half day dismissal will be sent to the Latchkey Program, if registered.

Bus Transportation: Students are to obey the guidelines established by the driver and the public school district. See specific guidelines set for Buckley and Kingsley bus transportation.

- Written permission from the parent and verification by the school is necessary to ride a bus.
- A bus pass will be issued from the office for a student to ride a different bus.
- Student conduct on the bus reflects upon the parents and the school. The principal shall review transportation “referrals” issued by the bus garage from the public school transportation system before inclusion to the student’s school record.

Traffic Patterns: Please drive slowly during arrival and departure times at school. **All vehicles should enter at the east entrance of the parking lot and depart from the west exit of the parking lot.** One-way driving will make a safer parking lot for everyone. Your child's safety is most important to all of us at school. Children are required to wear working individual seatbelts as state law dictates. **Parents picking up children at the end of the day should park their vehicle and enter school to pick up their children.**

Sick Children: Transportation home for sick children is the responsibility of the custodial parent/guardian. The parent will make arrangements to secure the safety of a sick or injured student within one hour after notification by the school.

Half Day Dismissal

Half-day dismissal time is at 12:15 p.m.

School Closings and Delays Due to Severe Weather

In the morning if weather conditions exist that make it unsafe for our children to attend school, school will be closed and an announcement will be sent to the following stations as soon as possible. St. Mary's will follow the same severe weather closing and delays as Kingsley School District.

Radio Stations

WTCM, WCCW, WLDR, WKLT, WKHQ

TV Stations

9&10, 7&4, 29&8

- If your local school district is closed due to the weather conditions, then parents must make the determination if it is safe for your child to come for school. For example, if Mesick, Fife Lake or Buckley schools are closed, St. Mary's Hannah may very well be open and the parents must make the decision. This would be considered an excused absence for the children.
- In the case of weather delays, the elementary and kindergarten will follow the Kingsley School District delay time frame. Preschool will hold normal sessions. Day Care will open at 8:00 a.m.
- In the event that weather conditions become severe during the school day and it becomes necessary to close school (snow, ice or severe weather) early, the above mentioned radio and TV stations will be contacted. We will also contact the student's parents to make sure that someone will be home to receive the students. If we are unable to contact the parents, the students will be kept at school until arrangements can be made to pick up the children. We do not want children to go home and be unable to get inside of their house.

COMMUNICATIONS

Communications Home:

School Newsletter: A newsletter is sent home every other Friday. It will contain a monthly calendar, special school and classroom updates, student talent and special event information.

Teacher Newsletters: Newsletters are not mandated by the school, though many teachers do send them home on a regular basis.

Field Trip Permission Slips: As each field trip arises during the school year a new form will be sent home and the parent must also sign and return it by the due date. Telephone permission is no longer acceptable.

Money Sent to School: All money sent to school (lunch, popcorn, book sale, sweet sale, etc.) should be in an envelope with the student's name, grade, purpose and the amount enclosed written on the front. Please send exact amounts.

Report Cards and Progress Reports: Report cards will be sent home four times a year at the end of each quarter. Progress reports will be sent home four weeks before the end of the marking period. Their purpose is to inform parents of school performance. These are to be signed and returned to school.

Grading Scale

A	100-96	C	80-81
A-	95-93	C-	79-77
B+	92-91	D+	76-75
B	90-87	D	74-72
B-	86-85	D-	71-70
C+	84-82	F	69-0

HONOR ROLL 5th & 6th GRADE 93% AND ABOVE

Office Telephone: The office telephone is a business phone and may be used by students only in an emergency and only with office staff permission. The phone should not be used to make social arrangements after school.

Communications to School:

Health Notices/Physician/Dentist/ Medications: Children who are required to take prescription medications during the school day must have a Medication/Treatment Authorization Form on file in the school office. The form includes the student's name, parent/physician signature, the name and dosage of the medication. All medication will be kept in the school office and be dispensed by the principal or secretary with an additional observer. All medicine must have the pharmaceutical labeled bottle with the child's name, instructions for dosage and the name and strength of medication on the bottle. **Students are not allowed to have any medications of any kind in their possession during school hours or while on school property.**

Conferences: Parent teacher conferences are routinely scheduled at the end of the first marking period. The parent or teacher may call for conferences at any time during the school year. Teachers are usually available to discuss your child's educational, spiritual or emotional needs or progress. However, we ask that if you desire a conference please contact the teacher for an appointment.

