

Student/Parent Handbook 2017-2018

Philosophy Statement

St. Mary Catholic School,
as an extension of the educational ministry
of the Church, dedicates itself to the
spiritual, intellectual, social,
and emotional development of each student.

Mission Statement

The mission of St. Mary Catholic School is to
uphold the Strength of academics,
be Motivated to do our best,
and to Serve God and His people.

Philosophy and Mission Statements reviewed, March 2016.



It is understood, that students and their parents/guardians, will abide by the policies and guidelines as documented in this handbook.

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SCHOOL ADVISORY BOARD

St. Mary School Advisory Committee's (SAC) purpose is to advise the pastor and the principal as a consultative body and provides parents/guardians and parishioners with a voice in the formation and education of the students in the Parish school.

Responsibilities of the Committee may include:

1. Acting within the policies and guidelines established by the Archdiocese of Detroit, in an advisory capacity to the principal.
2. Fostering a better understanding of and support for formal Catholic education throughout the Parish and the community.
3. Assisting in the development of a long-range vision to ensure the future of the school, including development, marketing and public relations.

Responsibilities of the Committee do not include:

1. Establishing or implementing policy
2. School Administration, e.g.
3. Reviewing or reversing the decision(s) of the principal relating to individual students or staff.
4. Conducting evaluations of the principal or staff

ADMISSIONS POLICY

St. Mary Catholic School is committed to quality education within a Catholic environment. Consistent with this commitment, the administration, in consultation with the St. Mary School Advisory Committee, has established an admissions policy which fosters family involvement in the parish.

The following order is used to determine admission:

1. Currently enrolled St. Mary Catholic school students and incoming siblings
2. The children of St. Mary parish members
3. The children of other catholic parishes

Non-Catholic children are considered, if parents agree to their children's participation in the religious education program offered at St. Mary Catholic School including weekly mass and daily religion class.

ENROLLMENT

Pre-Kindergarten and Kindergarten applicants: Parents submit St. Mary Catholic School's Enrollment Application together with copies of the student's birth certificate, baptismal certificate, immunization record, and physical form. There is no application fee. Once a student's application and forms have been reviewed and approved by the principal, parents submit payment of *\$200 non-refundable registration fee per student* on or before the assigned date stated in the acceptance letter.

Grades 1 – 8: Parents submit St. Mary Catholic School's Enrollment Application together with copies of the student's birth certificate and baptismal certificate. Parents also submit a copy of their child's latest report card and standardized test report. There is no application fee. Once a student's application form and transcripts have been reviewed

and approved by the principal, parents submit payment of *\$200 non-refundable registration fee per student* on or before the assigned date stated in the acceptance letter.

ENROLLMENT REQUIREMENTS

- Children entering Pre-Kindergarten must be 4 years old by September 1.
- Children entering Kindergarten must be 5 years old by September 1.
- Children entering 1st Grade must have completed an approved kindergarten program.

Before final admission to Kindergarten and First Grade at St. Mary Catholic School, an assessment test will be administered to determine the child's developmental readiness.

For students in grades 2–8, an appointment is to be made with the principal regarding placement. Students may be tested to determine final placement.

Students admitted to St. Mary Catholic School are admitted on a probationary status for the first academic year. This probationary status is both academic and behavioral.

The terms and conditions of the St. Mary Catholic School's enrollment policy are hereby incorporated into the Registration Form and Tuition Contract by reference.

REGISTRATION

Families with Students Currently Enrolled

Registration for currently enrolled students, along with their brothers and sisters, takes place early in the second semester. Acceptance of siblings is based on the application process for new students. Each year a non-refundable registration fee per student must be paid upon submission of the tuition contract. Before families may re-register students for the coming year, the prior year's tuition must be paid in full.

If presently registered families do not re-register and pay the non-refundable registration fee per student on or before the assigned date, students will be placed on a waiting list and registration will be open for new students.

The terms and conditions of the St. Mary Catholic School's enrollment policy are hereby incorporated into the Registration Form and Tuition Contract by reference.

IMMUNIZATION POLICY

All parents registering their children in St. Mary Catholic School are required to meet the mandates of the Michigan Department of Community Health and obtain the necessary immunizations for their children and to provide written proof of said immunizations. This policy applies to all children in grades pre-school through grade eight. As a result of the State of Michigan rule changes, starting in August 2015, children who have not received the required immunizations and do not have either a certified waiver from the Wayne County Health Division, or a medical waiver signed by the child's pediatrician, **WILL BE EXCLUDED** from the school **UNTIL** parents/guardians provide proof that **ALL REQUIRED IMMUNIZATIONS** have been **GIVEN**, or until a certified waiver is submitted. Each student is also required to have the "Health Appraisal Form" filled out and on file in the school office.

Parents/guardians wishing to obtain a waiver will need to schedule an appointment at the Wayne County Health Division. This can be done online at www.waynecounty.com/hhs/clinic.htm or by calling (734) 727-7100. Appointments are limited and scheduled on a first come, first serve basis.

TUITION

The annual school tuition will be determined by the pastor in consultation with the School Committee and the principal. For families requesting in-parish subsidized rates, a process will be determined by the pastor in collaboration with the Administration Finance Committee.

IN-PARISH SUBSIDIZED TUITION RATES

Each year all parish school families must complete, sign and apply for in-parish subsidized tuition rates. The reduced rate will become effective once the application has been signed, returned and verified.

To receive parish subsidized tuition rates, a family is expected to:

- A. Be registered and fully participating members of St. Mary Catholic Church, Wayne.
- B. Participate in the Life of the Church and worship regularly.
- C. Exercise Stewardship – Contribution of Time, Talent and Financial Resources at St. Mary Catholic Church. While it may not be possible for all families, an average Sunday contribution of \$15 per week is the recommended norm as well as participating in parish activities, including the annual CSA and other capital campaigns.
- D. Complete 30 volunteer service hours from January 1 through December 31.

FACTS TUITION MANAGEMENT SYSTEM

According to the Tuition Contract, all payments will be withdrawn automatically from a checking or savings account or credit card on assigned withdrawal dates.

There are three tuition payment options to choose from through the FACTS system.

1. Tuition paid in full by June 1 will receive a 2% discount and may be made at the school or through FACTS with no service charge.
2. A two-payment schedule must be set up through the FACTS system with 50% of the tuition paid by June 1, and the final 50% payment by Oct 1.
3. Monthly tuition payments may be set up over ten-months from April through January. Tuition must be paid in full no later than January 31. However, for new families registering late, a monthly financial plan may be negotiated with the pastor and principal.

Returned Checks: All returned checks will incur a fee of \$30.00. If two checks are returned for insufficient funds, the school will no longer accept personal checks and you will be required to pay in cash, with a certified check from a local bank/credit union or a money order.

TUITION REFUNDS

1. Any refunds do not include the non-refundable registration and a \$250 non-refundable book rental/materials fee.

2. Tuition refunds will be made on a monthly basis. If a student attends St. Mary Catholic School for one day of a given month, that month's tuition is non-refundable. No tuition refunds will be given if a student is withdrawn the last 60 days of school.
3. Refunds will be processed after the student has withdrawn from the school.

BOOK RENTAL/MATERIALS/COMPUTER LAB FEES

The book rental/materials fee covers the following:

- The purchase of workbooks used by the students;
- The rental of textbooks and their replacement with more recent ones when necessary;
- The purchase and use of all instructional materials in the various subject areas in the classrooms;
- Standardized tests taken in school (which excludes the High School Placement Exam);
- Tests and exercises duplicated by teachers and supplies needed for this purpose;
- The use and maintenance of the computer lab and other technology resources.

