

# St. Mary of Hannah Catholic School



## Parent and Student Handbook

2025-2026

# St. Mary of 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 of Hannah Catholic School**

## **Mission Statement**

St. Mary of Hannah Catholic School is committed to nurturing all children through a strong formation of faith, academic excellence, and discipleship in the Catholic tradition.

Our Foundation = Faith + Family + Fundamentals

# Admissions

St. Mary of Hannah is open to all students regardless of race, sex, national origin, or religion whose needs can be reasonably met. St. Mary 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 of Hannah 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 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 of the school year is done, one-half the tuition will be refunded.

## Non-Custodial Parents

St. Mary 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. Parishioners' Sacrificial Giving Program and Pledge begins July 1<sup>st</sup> – June 30<sup>th</sup>. 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 of Hannah has an arrangement 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. 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 ensure the safety of the student should the parents 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. Upon arrival at the school, staff will retrieve your child from their classroom while the parent signs the child out.

**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 or Leaving Early:** Students are marked tardy if arriving after 8:15. **Tardy students must report to the office to be signed in by their custodial parent or guardian.** Students that arrive after one hour or students leaving school one hour early are marked tardy. 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 number 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 childcare should register with the Latchkey program at the beginning of the school year (263-5288). The school cannot be held responsible for students during those unsupervised times.
- Personnel are not available to supervise students before 7:50 a.m. Students who arrive between 7:50 and 8:15 a.m. should report immediately to the adult/teacher on duty. Students are not allowed to leave the designated morning area.
- At morning dismissal, students will quietly line up, pray, and wait to be dismissed.
- Any student arriving before 7:50 a.m. or waiting to be picked up after 3:00 p.m. on a full-day or 12:30 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 parents and verification by the school is necessary to ride a 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 makes 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 may 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 parents must make arrangements to secure the safety and pick up a sick or injured student within one hour after notification by the school.

### **Half Day Dismissal**

Half-day dismissal time is at 12:30 p.m. except on the last day of school when students are dismissed at the end of the Awards Ceremony.

## 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 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

- If your local school district is closed due to the weather conditions, then parents must make the determination if it is safe for their child to come to school. For example, if Mesick, Fife Lake, or Buckley schools are closed, St. Mary of 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.
- If adverse weather conditions or safety issues (no water, power, etc.) arise during the school day necessitating school closure early, the above-mentioned radio and TV stations will be contacted. We will also contact the students' 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 sent Home:

**School Newsletter:** A newsletter is sent home every month. It contains a monthly calendar, special school and classroom updates, student talent and special event information. This information and other can be found on our website and Facebook.

**Teacher Newsletters:** Newsletters are not mandated by the school, though teachers may send them home.

**Field Trip Permission Slips:** As each field trip arises during the school year a new form will be sent home and the parents must also sign and return it by the due date. Telephone permission is not acceptable.

**Money Sent to School:** All money sent to school (lunch, popcorn, book sale, sweet sale, dollar jean day, 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.

All parents must set up an account on FACTS so they have access to their child's grades for submitted assignments. Parents should use this resource to monitor their child's progress. If concerns or questions arise, a meeting with the teacher can be scheduled.

### **Grading Scale**

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

### **HONOR ROLL 5<sup>th</sup> & 6<sup>th</sup> 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:**

The best way to reach faculty and staff is to call the school office at 231-263-5288 or or email [schoolsecretary@stmaryhannah.org](mailto:schoolsecretary@stmaryhannah.org). It is important to know that emails and ClassDoJo are not an appropriate way to communicate anything that is time sensitive as faculty are busy teaching and not able to monitor these throughout the day.

**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. 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 should 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**

### **Policy on the Human Body as a Constitutive Aspect of the Human Person**

School Policy 1135 (adopted June 28, 2021)

*The Church teaches that our differences as male and female are part of God's good design in creation, that our bodies – including our sexuality – are gifts from God. In fact, “‘being man’ or ‘being woman’ is a reality which is good and willed by God” (Catechism of the Catholic Church, 369). A person cannot change his or her sex. A person should accept and seek to live in conformity with his or her sexual identity (sometimes called “gender identity”) as given by God. The human person is a body-soul union, and the body-created male or female - is a constitutive aspect of the human person. Having a proper understanding of the human body – and more generally, of the moral law – enhances, rather than restricts, man's freedom.*

1. It is the policy of the Diocese of Gaylord that all schools, shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex.
2. Employees and volunteers shall conduct themselves in accord with their God-given biological sex.
3. Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church. Students and parents (or legal guardians) shall conduct themselves in accord with the God-given biological sex.