Parent/Guardian Visitations: As a courtesy for both the teacher and the class, we request that you please provide the office with prior notice of your visit.

Class Interruptions: Once class is in session all interruptions are to be avoided.

Parent Concerns: Your concerns as a parent are appreciated and necessary for an effective school. Concerns regarding student performance and/or classroom procedures need to be addressed in a timely fashion. In all circumstances, the first call should be made to the classroom teacher. They are the personnel most familiar with procedures and individual circumstances. Issues not resolved after communications between teacher and parent should be referred to the principal.

Governance

Grievance/Protocols:

1. All parent or student inquiries and/or complaints are to be directed first to the specific teacher involved in verbal or written form. If written, it must be signed.
2. Unresolved issues between parent/student and teacher then need to be fully addressed by the principal.
3. After sufficient time has elapsed to address issues, the protocol for grievances then proceeds to the following: Superintendent/Pastor, Vicar, Vicar General, and Diocesan Secretariat for Education.
4. Severe concerns and/or highly critical issues are reserved to the Diocesan Secretariat for Education. The final authority in all matters rests with the Bishop of the Diocese of Gaylord after all other means of appeal have failed.
5. To maintain the unity and high morale of the school and its members a student may be asked to leave if there cannot be a mutually agreed upon solution to the grievance.

Rules, Conduct and Discipline:

Conduct Code: All students will have the opportunity to participate in a safe, orderly and positive school environment. Each person at St. Mary's shall show concern and respect for self, others and property. Christian behavior is expected at all times and in all places.

Students learn best in an atmosphere filled with mutual respect. In following these guidelines, students are expected to C.A.R.E.

- C COOPERATION: Cooperate with peers and adults.*
- A ATTITUDE: Promote positive self-concepts in yourself and others by giving support, honest praise and encouragement.*
- R RESPECT AND RESPONSIBILITY: Be responsible for your actions. Follow rules and regulations, demonstrate respect for all others, teachers, students, staff and visitors and their personal and communal property.*
- E EFFORT: Work on self-direction by planning for the future and making the best out of situations.*

Guidelines and Expectations:

Bus: Students are to obey the guidelines established by the driver. Discipline is based on school district. See specific guidelines set for Buckley or Kingsley.

Cafeteria Guidelines:

- All students eat lunch during their designated time.
- Be respectful to everyone by using proper manners.
- Clean up after yourself. No food is to be taken from the cafeteria.
- Government regulations state students need foods from 3 food groups.
- Students are to use inside voices
- Walking is expected at all times.

Classroom: Teachers establish classroom guidelines. These guidelines include order during classes, procedures during change of classes, locker manners and upkeep, and expectations during lunch and recess. The teacher will handle any disruptive student, with repeat disruptions following protocol.

Homework: The purpose of homework is to review and reinforce the work done in school. It does not take the place of instruction, but rather reinforces instruction. It should instill a sense of responsibility and enable each student to form desirable, independent study habits.

Parents are asked to give your child encouragement to succeed on their own merit. Four general suggestions regarding homework are:

1. Show interest in your child's work
2. Set the proper conditions for studying.
3. Encourage the development of good work habit routines.
4. Review homework together with your child.

Daily homework is expected of each child at a minimum of ten minutes per grade per night. The child is expected to complete and turn in all assignments when they are due.

Students need to be encouraged to begin long range projects early, working on them for short periods of time each evening, to avoid long hours of evening preparation closer to the due date.

Liturgy: During the celebration of Mass and prayer, students are expected to be reverent and participate as much as possible in the service. Sitting quietly with good posture is encouraged. Showing reverence at the altar and tabernacle is expected.