Since students rent their textbooks from the school, damage to any of these books will result in a fine depending on the age of the book and the damage done. Students are responsible for covering the books assigned to them to help prevent damage. If a student loses a textbook, he/she will be responsible for replacement costs including shipping and handling.

FINANCIAL AID INFORMATION

Archdiocese of Detroit Tuition Assistance Program

All families who apply for the AOD assistance must be registered, participating and contributing members of St. Mary Catholic Church to qualify for the program. Applications are available in the spring for financial awards for the following school year. These applications are available on the FACTS management system and can be accessed through the school website (www.stmaryschoolwayne.org) under the FACTS tab. The deadline for filing an application is in early April. A \$24 fee will be processed with the application or waived for qualifying families.

Blue Knight Tuition Assistance Scholarship Fund

Currently enrolled families who demonstrate need may be eligible for a Blue Knight Tuition Assistance Scholarship. The application process follows the same guidelines as the AOD Tuition Assistance Program described above. Families only pay the \$24 fee once, but may elect to apply for both programs. Eligible families must have completed 30 volunteer hours in support of the school and parish programs during the previous calendar year. Blue Knight Tuition Assistance scholarships will be awarded in late June after the AOD grants are awarded.

FAITH FORMATION

St. Mary Catholic School offers students a complete program of activities that reflect the spirit of Catholic life. Catholic doctrine is presented at each grade in a relevant and meaningful way. Catholic faith is celebrated through daily prayer, the weekly celebration

of the Eucharist, and Holy Day liturgies. Families are welcome and encouraged to join the school community in prayer and celebration of the Mass.

The school recognizes that parents play a primary role in the moral and spiritual training of their child and that their example is a key factor in their child's spiritual development. Parents are encouraged to attend weekly Sunday Mass with their children and participate in parish life on a regular basis.

SACRAMENTAL PREPARATION PROGRAM

St. Mary Catholic School provides opportunities for students to prepare for and receive the Sacraments of Holy Eucharist, Reconciliation, and Confirmation. The Sacraments of Reconciliation and Eucharist are ordinarily received in the second grade. The Sacrament of Confirmation is celebrated in the eighth grade. Preparation for the celebration of these Sacraments is a joint effort of the Parish Faith Formation staff, school teachers, and parents. Periodic meetings and activities are scheduled throughout the year for Sacramental preparation.

MANDATORY PARENT SESSIONS

Several important mandatory sessions for parents will be held to assist in the understanding of the Sacramental program and in working directly with your children. At these gatherings, parents can expect to receive information, materials and support that will aid in properly preparing their child. Dates for First Communion and Confirmation celebrations will be announced to candidates and families as soon as they are known.

SCHOOL CALENDAR

A tentative calendar is distributed in June for the upcoming school year. The final calendar is posted on the website in September for the current school year. A monthly calendar is posted on the school website and sent as an attachment to the weekly principal's newsletter.

SCHOOL DAY

The school day begins at 8:30 a.m. when the tardy bell rings; the school day ends at 3:50 p.m. Students may be dropped off at the Haney Hall entrance beginning at 8:15 a.m. and must be picked up promptly at the 3:50 p.m. **Half-day dismissal is 12:20 p.m.**

SCHOOL OFFICE HOURS

The school office is open from 8:15 a.m. to 4:00 p.m. each Monday through Friday that school is in session.

EMERGENCY CARD/AUTHORIZATION FOR STUDENT RELEASE FORM

These forms are sent home for completion on the first day of school and should be returned the following day. The information requested on the front and back of the card is vital for the care of the student in the event of illness or injury during school hours. A change of address, telephone number, or contact person should be reported promptly to the school office so that the card is always current.

Unless otherwise indicated, students will only be released to person(s) designated on the Emergency Card/Authorization for Student Release Form.

CUSTODY ISSUES/INFORMATION PROCEDURES

Access to Educational Information:

Unless otherwise court ordered, information commonly made available to parents of any student in attendance (e.g., notices of school functions, report cards, appointments for parent-teacher conferences, etc.) can be provided to both parents. Please let the school office know if you both parents would like to receive all mailings.

The following procedures further clarify the above policy:

1. Absent a court order, both parents will be provided access to educational information regarding the child.
2. The school will respect and comply with lawful court orders.
3. In cases where a step-parent or other adult seeks to act on behalf of a natural parent, authorization signed by the custodial parent for whom the step-parent or other adult acts is required.
4. In the case of conflicting instruction or requests that the school is not clearly authorized to honor, both parents will be requested to provide clear instructions to the school. Failing that, the school will follow the direction of the applicable custodial parent or parenting time parent.

Information from parents to the school:

To carry out the above policy, the school needs the following information:

1. Names, addresses, and telephone numbers (home, work, cell) of both parents.
2. True copies* of all applicable court orders.
3. True copies* of subsequent modification(s) of the court order.

*A true copy has the stamp from the court clerk and judge's signature. It is usually the first or last page. **St. Mary Catholic School is to have a copy, not the original.**

TRAFFIC PROCEDURES

One Way Traffic is Observed During the School Day.

Morning drop-off procedures:

1. Entrance to the parking lot is from the west (near the rectory) and exit is to the east (by the playscape). **Please drive into and through the school parking lot slowly.**
2. Buses have the right of way. Yield to the buses.
3. Student drop off is in one designated area -- from the handicap parking area in front of Haney Hall down to the Activity Center entrance. Parents should not drop off students until Haney Hall lights are turned on and the door is unlocked at 8:15 a.m. **To keep traffic flowing, there will be no drop off on the curve along the entrance to the school.** Drivers should stay alert and slowly pull forward as far as possible. Students should be ready to leave the car quickly **only on the curbside of the car.** **Do not put book bags in the trunks of cars. They present a hazard to students.**
4. Parents who are parking and coming into the building should park in the spaces closest to Sims and escort their children to the nearest sidewalk, or drop off their children before parking. **Avoid walking children in between the cars and buses dropping off in front of the building.**

5. In the car line, do not pull around other cars or busses after you have dropped students off. Please wait to pull forward until the vehicle in front of you has moved. **For the safety of all, stay in single file.**

Afternoon pick-up procedures:

1. Please avoid parking in the vacant lot across Third Street. Open parking is available in the St. Mary parking lot and along Sims St., Third St., and Fourth St.
2. Enter the parking lot through the west entrance and depart through the east exit. Yield to the buses. Cars are not to pull out in front of buses trying to exit the parking lot.
3. The lane closest to the buildings is the bus-loading zone. Do not attempt to pull in that lane once buses have arrived.
4. If you are in the St. Mary parking lot, use a designated parking space. Cars are not to be parked along the curb. Handicap spots are for handicapped students/drivers only.
5. **Children are to be escorted to cars by an adult.** Please do not stand in the parking lot and call children to you or walk them between the buses. Make sure the children are close enough to you for supervision around the moving traffic. Use the sidewalks as much as possible.
6. When walking off school grounds, children cross the street only at corners – even when accompanied by an adult.

Please communicate all traffic procedures to all drivers picking up or dropping off students.

ATTENDANCE

Every student of compulsory school age is required to be present at daily class unless legitimately excused. This is important for the logical and sequential development of the educational process. A child should be kept out of school only for illness or other serious reasons.

ABSENCE

Parents are expected to notify the school office by phone for a student absence preferably before school starts. Attendance records are an important part of student accounting and for communicable disease reporting. Class work, assignments, or tests missed by the student must be completed and submitted to the teacher in a timely manner. A homework request for an absent student may be made on the **second consecutive day missed**. The request should be made by 10:00 a.m. Assigned work and books may be picked up in the office between 2:30 p.m. and 3:30 p.m. the same day requested.