### **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. St. Mary of Hannah is dedicated to providing a Catholic education ensuring educational quality for all families willing to enter a partnership to develop each

child to his or her fullest spiritual and academic potential. This partnership with parents is highly valued; however, situations can arise where the partnership is significantly damaged. In these situations, administrative discretion may be used to ask a family to leave the school and deny future enrollment.

### **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 of Hannah 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 by 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 food 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 their 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 the 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:

- \* 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.

**Electronic Toys or Devices:** Cell phones, radios, tape players, Game Boys, CD Players, or other electronic toys or devices, etc., are not allowed. If these items are found during the school day, they will be confiscated unless approved by the principal. 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 any time.

**Non-Permissible Activities:**

- Cursing or Obscenity (words, pictures, or gestures)
  - Fighting
  - Put downs, threats (verbal, written, or physical - i.e., gestures)
- Throwing 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 of 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 of Hannah. **The principal has final discretion on all disciplinary matters.**

**General Behavior Consequences Without Threat:**

- |                                |   |
|--------------------------------|---|
| <b>1<sup>st</sup> Offense:</b> | Verbal Warning  |
| <b>2<sup>nd</sup> Offense:</b> | Child is excluded from a special class activity for a limited time                                      |
| <b>3<sup>rd</sup> Offense:</b> | Child is sent to the principal and a Behavior Notice sent to parent.                                    |
| <b>4<sup>th</sup> Offense:</b> | Parent called, conference to discuss situation.   |
| <b>5<sup>th</sup> Offense:</b> | 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.

The following types of conduct are considered serious violations and will not be tolerated in our school. The minimum penalties are listed above.

Behavior notices may result in appropriate action by school administration or staff:

- Parent conference to discuss a behavior contract.

- Loss of privileges determined by staff, administrator, and parent (field trips, holiday parties, and special class activities).

Behavior notices may result in a one-day suspension. Each additional behavior notice may result in additional suspension.

**Personal Safety:** For the protection and safety of each person, the following is strictly forbidden on school property, on field trips, or other school sponsored activities:

- 1 Use of and/or possession of matches, a cigarette lighter, sling shots, knives, firearms, 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, e-cigarettes (vaping), 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 No animal is allowed on school grounds unless they are on a leash or in a cage. No animal is allowed in the school without permission, such as the Blessing of the Pets.
- 4 The making of a threat in any form (verbal, written, or physical - i.e., gestures 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. Law enforcement may be notified.
  - 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 resumes.
  - f. These matters will be handled promptly by the Principal and Pastor.
  - g. The making of a bomb threat, written, verbal, called in or on social media, will result in suspension or expulsion.

**Violation of individual school/classroom rules:** Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

**Disruption of the educational process:** Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delays, interruptions or preventions of lessons, assemblies, field trips, athletics, and performing arts events.

## **Harassment**

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, committee members, parents, guests, contractors, vendors, and volunteers. It is the policy of the school to provide safe and nurturing educational environments for all students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to school disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or superintendent. Complaints will be investigated.

Every student should, and every staff member **must** report any situation that they believe to be harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include action up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. **If** a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

**Harassment – may include but is not limited to:**

- A. Submission to such unwelcomed conduct or communication made as either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the school.
- B. Submission to, or rejection of, the unwelcome conduct or communication used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions, or privileges of the school.
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment, May Include, but is Not Limited To:**

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

**Sexual Abuse**

To report allegations of sexual abuse of minors or vulnerable adults within the Diocese of Gaylord by Priests, Deacons or Others, please go to <https://dioceseofgaylord.org/how-make-report> for detailed information on the reporting process.

**Bullying and Other Aggressive Behavior toward Students:**

It is the policy of the school to provide safe and nurturing educational environments for all its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, parents, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

## **Notification**

Notice of this policy will be circulated annually and posted in conspicuous locations in the school building and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted. All new hires will be required to review and sign off on this policy and the related complaint procedure. Annually, this is covered in the curriculum through the Circle of Grace for parent and student prevention.