Playground: All students are expected to go outside for recesses. All children will play within the boundaries of the playground area. The goals of play must include showing respect to other students and adults by:

- Giving all students the opportunity to participate in games.
- Making playtime fun by choosing constructive activities. Rough play of any kind (Tackle football, martial arts, fighting, use of bad language, snowball throwing,) is not permitted.
- Taking the time to apologize and help those that are hurt.
- Listening to adult corrections positively with a cooperative attitude.
- Respecting each other and property.
- Only those with notes from home because of extended illness (pneumonia, bronchitis, etc.) may remain in supervised area near the office.

Prohibited Items: Playground equipment should be used with caution and consideration of those nearby. All following items or activities are PROHIBITED at school.

ITEMS

Bicycles

Skateboards

Electronic Equipment

Weapons of any kind (including look alike weapons)

The general rule is that throwable toys must be soft except footballs and basketballs. No ball throwing in the playground equipment area or near classrooms. Balls that are not properly used will be confiscated. Parents will need to retrieve confiscated items from the office.

Radios/Tape/CD Players/Electronic Toys: Cell phones, radios, tape players, Game Boys, CD Players, or other electronic toys, etc., are not allowed. If these items are found during the school day, they will be confiscated. Parents will need to retrieve confiscated items from the office. Valuable items are not to be brought to school. Lockers and desks are the property of the school and by virtue can be searched at anytime.

Non-Permissible Rules: The following activities are not permissible:

- Cursing or Obscenity (words, pictures, or gestures)
 - Fighting
 - Put Downs, Killer Statements (oral or written)
- Throwing of any object not meant to be thrown, taking hats or belongings of others, etc.
- Disregard of safety rules
- Disrespect of others (children or adults)
- Aggressive behavior (tackling, pushing, rough play, including “play fighting”)
- Entering the building during play time without permission.
- Other inappropriate conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

Discipline Policy: St. Mary’s Hannah is committed to nurturing all children through a strong formation of faith, academic excellence and compassionate discipline. Discipline procedures may vary slightly according to individual classroom policy. However, the above general guidelines apply to all at St. Mary’s. **The principal has final discretion on all disciplinary matters.**

General Behavior Consequences Without Threat:

- 1st Offense:** Verbal Warning
- 2nd Offense:** Child is excluded from a special class activity for a limited time
- 3rd Offense:** Child is sent to the principal and a Behavior Notice sent to parent.
- 4th Offense:** Parent called, conference to discuss situation.
- 5th Offense:** Consequences may include exclusion from special school activities, detention, suspension or expulsion.

A Behavior Plan will be signed, agreed upon by all parties, and implemented before returning to school.

Personal Safety: For the protection and safety of each person, the following is strictly forbidden:

- 1 Use of and/or possession of matches, cigarette lighter, sling shots, knives, fireworks, lasers or any other object deemed harmful for student or others involved. Included but not limited to objects simulating firearms, knives, explosive devices or any weapon. (We follow the Diocese of Gaylord weapons policy. See Section IV-C.)
- 2 Use of tobacco and possession of any controlled substance as defined by the Michigan Public Health Code, drugs, alcohol or any other substance deemed harmful for student or others involved.

- 3 The making of a threat of any form (physical, verbal, or written or when and if the other person feels threatened)) to another student(s), teacher(s), or staff member(s). (paid or volunteer)
 - a. In the event that a threat is made, the student is subject to suspension at the discretion of the Principal.
 - b. If the threat involves the use of a weapon or the implication of death, it will result in an immediate suspension.
 - c. During the suspension, an investigation will be conducted to determine if further disciplinary action is necessary.
 - d. Any student suspended for making a threat as described above shall not return to class until a readmission meeting can be held. The student, the parents/legal guardian of the student, the Principal, a representative of the education commission, and the school liaison officer, will attend the readmission meeting.
 - e. A set of guidelines and conditions will be set up and agreed to by all parties before school attendance will resume.
 - f. These matters will be handled promptly by the Principal and Pastor.
 - g. The making of a bomb threat, written, verbal or called in, will result in suspension or expulsion.

Weapons Policy: The following is the official weapons policy for all Catholic Schools within the Diocese of Gaylord.

