

St. Mary of Hannah Catholic School



Parent and Student Handbook

2025-2026

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

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.

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.

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

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.

- 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.

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.

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.

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.

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.

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.

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.

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).

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.

- 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.

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.

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)

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)

*****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) _____

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.

<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.

(Please sign)

(Date)

(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.