Parents or legal guardians of the alleged victim(s), as well as the alleged aggressor(s), shall be promptly notified of any complaint or investigation, as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and type of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

## **Implementation**

The principal is responsible for implementing this policy and may develop further guidelines consistent with this policy.

## **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or teacher. The student may also report concerns to a teacher who will be responsible for notifying the appropriate administrator. Complaints against the principal should be filed with the superintendent. Complaints against the superintendent/principal should be filed with the Diocese of Gaylord Catholic School Superintendent.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.



The principal/superintendent shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include discipline up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the principal. The principal shall submit a compiled report to the superintendent on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited, and will not be tolerated. Such retaliation shall be considered a serious violation of the policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment, or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**“Aggressive behavior”** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**“At School”** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the school.

**“Bullying”** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students
- Adversely affecting the ability of a student to participate in or benefit from the school educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress
- Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or causing substantial disruption in, or substantial interference with, the orderly operation of the school.

- Bullying can be physical, verbal, psychological, or a combination of all three.

Some examples of bullying are:

- Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact, and gesturing.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**“Harassment”** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.)

**“Intimidation/Menacing”** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

**“Staff”** includes all school and parish employees.

**“Third parties”** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in school business, and others not directly subject to school control at school events.

## **Unacceptable School Behavior**

It should be recognized that not every type of misconduct which may result in suspension or expulsion can be specifically described in a document such as this. In instances of student misbehavior which are subject to discipline under school policy, and which are not specifically listed in this Student Handbook, appropriate discipline may be imposed at the discretion of the principal/superintendent. Any violations of state or federal law will be directed to the appropriate local officials.

**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 of 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 justifies 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,
  - notify the police, the pastor/pastoral administrator of the parish/inter parish school,
  - secure the school,
  - 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.

**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.
1. Assault, battery, or any threat of force or violence directed toward any school or church personnel, volunteers, or students.
2. Use, sale, possession, or control of narcotics or illicit drugs on or about school/church premises.
3. Use, sale, possession, or control of alcoholic beverages on or about school/church premises.
4. Vandalism of school/church property.

5. Possession or control of any weapons or other dangerous instrument on or about school/church premises.
6. Any criminal behavior.

St. Mary of 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:** Students in all grades will be in uniform. Students are expected to wear the school uniform on all school days except for “Dress-up Day”, “Spirit Wear Day” and “Jean Day.” The monthly calendar states the designated dates for these special exceptions.

The Uniform/Dress Code Policy is intended to allow 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 – Formal Uniform	
Jumper/Skirt/Skort	Navy or Plaid approved brands by Lands End-Classic Navy Large Plaid, French Toast-Navy, Red Plaid and Amazon.com-Navy, Red Plaid.
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 – Formal Uniform	
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 always be neat and clean.
- On Mass days students are required to wear uniforms that are neat and clean. 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 or sheer shirts and blouses are not allowed.
- Clothing with the St. Mary of Hannah 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 their 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 and nail polish 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.

**Spirit Wear Day (Informal Uniform):** Students are encouraged to wear the approved Griffin design “Spirit Wear T-shirt”. Students who have purchased the Spirit Wear T-shirt may wear them with appropriate jeans. If students do not have a Spirit Wear T-shirt, they must wear their **formal school uniform**. Spirit Wear T-shirts will be available to order on designated dates through the Home and School Association.

**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 be worn on special Dress-up Days. If a teacher questions the student’s 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 student’s 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 everyday 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 are 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. The wind chill temperature for students to attend outside recess must be 5 degrees or higher or at the discretion of the staff.

**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**

**Emergency Medical Card:** A card must be filled out completely and updated every year for each student attending St. Mary of Hannah. This card contains numbers for parents/guardians or responsible parties can 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 contains 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:** St. Mary of Hannah strives to provide for the health and safety of students and staff by following the Michigan Health Department guidelines for the Management of Communicable Diseases in Schools. This includes the reporting of certain contagious diseases to the local health department. Parents cooperate with this by ensuring that their children with a contagious infection and/or fever are not sent to school. Further, parents must notify the school of any student diagnosed with a communicable illness by the beginning of the next school day.