1. Definitions
 - a. A “weapon” is an object, which can be used to threaten or injure another. It includes, but is not limited to, “dangerous weapons,” as defined by the State law, which includes a firearm, dagger, dirk, stiletto, knife with blade over 3 inches long, pocket knife, iron bar or metallic knuckles.
 - b. “School premises” include the school building and the adjacent grounds, including, but not limited to, parking lot, playground, student lockers, or bus.
 - c. “Immediate vicinity” of the school means within a block radius of the school and any off-premises school activity site.
 - d. A “firearm” means:
 - any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action or an explosive.
 - the frame or receiver of any such weapons
 - any firearm muffler or firearm silencer; or
 - any destructive device.
2. Rules:
 - a. Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon upon school premises or in the immediate vicinity of the school will be immediately excluded from classes pending investigation.
 - b. A search may be conducted to verify the suspicion or clarify the discovery. The search may include, without prior warning, an inspection

and search of a student's pockets (the student empties his/her own pockets), book bags, purse, lunch pail, locker, automobile, or any other items the student has in his/her possession or control. Questioning for the same purposes may include questioning by the principal, a member of the administrative team, a schoolteacher, the pastor/pastoral administrator, or a person acting in the place of any of these persons.

- c. If a student refuses to cooperate or interferes with a search, said refusal to cooperate or interference will result in disciplinary action, up to and including expulsion from school.
- d. The student will be detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises or in the immediate vicinity of the school. Depending on the nature of the weapon, the local police department may be notified.
- e. Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion. Any student determined to have brought a weapon to school shall be expelled for a period of not less than one year. The rule regarding expulsion can be modified by the school principal or superintendent on a case-by-case basis, whenever, in the principal's sole judgement:
 - the weapon was not possessed by the student for use as a weapon
 - the weapon was not knowingly possessed by the student
 - the student did not know or have reason to know that the object constituted a dangerous weapon
 - the weapon was possessed by a student at the suggestion, request or direction of a school or police authority
 - mitigating circumstances justify other disciplinary action besides expulsion.
- f. If an injury occurs in school, on school premises or in the immediate vicinity of the school, as the result of a weapon, the principal and teachers shall endeavor:
 - to have students remain calm and avoid panic;
 - to notify the police, the pastor/pastoral administrator of the parish/inter parish school;
 - to secure the school
 - to notify and consult with the Secretariat for Education and Formation. The Secretariat for Education and Formation will, in turn, notify appropriate offices in the Diocesan Pastoral Center.
- g. The principal may use discretion to keep non-school persons out of the school and/or retain in the school until police have completed their investigation.

(Policy adopted: December, 1995)

Suspension: (Diocesan Policy 4110) The school realizing its obligation to the students, must extend a reasonable effort to assist students to adjust to the social and academic requirements of the school environment. Decisions to suspend should follow only after

other means of motivation have failed and/or circumstances of crime, scandal, immorality, disruption or safety necessitate suspension.

Upon reaching such decisions, consideration must always be given to the welfare and Christian development of the individual student and the practical common good of the entire student body.

Parents shall be notified of the suspension and be requested to attend a joint conference with their child, school Principal, and any appropriate faculty member(s). In no instance shall a student be asked to leave the school during regular school hours and proceed home without prior notification to and consent of the parent(s)/guardian.

Immediately following the suspension, notification with details should be given to the Pastor/Pastoral Administrator, who frequently is in a position to be a facilitator and may be able to suggest pastoral remedies. The conference with the parent(s)/guardian and child shall take place within three (3) school days from the suspension, if possible. If the Principal and parent(s)/guardian and child are unable to meet within that time period for any reason, the conference shall be scheduled as quickly as possible. Within that same 3-day period, the Principal may continue investigation of the facts and circumstances leading to the suspension, and shall document the reasons for the suspension. Documentation of the suspension shall be placed in the student's file.

The Principal shall have discretion to extend the suspension beyond three (3) school days, with the notification to the parent(s)/guardian.

A Behavior Plan will be signed, agreed upon by all parties, and implemented before returning to school. (Form attached.)

Expulsion (Diocesan Policy 4114): Expulsion is defined as the permanent dismissal of a student from the school. There are two (2) general situations, which can lead to expulsion:

1. When the moral or physical well being of the student body, school or staff is endangered.
2. When there is a prolonged and open disregard for the school policies, authority or habitual truancy.