A student is only permitted a maximum of 15 absences per marking period. If a student exceeds 30 absences during a school year, they may need to repeat their current grade. In an extreme circumstance such as a surgery, **major** illness or disease, and a doctor note is provided, the school may excuse absences after considering each individual situation.

TARDINESS

A student is tardy when the 8:30 a.m. school bell rings. At that time, Haney Hall doors will be locked. A late student must be accompanied by a parent to the office for a tardy

slip. Students will not be permitted to class without the tardy slip. Tardy students are not eligible for perfect attendance. Late bus riders will not be considered tardy.

After five (5) tardies per marking period, the student will serve a lunch/recess detention. Each marking period the student will have a clean slate. Repeated cases of tardiness will generate a call to parents or a meeting with the principal and the parents.

DISMISSAL

Students identified as bus riders are expected to ride the bus UNLESS a note comes from the parent/guardian stating other instructions. A written note or phone call informing the school of these instructions is mandatory.

Once dismissed, no student will be allowed to reenter the building, without permission, for forgotten items such as books, clothing, etc.

If a student is not picked up by 4:00 p.m., a late fee of \$5.00 must be submitted to the school office by the next school day. Please plan for drop in after school care with Champions for those unexpected times that arise during a work day.

EARLY DISMISSAL

If a student needs to leave early on any given day, an early dismissal note or phone call should be directed to the office. The parent or person designated for early dismissal pick-up will meet the student in the office to sign out. **Unless otherwise indicated, students will only be released to person(s) designated on the Emergency Card/Authorization for Student Release Form.** Early dismissals are recorded and those students are not eligible for perfect attendance.

EXTRA VACATION DAYS

Since daily instruction, class discussions, peer interaction, and instructional continuity are important, parents are asked not to take their children out of class for extra vacation days. Please make every effort to utilize the current, published days off. If a vacation is necessary during the school year, students will be given their class work/assignments **AFTER** they return to school. **All homework** must be completed and turned in **prior to the end of the marking period** to receive credit and obtain the student's report card, **otherwise the quarter grades will reflect missing homework.**

ACCIDENTS OR ILLNESSES

In the case of illness or an accident, the student will report to the office immediately. The school staff will deal with minor cuts and scratches. In the event of a serious situation, parents are immediately notified. If parents/guardians are unavailable, the alternate name appearing on the emergency card is contacted.

STUDENT RECORDS

A cumulative permanent record of each child's attendance, academic progress, test results, and health information is kept on file in the school office. These records are strictly confidential and are accessible only to the professional staff of the school. Parents may review records by requesting an appointment with the principal.

Student records are only released to another school upon the completion of a Student Record Request form, and the student's tuition and all other fees paid in full.

EMERGENCY SCHOOL CLOSING

School closings will be announced at the earliest possible time and will appear on TV channels 2, 4, and 7. We will also post school closings on the website. St. Mary Catholic School will be listed as ST. MARY WAYNE. Whenever the Wayne/Westland schools close due to severe weather, St. Mary School will also close. **IF NO ANNOUNCEMENT IS MADE, SCHOOL WILL BE IN SESSION.**

VISITORS

A secured school entrance door is used for entering the building during school hours. All parents/visitors will report to the school office immediately upon entering the building. Parent's with student(s) K-8 should not walk their student directly to their classroom or go to their child's classroom at any time during the day.

CLASS INTERRUPTIONS

Teachers should not be interrupted during class hours. If it becomes necessary to contact a teacher or child, to bring forgotten items (books, lunches, etc.), parents must come to the school office. Phone calls from students to parents will not be allowed for missing school work, permission slips or lunches. An appointment for a conference with the teacher can be made through the school office. **DO NOT go directly to the classroom at any time.**

MEDICATIONS ADMINISTERED AT SCHOOL

The State of Michigan, Archdiocese of Detroit, and St. Mary Catholic School policies, require the following procedures regarding medications:

1. Parents may administer any medicine to their own child while at school. School personnel may not administer any medication, prescription, or over-the-counter medicine, without a completed and signed *Release for Dispensing Medication* form, obtainable in the school office and on the school website, by the parent and the physician.
2. Prescription medication must be brought to the school office by parents in the original prescription container. Prescription medication must be labeled with the correct dosage.
3. Non-prescription medication, such as aspirin or Tylenol, must be in the original bottle, and a completed and signed *Release for Dispensing Medication* form by a licensed physician is required to allow school personnel to supervise the students taking the medication.
4. Students may not carry medication on their person or have medication in their possession. **This includes non-prescription cough drops, etc.**
5. If a student is allowed possession of an inhaler, Epi-Pen injector and/or diabetic supplies, the principal must receive written approval for the student to possess and use these devices, along with an emergency care plan from a licensed physician and his/her parents. The student's classroom teachers will also be notified.
6. It is the parents'/guardians' responsibility to inform the school office, and the appropriate teacher, if a student is subject to any medical condition that requires regular or periodic attention while at school.

COMMUNICABLE DISEASES AND BLOODBORNE PATHOGENS

St. Mary Catholic School, along with all Catholic schools in the Archdiocese of Detroit, must comply with all state and local laws and health department regulations regarding communicable diseases. The recommendations of the local health department will be followed and will include reporting to appropriate agencies.

GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES

St. Mary Catholic School follows the guidelines recommended by the Archdiocese of Detroit. We strive to work with parents to minimize the risks and provide a safe and educational environment for students with allergies.

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school to develop a plan that accommodates the child's need throughout the school including the classroom, cafeteria, and Champions before and after school.
- Provide written medical documentation, instructions, and medications directed by a licensed physician.
- Provide properly labeled medications.
- Medication must be replaced when it expires.
- Educate your child on safe foods and symptoms of an allergic reaction.
- Provide emergency contact information.

School's Responsibility

- Be knowledgeable about federal laws including ADA, IDEA, and Section 504.
- Review the health records submitted by parents and licensed physicians.
- Identify a core team including principal, teacher, and staff who will be in contact with the student to work with parents to establish a prevention plan.
- Coordinate with the school secretary to be sure medications are properly stored.
- Designate school personnel who are properly trained to administer medications in accordance with licensed physician's directions and Good Samaritan Laws.
- Discuss field trips with the family of the student with allergies to decide appropriate strategies for managing the allergy.

Student's Responsibility

- Students should not trade food with others.
- Students should not eat anything with unknown ingredients or known to contain any allergen.
- Students should be proactive in the care and management of their allergies and reactions based on their developmental level.
- Students should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Pre-Kindergarten students will bring their own snacks.

BIRTHDAY TREATS/PARTIES

Students celebrating birthdays are welcome to bring treats to school to share with their classmates. The treats should be limited to items that are inexpensive and easily served in the classroom. Birthday treats may not be a replacement for the students' lunches, and the lunchroom is not the appropriate place for their distribution.

Birthday or other party invitations may be distributed through the classroom only when **all students** (or all of the girls/boys) are invited. If the party is limited to a small number of students, other arrangements must be made to distribute these invitations. The feelings of all of the students need to be respected.

LUNCH

St. Mary Catholic School encourages families to establish healthy eating patterns in childhood and adolescence to promote optimal childhood health, growth, and intellectual development. In support of this, lunches and snacks should be consistently nutritious.