Current guidelines require children with a temperature of 100.4 F or higher to stay home and they must be fever-free for 24 hours without the use of any fever-reducing medication before returning to school. Students should not attend if they have diarrhea, vomiting, abdominal pain, potentially contagious rashes of unknown origin, or open draining sores that cannot be properly covered with a waterproof dressing. Students should be free of these symptoms for 24 hours before returning to school.

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 primary care provider is required.

**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 primary care provider. In the case of lice, a student must be “nit-free” to return to school.

**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 provide documentation of 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.

**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 parents 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.).

## **Safety**

**Building Security:** Everyone must use the front entry door #1 to enter the building. There is a doorbell to the left of the main door. Parents should present a school pass to enter.

No one is allowed beyond the area outside the school office (beyond the kitchen door in the lower hall, and the “blue bench” to enter the upper level or basement). No one should walk to the upper level to classrooms without an escort of staff.

**Lock-Down Drill, Fire Drills and Tornado Drills:** 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. 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 encouraged to become active members.

**Popcorn Day:** The Home and School makes popcorn for our students the first Friday of each month for \$10 a year. Bags of popcorn are delivered to the classroom during the afternoon. These funds are used 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.

**Dollar Jean Day:** Students pay \$1 to wear jeans or sweats. Same clothing requirements are followed as stated under **Dress and Clothing** section **Jean Day**. This day usually occurs on a Friday and students must pay to participate. Sometimes this is combined with Popcorn Day if there are not enough Fridays in the month.

**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 sign and return it within 48 hours for each field trip. Telephone permission is not acceptable. For all students to attend the end of the year field trip with their class, the current school year’s obligations need to be paid in full for:

- 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 us 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 they should not be messy and be easily distributed to everyone in the classroom. Please notify the teacher in advance to make an appropriate plan.

**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.

Parents must donate a minimum of ten (10) Mandatory Service Hours each school year or make payment of \$20.00 per hour for time not volunteered to the school and/or parish community. Throughout the year, attendance will continue to be monitored for the service hours and any payment due will need to be made at the end of the school year.

### **Smoke and Substance Free Environment**

Chewing tobacco, substances such as drugs, alcohol, smoking, and vaping are prohibited in all parish/school buildings and areas at all times. This includes when school is in session, religious education classes, and/or related activities including, but not limited to, field trips, and at all school sponsored events athletic and student co-curricular activities.

### **Visitors to the School:**

We enjoy former students returning and visiting the school and want to allow the fellowship to continue even though they are no longer at St. Mary of Hannah. We require the guest's parents to contact the school 48 hours in advance for permission. Visitors can arrive at lunch and stay until the 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 of 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.

### **Artwork Policy:**

St. Mary of Hannah School reserves the right to display and/or reprint any artwork that your child has made in the classroom or art class for fundraisers or gifts for charity. (i.e., gifts for the elderly, sick or for soldiers).



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## DIOCESE *of* GAYLORD

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### RESPONSIBLE USE POLICY FOR TECHNOLOGY

#### STUDENT - PARENT

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life.

In his message for the 48<sup>th</sup> World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News.

But it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face.

We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

This Responsible Use Policy for Technology replaces the former Diocese of Gaylord Internet and Related Technologies Policy 5132-School: Regulation-5132.1 and Sample Electronic Information Access and Use Contract for Students-5132.2.

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## PURPOSE

Technology is a valuable educational tool. All Diocese of Gaylord Catholic Schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms. The policy outlined below applies to all technology use including but not limited to internet use. The Responsible Use Policy for Technology (RUP) applies to all students allowed access to school technology resources.

## SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

## GOALS

The school's goal is to prepare its students for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration, creativity, and problem-solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for internet safety, digital citizenship and the creation of a positive digital identity.
- Provide a variety of technology-based tools and related technology skills.

## STUDENT RESPONSIBILITIES

Our schools will make every effort to provide a safe environment for learning with technology including internet filtering and safeguards. The students are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the internet. With this privilege comes the responsibility for appropriate use.

In the Diocese of Gaylord, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self:** Students must select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Students shall not use technologies to bully, harass or defame other people, school personnel, or other school related images or likeness.
- **Protect One's Self and Others:** Students will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Students will protect their usernames and passwords by not sharing with others.
- **Respect Intellectual Property:** Students will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Students will request permission to use the software and media others produce and abide by license agreements for all software and resources.

Under no circumstances is a Diocese of Gaylord user authorized to engage in any activity that is illegal under local, state, federal or international law.