The expulsion of a student from a Catholic school is such a serious penalty that it hopefully will be invoked rarely. In most cases, the Principal should use available means to discover the cause of a student's problems and should attempt to utilize remedies such as, suggesting that the parents refer the student to a guidance clinic, physician or priest if, in the Principal's discretion, such remedies are likely to resolve the problems.

There may, however, be situations where immediate expulsion of a student from the school is appropriate. These situations include, but are not limited to, the following:

1. Actions gravely detrimental to the moral and spiritual welfare of any school or church personnel, volunteers or students.
2. Assault, battery, or any threat of force or violence directed toward any school or church personnel, volunteers or students.
3. Use, sale, possession, or control of narcotics or illicit drugs on or about school/church premises.
4. Use, sale, possession, or control of alcoholic beverages on or about school/church premises.
5. Vandalism of school/church property.
6. Possession or control of any weapons or other dangerous instrument on or about school/church premises.
7. Any criminal behavior.

St. Mary-Hannah School has a zero tolerance of Drugs, Alcohol, Weapons or Harassment. Immediate suspension will be given to students with the above items.

Dress and Clothing

Uniforms: All students in grades K-6 will be in uniform. Students are expected to wear the school uniform on all school days with the exception of “ Dress-up Day” and “Jean Day.” The Monthly calendar states the designated dates for these special exceptions.

The Uniform/Dress Code Policy is intended to allow the students to concentrate on their education and not what they are wearing. The policy is also intended to help the parents hold down the cost of clothing their children.

The Home and School Association will have an annual uniform exchange and maintain a uniform closet so that parents are not required to purchase new clothes every time a child has a growth spurt.

Girls	
Jumper	Navy, JC Penny Plaid Skirt/Skort Navy
Pants	Navy dress slack or corduroy.
Walking Shorts	Navy dress walking length (no cargo style) may be worn in May, June, Aug, and Sept. if the forecast calls for temperatures of 70°F or above or unusual heat waves with principal permission.
Shirt	White, Blue, Red or Navy with standard Peter Pan, pointed, polo or turtleneck collar, long or short sleeve. All shirts must always be tucked in.
Sweater/Vest	Navy, Red or White solid color worn over shirt.
Hose	Plain navy, white, black or red anklets, knee socks or tights should be worn at all times.
Belt	Plain navy, brown or black
Boys	
Pants	Navy dress pant or corduroy.
Walking Shorts	Navy dress walking length (no cargo style) may be worn in May, June, Aug, and Sept. if the forecast calls for temperatures of 70°F or above or unusual heat waves with principal permission.
Shirt	White, Blue, Red or Navy with standard pointed, polo or turtleneck collar, long or short sleeve. All shirts must always be tucked in.

Sweater/Vest	Navy, Red or White solid color worn over shirt.
Socks	Plain navy, white, black or red socks should be worn at all times.
Belt	Plain navy, brown or black

General Dress Code Rules:

- Students are expected to be neat and clean at all times
- On Mass days attire must be neat and clean. Students are required to wear uniforms. If Mass is celebrated on a Dress-up Day students shall wear clean Sunday attire. No shorts or t-shirts are allowed.
- All shirts and blouses must be tucked in. Sleeveless, spaghetti strap, ruffled or lacy shirts and blouses are not allowed.
- Clothing with the St. Mary's logo is approved.
- Jackets and coats are not to be worn during class
- Shoes are to be worn at all times. The shoes are to be comfortable dress or athletic type shoes that cover the toe and heel. Shoelaces are to be tied. Dirty ragged shoes, sandals and clogs are not acceptable for safety reasons.
- Student hair is to be a natural shade, washed and neatly kept, with no extreme hairstyles. Boys are expected to keep hair neatly trimmed and off the collar.
- Hats must be removed when entering school.
- Boots may not be worn in the classroom.
- Only girls may wear pierced earrings that do not pose a safety hazard. Boys may not wear earrings.
- Make-up is not allowed.

Out of Uniform: If there is a valid reason for your child to be out of uniform a note of excuse is required. Any student who violates the uniform/dress code policy will have his/her parents called to bring proper clothing. The student may lose the privilege of Dress-up or Jean Days.