Students remain on campus during the lunch period. They may bring their own food or take advantage of Ovation Food Services hot lunch program. Soda pop is not permitted for a lunch or snack beverage. A monthly menu will be posted and students may choose the days they wish to purchase lunch. Forgotten lunches are dropped off in the school office. **Please, no fast food lunches.**

MILK PROGRAM

Milk cards may be purchased throughout the school year. Specific details for purchasing these cards will be distributed at the beginning of each school year.

LUNCHROOM RULES

DO:

- Keep your hands and feet to yourself
- Use good manners – use “Please” and “Thank You”, use your napkin, chew with your mouth closed, and use your eating utensil properly
- Include others who are at your table
- Sit at your assigned table the entire lunch period
- Clean up after yourself when dismissed by an adult
- Raise your hand if you need an adult

DO NOT:

- Share food
- Bring food or drink in glass containers
- Leave the cafeteria without permission
- Touch other student's food and drink
- Leave a mess
- Get out of your seat to throw away garbage during lunch (note: you will be dismissed by an adult to do so)

INDOOR RECESS RULES

DO:

- Be respectful
- Be kind
- Be safe
- Use inside voices
- Stay in assigned homeroom
- See a recess volunteer if a problem arises
- Have fun!

DO NOT:

- Rough house/name call
- Run around
- Leave the room without permission

OUTDOOR RECESS RULES

DO:

- Be respectful (examples: take turns on the slide – 1 person at a time, keep your hands to yourself)
- Be kind (examples: return all playground equipment to storage bin, include others)
- Be safe (examples: slide down the slide on your bottom)
- Line up immediately when you hear the whistle blow
- See a recess volunteer if a problem arises
- Have fun!

DO NOT:

- Rough house – this includes, but not limited to, tackling in any game, kicking, pushing, shoving, pulling or any other type of physical play
- Name call/talk back
- Go up the slide or play tag on the playscape
- Bring in play equipment from home
- Leave designated area without permission

All students go outside during the lunch period. A doctor's note is required for a child to stay inside for recess. The student may bring a book or schoolwork with them. Exceptions to this rule are broken limbs or other injuries/illnesses. The doctor's note must state the reason they need to stay in and the duration.

Students going outside must be appropriately dressed for the weather. Recess is an important part of the daily schedule. Except for rain and extreme weather conditions, students will be going outside. Please send children with routine outdoor accessories, hats, gloves, boots, and snow pants.

Goudy Park, located on Second Street, is an optional lunch/class recess area. As students will be walking to the park throughout the year, a permission slip that covers the full

academic year will be sent home for completion. This permission slip will be kept on file in the school office throughout the year.

CURRICULUM

St. Mary Catholic School offers a rigorous and thorough academic curriculum to prepare its students for successful high school and college careers.

- Religion
- Science
- Social Studies
- American History
- English
- Reading/Literature
- Phonics
- Spanish
- Computer
- Vocabulary
- Spelling
- Handwriting
- Math/Algebra
- Physical Education
- Art
- Library
- Music
- Study Skills

SHARED TIME SERVICES

St. Mary Catholic School students in grades K-8 participate on-site in the *Shared Time Program* (Art, Band, Choir, Computers, Music, PE, Spanish, and Middle School Drama) offered by the Wayne/Westland School District. In addition, administration and teachers provide field trip opportunities that are recognized as an integral part of a sound educational program, and provide a valuable addition to the classroom curriculum.

FIELD TRIPS

Notification of a forthcoming trip, fees, and transportation information will be sent home prior to the field trip date. Specific permission slips and medical release forms provided by the Archdiocesan School Office. Each child must return the completed forms, including medical forms, signed by a parent, to participate in the field trip. Permission forms must be in by the due date. **No handwritten or verbal statement will be accepted in lieu of the permission form.** All permission and medical forms are kept in the school office for the duration of the school year.

Students on field trips must follow the Code of Conduct in this handbook. They are representatives of St. Mary Catholic School. Students must return to the school premises directly from the trip unless other arrangements have been cleared with the principal.

VOLUNTEER DRIVERS INFORMATION FORM

All volunteer drivers must present appropriate documentation filed in the school office when driving on a field trip. A photocopy of a valid driver's license; a copy of the current registration, and a copy of the auto insurance policy verifying \$250,000/\$500,000 liability coverage and the policy dates must all be verified by the school office prior to the day of the planned field trip.

VOLUNTEERS AND HELPERS

St. Mary Parish School relies on the support of volunteers and helpers. The school relies on volunteers to provide lunch supervision every day. Volunteers provide an essential financial savings to the school. Volunteering is a wonderful way to be involved with your child(ren) and the parish community. Registered families of St. Mary Catholic School are expected to volunteer 30 hours per year of their time in service to the parish school community. Examples of volunteer activities include CYO athletics, PTG events, classroom activities, Scouting, school and parish office support, etc. Families not meeting

the required number of service hours will be charged a \$300 fee. The volunteer log book is in the school office for families to document their own service hours.

PROTECTING GOD’S CHILDREN WORKSHOP

The Archdiocese of Detroit and St. Mary Catholic School are committed to providing safe environments and fostering continuous improvement in every organization that sponsors activities and/or provides services to children and youth.

St. Mary Catholic School requires all volunteers or helpers who work with children in the school or parish to sign a form for permission to have a criminal background check and must attend and obtain a certificate from Protecting God’s Children Workshop prior to volunteering. Volunteers under the age of 18 are required to attend and obtain a certificate from Called to Serve Workshop prior to volunteering. These workshops are available through the Archdiocese and a schedule may be obtained at www.virtus.org.

CRIMINAL HISTORY BACKGROUND CHECK

As per Archdiocese of Detroit policy, all volunteers will have a criminal history background check. This includes drivers for field trips, lunch and recess volunteers, classroom helpers, and anyone who fits the above definition. Forms are available in the school office.

COMMUNICATION THROUGH POWERSCHOOL

PowerSchool is an online student information system used throughout the Archdiocese of Detroit. Parents receive a unique access code to login to their student’s individual account. Parents are encouraged to check PowerSchool weekly to monitor their student’s academic progress. In addition, grades K - 2 bring home folders of graded papers on a weekly basis. Early and frequent contact with your child’s teacher will provide the strong partnership for academic growth. Written correspondence to the teacher should be in a sealed envelope or via email. It is important to remember that e-mail is not always a completely secure and confidential method of communications. We are concerned about maintaining privacy laws, especially as they relate to student records.

Guidelines for Teacher and Parent E-mail Communication

E-mail should be used:

- For general information such as, class activities, curriculum, assignments, tests, deadlines and special events.
- To arrange for a meeting/telephone call regarding a student issue including a general description of the issue (e.g. I would like to arrange a meeting to discuss my child’s test.)
- To follow-up on an issue that has previously been discussed.

E-mail should not include:

- A change of instruction for a student bus rider: always call the school office.
- Any discussion related to other students.
- Personal information about other students.
- Specifics about a sensitive student issue which was not initiated by the parent or had not previously been discussed with the parent.
- Any discussion related to other staff.

- Any sensitive student information that would normally be discussed face-to-face or by phone.

St. Mary Catholic School maintains the policy that if parents have a teacher concern, they need to address the situation immediately and directly with the teacher first. If issues are not resolved, the parent may request a meeting with the administration to be scheduled with the teacher, parent, and when appropriate the student.

PARENT-TEACHER CONFERENCES

Teacher Initiated: A parent-teacher conference is a valuable aid in bringing about a closer relationship between the home and the school. It gives parents and teachers an opportunity to discuss their observations and to plan and work together. Formal conferences are held in conjunction with the first quarter report cards. Notices to schedule time for these conferences are sent to parents in advance. Additional conferences may be requested according to need.