## TECHNOLOGY GUIDELINES

**EDUCATIONAL PURPOSE/ RESPONSIBLE USE:** Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

**COPYRIGHT/INTELLECTUAL PROPERTY AND IDENTITY:** All sources utilized for student work should be properly cited. Students must respect the rights and intellectual property of others in accordance with all copyright laws. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

**RESPONSIBLE USE OF SCHOOL UTILIZED HARDWARE/DEVICES:** All students are responsible for the general care of school utilized hardware, devices and peripherals. Students must report to the school's technology support staff or school administrators any damage to the school's hardware or device as soon as possible. Students may be held liable for any costs associated with device repair or replacement.

**COMMUNICATIONS:** Electronic and/or digital communications must be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:



- School created teacher web pages, school-issued email and/or school phone number
- Teacher created, educationally focused websites
- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw

**DIGITAL SECURITY:** Digital security must be at the forefront of every student's mindset. Students should always enable the highest level of account security offered. Typically, this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face-id may also be utilized to protect an account from unauthorized access. It is strongly recommended that users use two-factor authentication when available on both school and personal internet accounts.

**STORAGE DEVICES:** Use of external removable hard drives, flash or "thumb" drives is strongly discouraged - due to the possibility of information loss, theft and other digital security concerns. The limited use of external drives in special circumstances may be allowed as long as specific attention is given to the security of these devices.

**ARTIFICIAL INTELLIGENCE:** Students are prohibited from utilizing AI software tools such as ChatGPT for any academic or assessment-related purposes, including but not limited to completing assignments, quizzes, or exams. A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of ChatGPT or other similar AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action. Students shall not use ChatGPT, or another similar program, to create materials and submit them as their own original work.

**ELECTRONIC AND MOBILE DEVICES, CELL PHONE/WEARABLE TECHNOLOGY:** Students must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

## **SPAM/PHISHING EMAIL REPORTING POLICY**

- Students should forward any suspect phishing or malware emails to the email address published by your school's technology support staff.
- Do NOT click on any embedded links contained within a suspect email.
- Do NOT download or open any attachments included with any suspect email.
- Please alert the school's technology support staff if any links were inadvertently clicked on or if any attached files were downloaded or opened.

## AUDIO/VIDEO RECORDING

This outlines the prohibition of unauthorized audio or video recording on school grounds and during school-related activities.

This policy protects the privacy of students, staff, and families while fostering a safe and trusting learning environment.

### Prohibited Activities:

- Recording of any classroom lesson, meeting, or school event without the prior consent of all participants, including from any involved students, teachers or faculty members.
- Prior to any audio or video recording, consent must be obtained from the classroom teacher, appropriate school administrator and/or when applicable, from the students' parents and guardians.
- Recording phone calls with school personnel, including teachers, administrators, or counselors, without prior notification and consent.
- Using any recording device, including smartphones, tablets, iPads, Chromebooks or other dedicated recorders, to capture unauthorized audio in classrooms, common areas, or during school functions.



## EXAMPLES OF UNACCEPTABLE TECHNOLOGY USES

Responsible Use Policy violations can include, but are not limited to the following examples:

- Using technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Posting, publishing, disseminating or displaying any defamatory, inaccurate, violent, abusive, profane or sexually oriented material.
- Using obscene, profane, lewd, vulgar, rude or threatening language.
- Knowingly or recklessly posting or disseminating personal and/or false information about any person, student, staff, teacher, administrator or any other member of the school community or school connected organization.
- Using a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee, volunteer, school image or logo without express permission of that individual and of the principal.
- Creating any site, post any photo, image or video of another individual except with the express permission from both that specific individual as well as from the school administrator.
- Attempting to circumvent system security, blocked sites or bypassing software protections - this includes the use of personal or cell phone-based hotspots.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the user's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Disabling or bypassing any virus or phishing protection software installed on school utilized devices.
- Using any other login credentials other than those assigned to that specific user.
- Deliberately visiting a site known for unacceptable material or any material that is not in support of educational objectives.
- Accessing social networking sites or gaming sites on school provided equipment or during school hours, except for educational purposes under teacher supervision.
- Violating license agreements, copying disks/hard drives, CD-ROMs, or other protected media.
- Using technology for any illegal activity. Use of the internet for commercial gains or profits is not allowed from an educational site.
- Breaching confidentiality obligations of school community members.