Dress-up Day: The general dress code rules will remain in effect. Any color clothing may be worn and must be neat in appearance. Athletic clothing, blue jeans or tattered clothes may not to be worn on special Dress-up Days. If a teacher questions the students clothing the principal will decide if the parents will be called to bring in appropriate clothing for the child.

Jean Day: Students may wear blue jeans and t-shirts on jean day. Clothing that is tattered, torn or displays inappropriate language or images on them are not allowed. If a teacher questions the students clothing the principal will decide if the parents will be called to bring in appropriate clothing for the child.

Shoes: All students are required to have a separate pair of athletic shoes that are to be worn only in gym class. This is to protect the gym floor surface coating from being ruined by sand and grit found on the soles of every day shoes. These athletic shoes are to be left at school in student lockers when not being worn for gym class. Please do not purchase gym shoes with black soles because they may leave marks on the flooring. Please be sure that school shoes are in backpacks when they come to school or left in the locker at the end of the day during boot weather.

Winter Wear: Children are expected to be properly dressed for cold and wet weather. Boots, hats, mittens/gloves, winter coats and snow pants must be worn during winter weather at recess.

Lost and Found: Lost items are put in the “Lost and Found” bin outside the office door and may be reclaimed there. Articles will be held for a season and then given to a charitable organization. Children finding possessions of others are asked to turn them in at the office.

Health Care and Safety

Emergency Medical Card: Each student card must be completely filled out and updated every year for each student attending St. Mary’s. This card contains emergency numbers where parents/guardians or responsible parties may be contacted in case of an emergency. It also contains vital information regarding allergies and other information invaluable to medical personnel. A copy of the card travels with children during field trips and contain authorization for emergency medical treatment. If there are any changes during the school year the school must be notified immediately.

Notification of Injury or Illness: Parents will be notified whenever there is a head injury, chipped, broken or loose teeth, injuries to the eyes that cannot be rectified by cleansing, and injuries involving swelling or bleeding, with the exceptions of skinned knees, elbows, etc. In serious cases if the parent/guardian cannot be reached, the school will contact the emergency number listed on the Emergency Medical Card. If the parent/guardian or emergency number cannot be reached, treatment will be taken care of at the discretion of the principal. This procedure also applies to all sudden illnesses.

Contagious Diseases: The parent will insure that those students with a contagious infection and or fever will not be sent to school. Further, the parent will notify the school of any student diagnosed with a communicable illness by the beginning of the next school day. PLEASE do not send your child to school if he or she is running a fever or has had a fever. In most cases, if a child is too ill to go outside for recess, they are too ill for school. If a child needs to miss recess two or more days in a row, a note from a physician or nurse practitioner is required.

Immunizations: All students must follow the Michigan Public Health Code (P.A.368) regarding immunization. Parents will be required to show proof of immunization for their children. Failure to complete the basic immunization requirements, or the presence of a signed waiver in the student's file, requires that the child be excluded from school attendance.

Exclusion From School: Students contracting head lice, impetigo, pink eye or ringworm and other highly contagious diseases will be excluded from school attendance. They may return **ONLY** after written approval from a physician. In the case of Lice, a student must be **"NIT-FREE"** to return to school.

First Aid: First aid that is given at school is limited to cleaning, bandaging and applying ice to small scratches and bruises. If an injury appears to need more than basic first aid the parent will be notified.

Bloodborne Pathogens: As a precautionary measure concerning bloodborne pathogens, we may contact parents to bring in a change of clothing in the event of exposure of body fluids (blood, urine, vomit, etc.).

Lock-Down Drill, Fire Drills and Tornado Alert: Fire, tornado, and lock-down drills are conducted regularly throughout the school year in compliance with the State School Code.

Activities and Organizations

Home and School This is an organization of dedicated parent volunteers who assist the teachers and principal and work on various school activities. They meet on the first Wednesday of each month that school is in session. Their function is to be of service to the school and to plan and implement fundraising activities. Funds from their efforts are used to better the school. All parents are automatically members when they enroll their children in our school, and are welcome and encouraged to become active members.

Popcorn Day: The Home and School makes popcorn for our students the first Friday of each month. Bags of popcorn are delivered to the classroom during the afternoon. There is a donation of at least 25 cents, which is collected to sponsor a local family at Christmas each year.