Parent Initiated: In addition to First Quarter conferences, teachers are available for before or after school conferences. Parents are encouraged to arrange for a conference with the teacher(s) at any time during the school year. Conferences may be scheduled by calling the school office at (734) 721-1240. Parents may also choose to communicate with administration and teachers via e-mail through PowerSchool.

Quarterly report cards are posted on PowerSchool about one week after a term ends. Parents print official report cards directly from PowerSchool.

GRADING SCALE

St. Mary Catholic School abides by the official Archdiocese of Detroit grading scales for both standards-based reporting and traditional grades. The chart below illustrates the grading scales used:

<p>GRADES K – 8 Effort/Conduct Rubric (A) Excellent (B) Very Good (C) Average (D) Needs Improvement (F) Poor</p>	<p>GRADES K – 2 Academic Grade Rubric (P) Proficient (D) Developing (N) Needs Support</p>	<p>GRADES 3 – 8 Academic Grade Scale (A) 93%-100% (B) 83%-92% (C) 72%-82% (D) 60%-71% (F) 59% and below (I) Incomplete</p>
<p>GRADES 1 – 5 Standards Rubric (4) Student work demonstrates consistent and advanced understanding of grade level standards and objectives (3) Student work demonstrates consistent understanding of grade level standards and objectives (2) Student work demonstrates partial understanding of grade level standards and objectives (1) Student work demonstrates minimal understanding of grade level standards and objectives</p>		

ACADEMIC HONORS

Student Academic Honor Awards are issued Quarterly for Grades 3-8. The Honor Roll System is as follows:

- Grades 3-5 Honor Roll
83% or higher in all subjects with no lower than a “B” in Conduct or Effort
- Middle School Honor Roll
83% or higher in all subjects with no lower than a “B” in Conduct or Effort
- Middle School Student of High Honors
3.5-3.9 Quarter GPA with no lower than a “B” in Conduct or Effort
- Middle School Student of Distinction
4.0 Quarter GPA with no lower than a “B” in Conduct or Effort

HOMEWORK POLICY

The philosophy behind homework is the enrichment and reinforcement of the learning that has taken place in the classroom. To the extent that homework instills a sense of responsibility and enables the student to form desirable independent study habits, it is a useful component of the school curriculum. Homework also allows parents to be aware of what is being taught in the classroom.

Your child’s homework may consist of assignments not completed in school. It may be a project connected with a subject or topic being studied. It may be reading a good book or magazine that is recreational or informational. It may be reviewing or studying material already taught. Not all homework is written work.

- All children from K-8 have some type of homework every night or several times a week.
- As a rule, the amount of homework should not exceed the child’s grade level times ten minutes. Thus, a first grader should have no more than ten minutes of homework per night, while an eighth grader should have no more than eighty minutes per night.
- You can assist by helping and encouraging your child but NOT by doing the work for him/her. A child learns best by doing the work him/herself with guidance, if necessary.
- You can help by checking to see if the child’s homework is complete and if it is of an acceptable quality. You can also help by keeping track of your child’s work as listed in their daily planner and asking to see corrected papers that have been returned.
- The necessary time for doing homework will vary according to the grade level, the assignment given, and the child’s rate of work. If your child seems to be spending an excessive amount of time on assignments or frequently claims to have no homework, a conference with the teacher will help to clarify the situation.

FAILING GRADES

Parents are encouraged to contact their child’s teacher at the **FIRST SIGN** of a student’s difficulty in any academic subject. It is a teacher’s duty and responsibility to keep parents informed through weekly PowerSchool grade updates, conferences, and report cards when an academic concern exists. Parents and teachers will work together in planning possible remedies to the problem. A solution may involve tutoring or extra work

requirements. It is highly recommended that a student in grades 4-8 who fails in one subject (per final grade) attend summer school. A student who fails two subjects **MUST** retake and pass the failed subjects in a summer school program approved by the principal.

AUXILIARY SERVICES

St. Mary Catholic School shares in all special services provided by the Wayne/Westland School District under the Auxiliary Services Act Contract. These services include:

- Speech therapy;
- Psychological testing and evaluation;
- Teacher consultant for students with learning disabilities.

TESTING AND EVALUATION

Readiness Test: Kindergarten

An assessment test will be administered to all incoming Kindergarten students. This test is used to determine each child's developmental readiness and to determine final acceptance into the Kindergarten program.

Achievement Test: Grades 1 – 8

The Iowa Test of Basic Skills and/or the Cognitive Abilities Test are given to students in grades 1 – 8 in the fall of each school year.

Skill Assessment Test: New students

Students entering the school may be given an assessment test. Acceptance and placement will be based on the test given, the most recent report card, prior standardized test scores, and records received from the previous school.

STANDARDIZED TESTING

Each fall, as required by the Archdiocese of Detroit, the IOWA Test of Basic Skills is administered to all students in grades 1–8. The Cognitive Abilities Test is administered to students in grades 1, 3, 5, and 7. Portions of the test are administered over a two-week period. Results of the tests are sent home with each student in a sealed envelope addressed to the student's parents.

High School Placement Test: Grade 8

The High School Placement Test is required of students entering a Catholic high school in ninth grade. It is administered in November of the eighth-grade year at selected Catholic high schools. More information will be sent home with 8th Grade Students in the fall. Results are mailed directly to the families by the Scholastic Testing Services.

GENERAL SCHOOL RULES

- Students may not use the phone or computer inappropriately in or out of school. Use of the telephone with permission is restricted to emergencies only or at the discretion of office staff and/or administrators.
- Students are not to be dropped off before 8:15 am. **Students are to go directly to their classroom upon arrival. Tardy students must report to the office with a parent to pick up a late slip.** Dismissal is at 3:50 pm. Half day dismissal is at

12:20 pm. The school office closes at 4:00 pm. Students not picked up by 4:00 pm will be assessed a \$5.00 fee payable the next school day.

- Students should be quiet and considerate of others in church, classrooms, halls and lavatories.
- Students should respect all school property.
- Students may not write, read, or pass notes to other students during the school day.
- Students are not allowed in halls, classrooms or restrooms during lunch without permission and may not leave the lunchroom or recess area without permission.
- Students must have signed permission slips for any off-campus activity during school hours.
- **Gum chewing is not allowed at any time.** This includes on school busses, field trips and all parish properties, in or out of doors.
- No bullying, teasing, name-calling, spreading rumors, or excluding will be permitted.
- Students must maintain a respectful attitude and behavior toward adults and other students while changing classes.
- Texting and social media usage in and out of school should be appropriate and positive in nature.

ITEMS NOT PERMITTED IN SCHOOL

The following items are **not permitted in the school building**, on the grounds and in Champion areas:

- Rollerblades, skateboards, and/or Heelys
- Toys
- Personal electronic equipment unless specifically approved, i.e. iPods, handheld devices
- Cellular phones, Apple watches, Fitbits, or other personal technology
- Glass bottles and/or containers
- Aerosol containers, makeup, and/or nail polish
- **Anything deemed unsafe by the administration**

STUDENT STORAGE AREAS

Student storage areas include coat and backpack hooks, book storage shelves, cubbies, and lockers. Student storage areas are provided for books, materials and personal belongings. Valuables should not be kept in school. No food is to be left overnight in the classroom or desk. Student storage areas are school property and can be inspected by the administration at any time. St. Mary Catholic School is not held responsible for loss, theft, damage, or vandalism to valuables kept in school.