- Harming the goodwill and reputation of the school or school system. This includes but is not limited to: the misuse of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmitting any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempting to modify software and/or hardware configurations on a school utilized device without proper permission and direction.
- Attempting to alter data, the configuration of a school utilized device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Loading personal software onto a school device or school-issued device without proper permission or direction.
- Attempting to make repairs to school issued devices without proper permission and direction.

**REPORTING:** Students must immediately report any damage or change to the school's hardware/software that is noticed by the user.

**ADMINISTRATIVE RIGHTS:** The school has the right to monitor usage of school computers and digitally accessed content for all students. Due to the evolving nature of technology, the Diocese of Gaylord Catholic Schools Office reserves the right to amend or supplement this policy at any time without notice.

All users are reminded that all computers, network traffic, and internet usage will be monitored.

There is no assurance of privacy nor warranty of any kind, expressed or implied.

**USAGE OF SOCIAL MEDIA:** This section of the policy refers to social media sites such as, but not limited to: Facebook, X (formerly Twitter), YouTube, Instagram, Steam, Ask.fm, Snapchat, Discord, Twitch, LinkedIn, and TikTok.

Students shall not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. This includes: posting or sharing a teacher's, school personnel's, or another student's confidential information on public sites, or any other unauthorized sharing with the intention to harm/harass.

Permission must be obtained in advance from school administration for recording on school grounds, outside of the school day and/or school-sponsored events with the intent to post on personal social media accounts.

## STUDENT INTERNET ACCESS

### STUDENT CONTRACT

I understand that \_\_\_\_\_ (school name) computer technology, devices, services, network, and internet access are to be used for educational, professional and authorized purposes only in adherence to Diocese of Gaylord policies.

When I am using the internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Diocese of Gaylord and \_\_\_\_\_(school name).

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this Responsible Use Policy for Technology for the Catholic Schools of the Diocese of Gaylord.

Student Name/ID \_\_\_\_\_ Student ID \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_ Graduation Year \_\_\_\_\_

Room Number (if elementary) \_\_\_\_\_ Grade \_\_\_\_\_

Parent Guardian:

We ask that you review this policy with your child and sign below:

\_\_\_\_\_  
(Signature)

**STUDENT INTERNET ACCESS  
PARENT GUARDIAN CONTRACT**

I hereby release \_\_\_\_\_ (school name) and the Diocese of Gaylord, its personnel and any other institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the internet, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Responsible Use Policy for Technology for the Catholic Schools of the Diocese of Gaylord. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Diocese of Gaylord for \_\_\_\_\_ (school name).

I hereby give my permission for my child to use the internet and will not hold \_\_\_\_\_ (school name) or the Diocese of Gaylord liable as a result of my daughter's/son's use of the internet on school premises.

I understand that my child has agreed not to access inappropriate material on the internet.

Parent/Guardian Names: \_\_\_\_\_  
(Please Print) (Please Print)

Parent/Guardian Signatures: \_\_\_\_\_

Date: \_\_\_\_\_

## 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 of 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)**

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\*\*\*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 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 of 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** \_\_\_\_\_

## **Contract Agreement**

Please sign and detach this page and return it to the office.

I have read the St. Mary of Hannah's Handbook and agree to be governed by its provisions.

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<i>Student's Signature</i>	<i>Parents' Signatures</i>	<i>Date</i>
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<i>Student's Signature</i>	<i>Parents' Signatures</i>	<i>Date</i>
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<i>Student's Signature</i>	<i>Parents' Signatures</i>	<i>Date</i>
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**In an effort to streamline the duplication of policy forms, your signature below warrants approval of the following:**

1. St. Mary of Hannah to use your child's **photograph, or video** for school publications, press releases, or news events.
2. Inclusion in the **Family Directory** for use by staff, the Home and School Association, and distributed to school families only. Includes: name, phone number and email.

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(Please sign)

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(Date)

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(Please print name)

NOTE: It is your responsibility to **notify the school office in writing, within the first 14 days of school**, providing a date and your signature, if your child and family DO NOT give approval to participation in any of the above listed policy forms. Failure to do so will warrant automatic inclusion in the above policies. It is your responsibility to notify the school in writing of any changes.