Sweet Sale: Each grade sponsors a bake sale during the school year. Snacks are sold to those students wishing to buy a treat (usually 25 cents). Sometimes parents bring in larger items like cakes, pies or small items that may be raffled for 25 cents a chance. All monies earned from the baked sale go directly to the class sponsoring the sale.

Noon Hour Parent Duty: Parents are asked to help supervise lunch and recess with teachers. Please contact the office to assist. Students are expected to follow the directions of the adult on duty.

Scouting: St. Mary's students have the opportunity to join Cub Scout or Girl Scout groups that meet at school in the lower level. The meeting times and dates are designated by the troop leader.

Field Trips: Field trips are privileges, not rights. Students may be denied participation if they fail to meet academic or behavioral requirements. Parents will be asked to sign a legal permission slip to cover all field trip events throughout the school year. As each field trip arises during the school year a new form will be sent home and the parent must also sign and return it within 48 hours for each field trip. Telephone permission is no longer acceptable. For all students to attend the end of the year field trip with their class, the current school year obligations need to be paid in full:

- Registration from the beginning of the current school year
- Lunch Bill- This information can be found on-line or notify Kingsley School for exact amount.
- Latchkey Bill — Contact preschool to verify the exact amount.
- Candy bar money from sales, other fund raisers or miscellaneous expenses.

Parties: Classroom parties are limited to Halloween, Christmas, Valentine's Day, St. Patrick's Day and end of the year. Birthday treats are permissible, but should be low key and something that may be easily distributed to everyone in the classroom.

Snacks: Students are encouraged to bring nutritious snacks to school. Fruit, yogurt, granola bars, vegetables, cheese and cracker snacks may be eaten by the children during their snack break. Cookies or other sugary items should not be sent in as a snack. Gum is not permitted as a snack or treat.

Volunteer Requirements:

All volunteers are required to follow state and diocesan policy. Safe environment training and background checks are required and paid for by the school.

Visitors to the School:

We enjoy students returning and visiting the school and want to allow the fellowship to continue even though they are no longer at St. Mary's. We are requiring the guest's parents to contact the school 48 hours in advance for permission. Visitors can arrive at lunch and stay until end of the school day. It is the responsibility of the visitor's parents to make transportation arrangements and send the money for them to have lunch with our students.

Due to insurances and other legal issues, the Finance Council has stated that St. Mary-Hannah staff is no longer able to monitor students required to complete community service.

All visitors to the school are required to sign-in at the school office.

St. Mary-Hannah School's Acceptable Computer System Use Policy

When using St. Mary's technology, the user must realize that he/she represents the Catholic community, and therefore must uphold Christian, ethical, and legal requirements. All users must read, understand, sign, and abide by the Acceptable Use Policy. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken for violations that may constitute a criminal offense.

Acceptable use of St. Mary-Hannah School's Information technology resources is based on Catholic values of common sense, common decency, and civility applied to the networked computing environment. It incorporates the standards mandated by CIPA (Child Internet Protection Act) including the use of Internet filtering software to block inappropriate material on the World Wide Web.

Unacceptable uses include, but are not limited to, the following:

NO USE of e-mail, chat rooms, instant messaging or computer game sites.

- Using the resources for any purpose which violates federal or state laws.
- Using the resources for commercial purposes.
- Misrepresenting your identity or affiliation in the use of information technology resources.
- Sending or storing for retrieval patently harassing, intimidating, abusive or offensive material.
- Intercepting or altering network packets.
- Using another users identity and password to access information technology resources or otherwise attempting to evade, disable or "crack" password or other security provisions of systems on the network.
- Causing congestion on the network by such things as the propagation of "chain letters," "broadcasting" inappropriate messages to list or individuals or excessive use of shared data stored such as an electronic mail post office.
- Reproducing or distributing copyrighted materials without appropriate authorization. Unauthorized copying may constitute plagiarism or theft.
- Copying or modifying files belonging to others or to the school without authorization. Modifying files without authorization (including altering data, introducing viruses, or simply damaging files) is unethical and may be illegal.
- Interfering with or disrupting another information technology user's work as well as information processing and network services or equipment. Examples of such interference or disruption are propagation of computer worms or viruses and using the

network to make unauthorized entry to other computational, information or communications devices or resources (these are felony crimes).