SCHOOL/HOME PARTNERSHIP

A strong, cooperative partnership between school and home is an essential ingredient in effective education. The best interests and needs of the student remain paramount, yet must be balanced against the good of the school community. With all partners in the process working together, the student is afforded the best educational experience.

BUS TRANSPORTATION & SAFETY

The Wayne–Westland School District provides bus transportation for students who live in the school district. Students must show respect for bus drivers and each other in words

and actions. Students will remain seated at all times while on the bus. Students must follow all bus rules set by Wayne/Westland Transportation. Improper conduct may warrant removal from the bus for a period of time as per Wayne/Westland Schools.

Bus Transportation to School

- All bus stop times are approximate and subject to change as the school year progresses. Parents will be notified by Wayne/Westland Transportation of any changes to your child's bus route/schedule.
- All students must be waiting at their scheduled bus stop, ten minutes before the scheduled time.
- If your child will no longer need transportation services for the remainder of the school year, please notify Wayne/Westland Transportation at (734) 419-2150 to be removed from the bus route.
- On occasion busses run late, but will always make the posted stops. It is the discretion of the parent to decide how long to wait for a late bus.
- Safety and supervision of children waiting for the school bus is the responsibility of the parent.

Late Arrivals to School

- If busses are delayed, students will be sent straight to class and not marked tardy.

After School

- At dismissal, students must wait for or board their busses in an orderly manner.
- Wayne/Westland Transportation reserves the right to send substitute bus drivers to cover a route if the original route driver is running late or has broken down.
- If students have not arrived at their expected stop within 30 minutes of the expected time, and it is after 4:25 p.m., parents should call Wayne/Westland Transportation at (734) 419-2150. These phones are staffed until every bus returns to the yard at the end of the day.
- Safety and supervision of children when arriving at bus stops is the responsibility of the parent.

Winter Bus Information

Parents and students are reminded that weather conditions may affect the bus time schedule in the morning or afternoon. However, please be assured that the bus will always come. WWCS will not cancel bus routes due to weather as long as school is in session. Parents are strongly encouraged to enter the phone number for Wayne/Westland Transportation in their cell phones if needed while at a bus stop.

GUESTS AND VISITORS

All parents, visitors, and volunteers are **required** to report directly to the school office upon entering the building and sign in. Upon completion of your visit, please return to the school office to sign out. **Visitors may not visit teachers or students during school hours unless previously scheduled with the principal. Meetings with teachers must be scheduled in advance.**

CODE OF CONDUCT

The Code of Conduct of St. Mary Catholic School is based on Christian fundamentals and principles, with the goal of helping students grow in personal and social responsibility.

- Students will respect each person, including teachers, parent helpers, classmates, and all other students.
- Students will respect the property of others: lockers, books, desks, hallways, restrooms, teacher desks, and parish grounds.
- Students will show friendliness and helpfulness toward all others.
- Following the Code of Conduct means applying the Ten Commandments and the Beatitudes to the daily school experience and includes, but is not limited to:
 - Acknowledging the presence of God in our lives
 - Following the General School, Classroom and Lunchroom/Playground Rules
 - Using appropriate language
 - Respecting those in authority and following school regulations
 - Respecting peers: no fighting, bullying, hurtful words or actions
 - Being honest and fair in word and action: no lying, cheating, stealing or destruction of property
 - Behaving reverently and appropriately during prayer, at Mass, and during other religious services

School rules serve to maintain order daily and to help students develop age-appropriate behaviors. Infractions of the Code of Conduct will be addressed as outlined below, depending on the severity of the infraction.

DISCIPLINARY NOTIFICATION

Disciplinary notification slips are issued for troublesome or persistent misbehavior. These must be returned and require a parent signature.

DETENTION

Detentions are given for less serious violations of the conduct code, for a repeated violation of the dress code, or other established regulation. *A detention may be issued by any teacher, administrator or lunch coordinator.* The student will be detained for a short period of time before school or during their lunch/recess.

Violations include, but are not limited to:

- Disobedience, unruliness, dishonesty, and disrespectfulness
- Cheating and/or plagiarism (cheating and plagiarism will also result in a failing grade on the test or assignment)
- Disruptive or hurtful behavior
- Inappropriate language or behavior
- Gum chewing
- Consuming food or beverages at inappropriate times
- Misuse of playground equipment
- Tardiness
- Failure to be in designated places at appropriate times

At the time a detention is issued, the student is made aware of the infraction. The detention slip must be signed by a parent and returned to the issuing teacher or principal on the following school day. **Parents are to retain the pink copy and return the yellow and white copies.** The student is to serve the detention on the assigned day and time.

SUSPENSION

The student is not allowed to attend classes for a designated period of up to ten days. A suspension may be in or out of school. The suspension will involve a student being removed from all school activities, including CYO sports and extra-curricular activities that fall on the suspension days. *Suspensions are given for intentional or repeated disregard of school regulations or for participation in objectionable activities. The administration determines what is objectionable, when to suspend, and the nature and length of a suspension.*

Violations incurring a suspension may include, but are not limited to the following:

- Repeated or multiple detentions
- Failure to attend an assigned detention
- Disrespect or defiance of school authority or designated representative
- Smoking or possession of tobacco, lighters, or matches
- Possession of fireworks or other dangerous material
- Gambling
- Stealing
- Fighting – no distinction is made between real and play fighting
- Sexually inappropriate behavior or language
- Possession of unacceptable items
- Possession of inappropriate or immoral materials
- Threatening another student
- Idle, inappropriate or exaggerated comments that threaten safety
- Any serious misbehavior that indicates a student’s inability to function in the St. Mary Catholic School setting or show regard for self, others, or the school
- Possession of a cell phone, internet accessible device or electronic entertainment device during the school day or during school-sponsored activities
- Breach of the “Acceptable Use Policy for Computers”
- Indifference to repeated corrections
- Behavior inappropriate for a Catholic school student

MANDATORY BEHAVIORAL ASSESSMENT

Any incident that involves injury or harm to oneself or others OR any incident that involves threatened injury or harm to self or others may result, at the discretion of the St. Mary Catholic School administration, in the student being required to attend counseling/therapy and/or participate in a “Threat/Risk Assessment” conducted by a qualified, licensed, mental health professional in order to remain enrolled in St. Mary Catholic School.

In the event that St. Mary Catholic School administration requires counseling and/or a “Threat/Risk Assessment,” it is the responsibility of the parent(s) to provide written documentation which is to be completed by the mental health professional, that the student has complied with the requirements and has participated, and if needed, is continuing to participate in counseling services in order to return to school. If it has been determined that a “Threat/Risk Assessment” is needed for a student’s return to school, the assessment and all written documentation must be completed and supplied to the St.

Mary Catholic School administration within 15 school days. This documentation **MUST** be completed by a licensed mental health professional and **MUST** indicate that the student is **NOT** currently a threat to himself/herself or to others. Failure to comply with the “Threat/Risk Assessment” and/or provide the necessary written documentation within 15 school days will result in the student being expelled from St. Mary Catholic School.

EXPULSION

A student may be permanently dismissed from school for:

- Flagrant violations (see below)
- Multiple suspensions
- Conduct (both in and out of school) which is determined by school administration to be contrary to the best interests and mission of the school

Flagrant violations indicate a disregard for school policy and will result in an immediate suspension, parent conference, and possible expulsion. In the case of an illegal activity, authorities will be notified.

- Possession, use, or transfer of any drugs (including tobacco or alcohol) while in the care of school staff, on parish grounds, going to or from school, or at any school-sponsored activity on or off campus
- Possession or use of a weapon or other dangerous object
- A violent act against any person
- Initiation of a false fire alarm or bomb threat
- Gross or repeated conduct which is disruptive to the educational process
- Destruction of school, parish, staff, or another student’s property
- Failure to cooperate fully in any school investigation
- Any offense too serious for suspension
- Use of the internet (including social media) to threaten or intimidate students
- Arson
- Use of the internet that involves a portrayal of violence or is of a sexual nature

HARASSMENT

It is the policy of the Archdiocese of Detroit and St. Mary Catholic School to make every effort to provide an educational environment free from all forms of harassment. We are committed to a positive and safe learning environment free of fear, intimidation and hostility. Students are expected to treat all persons with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated and will result in disciplinary action, up to and including expulsion from school. All complaints are taken seriously and should be reported immediately to the principal.

SEXUAL HARASSMENT POLICY

Sexual harassment refers to sexually inappropriate behavior that is not welcome, personally offensive to another, and fails to respect the rights of others. Sexual harassment is defined as creating an intimidating, hostile, or offensive educational environment and can be verbal, written, or physical in nature. Sexually inappropriate behavior means inappropriate touching, gestures, or language of a sexual nature directed to another. Examples of sexual harassment include, but are not limited to:

- Inappropriate comments of a sexual nature

- Offensive jokes of a sexual nature
- Offensive pictures or cartoons of a sexual nature
- Foul, obscene language or gestures of a sexual nature
- Unwelcomed comments about appearance
- Verbal or written threats for sexual favors
- Spreading sexual rumors about another
- Name calling of a sexual nature
- Touching another without permission, including kissing and hugging
- Other behaviors at the discretion of the administration that constitute sexual harassment

ANTI-BULLYING POLICY

It is the policy of St. Mary Catholic School to prohibit any form of bullying or aggression. **Bullying** is defined as a type of aggression that occurs when a person or group of persons with more power, intentionally and repeatedly tries to harm a person's body, feelings, personal relationships, reputation, or possessions.

Aggression/mean behavior occurs whenever anyone harms or threatens to harm a person's body, feelings, personal relationships, reputation, or possessions. Harm is based on how it is received regardless of intent.

Bullying includes, but is not limited to:

- Pushing, kicking, hitting
- Taunts, name calling, put-downs and insults
- Damaging property
- Shunning, extortions, hazing
- Stalking, cell phone abuse
- Threats of physical or emotional violence
- Cyber-bullying on or off school property
- Other behaviors at the discretion of the administration

Our goal is to prevent problems whenever possible. To accomplish this goal, we offer a variety of programs to educate our students including:

- Education about behaviors that constitute bullying
- Character education and conflict resolution training
- Self-protection and boundary setting training within the school community

All complaints are investigated and taken seriously. If a problem occurs, solutions are sought to eliminate any circumstances creating a perceived unsafe school environment. We will do our best to address problems fairly and effectively.

As parents, please reinforce to your children that they have a right to feel safe in our school, and that they are also expected to act in safe and respectful ways. Encourage your children to get help from an adult if they are made to feel uncomfortable or unsafe. Please share specific information with the administration so that we may address the incident in an effective and timely manner.

The student who has been bullied should report immediately to an adult who would notify the principal. Behaviors will be addressed through disciplinary action and/or referred for mediation.

CYBER-BULLYING DISCIPLINE STATEMENT

St. Mary Catholic School has a strict policy on Internet use as well as filtering software to limit student activity. All parents and students must sign an Internet Safety Policy Agreement in order for the student to use the Internet at school.

Students are expected to be courteous and respectful to others, the principal, teachers, parish and school employees, volunteers, parents and students, in all their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social networks, such as Facebook, Twitter, Instagram, or any other social media, will be disciplined up to, and including, expulsion and legal action.

Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc., against an individual, including all parish and school employees, volunteers, parents and students, for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to, and including, termination from employment and/or exclusion from school.

WEAPONS

Dangerous objects that are brought to school by students will be confiscated. Parents and appropriate authorities will be notified, and the student may be suspended or expelled. Students/Parent/Guardians may not bring any weapon onto the school premises, to school-sponsored activities, on school buses, in the immediate vicinity of the school, or en route to and from school.

A weapon is any object that can be used to threaten or injure another. It includes, but is not limited to, “dangerous weapons” as defined by law: i.e., firearms or accessories, daggers, disks, stilettos, knives of any kind, iron bars, or brass knuckles. “School premises” includes, but is not limited to, the school building, adjacent buildings and grounds, the parking lots, playground and busses. “Immediate vicinity of the school” means a block radius of the entire school complex.

ILLEGAL SUBSTANCES

The possession, use, manufacture, sale or distribution of alcoholic beverages, drugs, controlled substances, paraphernalia, or tobacco by students in school or school sponsored events is expressly forbidden. Any student found to be in violation of the school’s policy is subject to disciplinary action, up to, and including, expulsion (permanent dismissal).

SCHOOL UNIFORM

Students must be in proper uniform. **Please label** all school clothes, shoes, boots and articles with the student’s name. Hats may not be worn inside the school.

Pre-Kindergarten Uniform:

The Pre-K uniform consists of a St. Mary Logo t-shirt, shorts, sweatpants and optional sweatshirt. Tennis shoes with socks are recommended. Socks must be worn with all closed heel and toe shoes.

Girls Uniform:

Regulation blue plaid jumpers, skorts, and pants (grades K-5) and blue plaid kick pleat skirts (grades 3-5 only) **must be purchased from Schoolbelles**. Uniform dress pants, shirts, socks and belts may be purchased from any source if they meet all requirements described below. Girls are encouraged to wear dark solid color shorts under their skirts or jumpers as long as they do not show.

Skirts, skorts, and jumpers must be no more than 1” above the knee.

All girls may also choose to wear uniform navy dress pants, but they may not be pegged, rolled or have elastic cuffs. Pants with belt loops require a solid navy, black or dark brown belt. All girls in grades K–8 will wear solid white button polo shirts with collars or cotton blouses with collars. Girls in grades 6–8 may wear white or light blue shirts. The shirts can be long or short sleeved, bearing no logo or other design, color, or pattern. **Shirts must be tucked in at all times** and may not be oversized. Undershirts, if worn, must be solid white. Solid navy or white collarless cardigans may be worn over the school uniform. St. Mary blue fleece jackets may be ordered through the school and worn as part of the approved school uniform.

Socks must be solid white, navy or black ankle socks, crew socks, knee socks or tights. Logo-bearing socks are not permitted. **All socks must be worn over the ankle**. If the ankle is showing, a student is considered out of uniform. Navy, black, or dark brown dress shoes are to be worn with the uniform. Heels may be no higher than 1 inch.

Hair coloring of any kind is not permitted. Hair accessories should be navy, black or white. **No makeup (including glitter) is permitted and only clear nail polish is allowed.** Students’ nails should be trimmed and kept short in length. Jewelry must be minimal; a thin necklace with crucifix, one bracelet and/or a watch is permitted. Girls are allowed **one pair** of small post earrings and they are to be worn only in the ear lobes. **Dangle earrings are not permitted.**

For all girls and boys in grades K–8, navy walking shorts may be worn April 1st through October 31st. Shorts need to be between mid-thigh and knee length. Tennis or athletic shoes and white or black **socks must cover the ankle.**

Boys Uniform:

Boys in grades K–8 will wear uniform navy dress slacks which **can be purchased from Schoolbelles**. Uniform navy dress pants, shirts, socks and belts may be purchased from any source, as long as they meet all requirements described below. Cargo pockets, snaps, zippers or labels on pant legs, and pegged or elastic cuffs are not acceptable. **Pants with belt loops require a solid navy, black or dark brown belt.** Short or long sleeved solid cotton white or light blue dress shirts, white or light blue polo shirts, are permitted

bearing **no logos**. Oversized shirts are not acceptable. Undershirts, if worn, must be solid white. Shirts must be tucked in always. Solid navy or white collarless cardigans may be worn over the school uniform. St. Mary blue fleece jackets may be ordered through the school and worn as part of the approved school uniform.