- Viewing of obscene and/or pornographic material or other types of material harmful to children.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.

These principles and guidelines are extended to networks and information technology resources outside the school accessed through St. Mary's network via the Internet. Networks or information technology resource providers outside the school may, in turn, impose additional conditions of appropriate use, which the user is responsible to observe when using those resources.

Access to the information technology environment at St. Mary Hannah School is a privilege and must be treated as such by all users of these systems. Because network traffic is monitored to aid in the protection of technology resources and the users of the school community, **there should be no exception of privacy in the use of information technology.** Like any other school facility, abuse of these privileges can be a matter of legal action or disciplinary procedures. Depending on the seriousness of an offense, violation of the policy can result in penalties ranging from reprimand (i.e., don't do this any more), to loss of access, to referral to school authorities for disciplinary or legal action. This policy is subject to amendment at any time.

Limitation of Liability:

The Diocese of Gaylord and St. Mary-Hannah School makes no guarantee that the functions or services provided by or through the school/diocese system will be error-free or without defect. The school/diocese will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The school/diocese is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school/diocese will not be responsible for financial obligations arising through the unauthorized use of the system. In addition, it is understood that despite reasonable efforts at supervision, access control, and filtering, students may inadvertently or otherwise access inappropriate materials.

I accept the provisions of this policy and will abide by them. **Computer use is dependent upon signing and returning the last page of the Handbook.**

PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian: Date: _____

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school premises. This activity will take place under the guidance and supervision of St. Mary's Hannah School and/or Parish Staff. A brief description of the activity follows:

Name of event: _____

Destination: _____

Designated Supervisor
of Activity: _____

Date and Time of Departure:

Date and Anticipated Time of
Return: _____

Method of Transportation:

Student Cost/Items:

Needed:

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As a parent or legal guardian, you remain fully responsible for the actions and conduct of your child.

(Detach and Return)

STATEMENT OF CONSENT

I hereby consent to participation by my child, _____, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated adults on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

In consideration of my child being allowed to participate in this field trip, I agree to indemnify and hold harmless St. Mary's of Hannah School, their employees, agents and representatives, including volunteer and other drivers, from any and all claims, including negligence, arising from or relating to my child's participation in this field trip. The indemnification and hold harmless agreement does not apply to claims for intentional misconduct or gross negligence.

(Print Parent's Name) _____

(Date) _____

(Parent's Signature)

St. Mary-Hannah School
2912 West M-113
Kingsley, MI 49649
(231) 263-5288

Medication Treatment Authorization Form

Student Name _____ **Date of Birth** _____

Grade _____ **School Year** 20 _____

SECTION I—To be completed by the physician or licensed health care provider on all medications (REQUIRED):

Diagnosis/Purpose of medication/treatment (optional) _____
Name of medication/treatment _____
Dosage _____ Frequency _____ Time _____ Route _____
Start Date _____ Stop Date _____ Indefinite _____ Instructions, adverse reactions, storage requirements, etc. _____
Physician's Signature _____ Date _____
Physician's Name (print or stamp) _____ Phone _____
Address _____

SECTION II—To be completed by legal parent/guardian (REQUIRED):

Medications and treatment supplies will be brought to school by the legal parent/guardian unless other safe arrangements are necessary and possible. All medication should be kept in a labeled container as prepared by a pharmacy, physician or pharmaceutical company and labeled with the student's name, route, dosage, and frequency. The prescription renewal and medication/treatment supply shall be the responsibility of the parent/guardian.

The student is responsible for presenting himself/herself on time and for taking the medication as prescribed. The undersigned parent/guardian shall notify the school in writing in the event that the prescription shall be discontinued.

I request that the medication/treatment be administered in performance with the physician's/licensed care provider's directions and according to the school's policy. I give permission for the physician's/health care provider staff and school staff to share information needed to assist my child in the medication needs. I have reviewed the school policy in the "St. Mary's Parent and Student Handbook" and agree to abide by the terms.

Parent/Guardian Signature _____ **Date** _____