Socks must be solid white, navy or black. Logo-bearing socks are not permitted. **All socks must be worn over the ankle**. If the ankle is showing, a student is considered out of uniform. Shoes must be black, brown or navy. **Trim on shoes must match the color of the shoe**. Shoes may be loafer or tie style; however, they must be closed toe and heel. Shoes must be under the ankle; no boots or sandals are allowed. Heels may be no higher than 1 inch. **Athletic or gym shoes are not permitted**.

Hair should be neatly combed, of natural color, and not in or touching student's eyes, ears or collar. Unusual or extreme hairstyles are inappropriate during the school day. Jewelry must be minimal; a thin necklace with crucifix, one bracelet and/or a watch is permitted. However, earrings are not permitted.

Gym Uniform: All Students Grades K-8

While supplies last, gym uniforms may be purchased through the St. Mary Spirit Shop or ordered online (information was not available before print).

The gym uniform is worn to school on the student's assigned gym day.

- White or navy blue short sleeved t-shirts with St. Mary blue knight logo.
- Grades K–5: Navy blue knit jersey shorts with the St. Mary Wayne logo on the left leg.
- Grades 6–8: Navy blue athletic shorts without logo.
- All shorts must be mid-thigh to knee length. All gym shorts may be worn to school through October 1.
- Navy sweatpants must have the blue knight logo. After October 1, gym shorts must be worn underneath sweatpants.
- Sweatshirts may be white or navy blue with the blue knight logo.
- It is important that athletic shoes be functional and fit the child properly for participating in physical activities and non-marking.
- White or black athletic socks must cover the ankle in all grades K-8.

JEANS & TENNIS SHOES DAY

Usually on the last Friday of the month throughout the year. The principal may designate a jeans and tennis shoes day as a fundraiser, reward students, or stock the shelves in the Outreach Center. Jeans are hole-free and fit comfortably. Athletic shoes must be worn with socks over the ankle and in any color. No other footwear is acceptable.

CASUAL DRESS DAY

The principal may substitute a casual day for a jeans day. The students may wear jeans (with no holes), khakis, capris or knee-length skirts or dresses. Short lengths may be up to two inches above the knee. Appropriate short styles include cargo, jean khaki and walking shorts only. Spandex, gym, basketball shorts, yoga style pants and leggings, and hats are not acceptable. Socks must be worn, and shoes must be closed toe and heel. T-

shirts or other shirts with sleeves, sweatshirts or blouses must be of an appropriate length and message; i.e. no references to drugs, sex, violence, prejudice, or any group that supports them.

DRESS UP DAY

Dress up days will occur at different times during the school year. The monthly school calendar will have the dress up days listed or a special notice will be sent home. Attire for dress up days is a more formal type attire. All clothing must fit properly, not too baggy nor too tight. Jeans, t-shirts, sweats, shorts, hoodies, yoga style pants and leggings are not permitted. Shoes must be closed heel and toe. Fashion boots should be ankle or calf length with less than one-inch heel. Flats and dress shoes are preferred.

DRESS CODE VIOLATION

All staff personnel may write out infraction slips on dress code violations. If a student receives three (3) infractions within one quarter marking period, that student will serve a recess detention.

FIRE/TORNADO/LOCK DOWN DRILLS

St. Mary Catholic School, in compliance with state and local laws/regulations, conducts drills for fire, tornado, and lock down emergencies. Procedures are posted in each room. Students are instructed at the beginning of the school year how to respond to fire, tornado, and lockdown procedures, including evacuation drills.

CELL PHONES

During the school day, all communication with students is through the school office. Students carrying cell phones for after school activities must keep their cell phone turned off and in their backpacks until school is dismissed. Cell phone use will not be permitted during lunch/recess or while the students are waiting in bus lines. If there is any suspicion of improper use for taking photos of an inappropriate nature, photographing tests or educational materials and texting these materials to classmates for the purpose of cheating, cell phones may and will be searched if probable cause exists. The school takes no responsibility for cell phones that are lost or broken. Violation of this policy may result in the cell phone being confiscated and the parent(s) being contacted.

ST. MARY CATHOLIC SCHOOL ELECTRONIC INFORMATION ACCESS AND USE FOR EDUCATIONAL PURPOSES POLICY

Students and their parents receive a copy of the *Electronic Information Access and Use for Educational Purposes Policy* to be read and signed for placement in the students' files. The full text of the policy is included in this handbook for reference. It will be reissued for signature on a yearly basis. It is expected that students and parents will review the policy each year.

St. Mary Catholic School (the "School") encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use for Educational Purposes Policy (this “Policy”) to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- a. “PEDs” means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants (“PDAs”).
- b. “School Confidential Information” means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- c. “School Electronic Information” means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.
- d. “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any of the School Equipment.
- e. “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems.
- f. “School Systems” means the School Equipment and the School Networks.
- g. “Users” means any individual who access and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- h. “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School’s Handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Handbook. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School’s Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including e-mails and attachments); or take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to e-mails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No e-mail, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of e-mail messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "*as is, as available*" basis.

School Responsibility: The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

St. Mary Catholic School Network Users: Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. **Students:** Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. **Faculty and Staff:** Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. **Others:** Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

PRIVILEGES AND RESPONSIBILITIES OF USERS

Privileges: Subject to the terms of this Policy, Users have the privilege to:

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources, which facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities: Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.

- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- appropriately using e-mail, chat, instant messaging, and other forms of two-way electronic communications and, in the case of students, only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts, which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adherence to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repairs necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- using the technology for a “for-profit” business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Declaration

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

As a student at St. Mary Catholic School, I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

As the parent or guardian of this student, I have read this Policy. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

As the parent or guardian of this student, I have read this Policy and understand that this access is designed for educational purposes.

HANDBOOK SIGNATURE PAGE

No attempt is made in this Student Handbook to cover every possible policy, regulation, situation, or disciplinary action. In the event that unforeseen situations arise, the principal is the final recourse and reserves the right to amend this Student Handbook. Parents and students will be given prompt notice.

St. Mary Catholic School

THE SCHOOL HANDBOOK HAS BEEN UPDATED WITH SEVERAL REVISIONS. THIS SHEET ACKNOWLEDGES THE FAMILY/STUDENT NOTIFICATION AND ACCEPTANCE OF THE CODE OF STUDENT CONDUCT AND ACCEPTABLE USE OF TECHNOLOGY GUIDELINES. BY PROVIDING THE HANDBOOK ONLINE, WE ARE ALL SUPPORTING OUR EFFORT TO MAINTAIN A GREEN SCHOOL. PLEASE RETURN THIS FORM BY FRIDAY, SEPTEMBER 8, 2017.

Family Name: _____
(Print please)

Student Name(s): _____

Homerom Teacher(s): _____

As the parent/guardian of the above listed students:

I have read and discussed the Code of Student Conduct and the Acceptable Use of Technology Guidelines with my child(ren). I acknowledge that the principal is the final recourse and reserves the right to amend the online handbook. In that event, parents will be given prompt notice. **PLEASE RETURN THIS SIGNED FORM BY FRIDAY, SEPTEMBER 8, 2017.**

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Student Signature Date

Student Signature