

# PARENT HANDBOOK

## 2023-2024



**ST. MARY SCHOOL**  
*to know · to love · to serve*

1005 Bridge Street  
Charlevoix, Michigan 49720  
547-9441  
[www.stmaryschoolcharlevoix.com](http://www.stmaryschoolcharlevoix.com)

**ST. MARY SCHOOL**

**CHARLEVOIX, MICHIGAN**

**A CENTER FOR GROWTH AND LEARNING**

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**WE ARE**

A small Catholic School  
In a small town  
In Northern Michigan.

**BUT**

Our vision is broad,  
Our hopes and dreams are great!

**WE ARE**

A special place  
for your children!

**WE INVITE YOU**

To share our belief

.... that each child is unique,

.... capable of learning and developing according to his/her individual gifts  
and talents, and

.... that growth takes place through a blending of academic, social, moral,  
cultural, physical and spiritual formation.

**ST. MARY SCHOOL STAFF  
2023-2024**

Father Peter Wigton - Pastor

Kathleen Dvoracek - Principal

Mindy Joy - Secretary

Kendall Hayes - Business Manager

Amy Baldwin - Preschool and K-8 Art

Lyndie Michanowicz - Pre-Kindergarten/Young Fives

Leslie Smith- Kindergarten/Grade 1

Brianna Allen - Grades 2/3

Meredith Walker - Grades 4/5 and STEM

Joseph Solomon - Grades 5/6 and Computers

Lynn Prepejchal - Grade 7/8

Kerry Keyser - Grade 4/5, 5/6 Religion

Madison Ansel-Loveland - Preschool/Extended Day Care

Rebecca Jeakle - Preschool/Extended Day Care

Peg Vondra - PreK/Young Fives

Rachel Lasky - Teacher Aide

Renee Golovich - Title Teacher

Dan Duncan - Music

Pete Scholton - P.E.

Monica Mailloux - Chef

David Pischner - Cleaning

Rich Borths - Maintenance

## **MISSION STATEMENT**

The St. Mary Catholic School community empowers students to grow spiritually, academically, creatively, and physically so they may experience, understand and live their responsibilities to God, family, community and self.

## **ST. MARY SCHOOL PHILOSOPHY**

St. Mary Catholic School is a Faith Community - students, parents, staff, parishioners and friends. Teachers, in partnership with parents, are dedicated to providing the spiritual and academic development of each child.

Each person is a child of God, a unique and gifted individual. The curriculum is designed to nurture creativity, academic excellence, and spiritual, physical and emotional growth.

We instill responsibility, respect and compassion for all people. We are committed to making our students aware of social issues while providing the foundation and experiences necessary to be living examples of the Gospel.

## GOALS

1. To deepen our faith by teaching and living the message of Jesus Christ.
2. To maintain open and effective communication among students, parents, staff, parishioners and friends, furthering the well-being of each student.
3. To provide opportunities which enable the student to think creatively and constructively, to solve problems logically, and to reason independently.
4. To provide for the individual needs of each student, enabling him/her to achieve their potential.
5. To provide the spiritual, intellectual, emotional, physical, and social development of the student in a Christian atmosphere.
6. To create an environment in which the student will recognize and develop self-worth.
7. To empower the student to acquire self-discipline and to accept responsibility for his/her actions.
8. To utilize ongoing evaluation in the educational process.
9. To bring an awareness of social issues and provide experiences in living the Gospel.

## POLICIES AND PROCEDURES

### ACCIDENTS

In the event that your child is involved in an accident at school, or at any school sponsored event, emergency first aid will be administered. In the case of more serious mishaps, parents will be contacted immediately. If a parent cannot be reached, the authorized person listed on the emergency form will be contacted.

### ADDRESS CHANGES

It is imperative that the school office has up-to-date addresses and phone information for parents and the **persons authorized on the emergency form**. Please call the office if changes need to be made.

### ADMISSIONS

No Catholic child whose parents desire to enroll him/her in Saint Mary School shall be denied admission to the school on the basis of race, color or national origin.

No child, regardless of religious affiliation, whose parents desire to enroll him/her in Saint Mary School shall be denied admission on basis of race, color or national origin.

Saint Mary School shall do everything possible to achieve its purpose and to show a special concern for the needs of those who are poor in the goods of this world.

Enrollment for students wishing to attend Saint Mary School shall be taken in the following order:

- a. Current school families;
- b. Children of active parishioners;
- c. Children who live in neighboring Catholic parishes without a school;
- d. Non-Catholic children.

In granting financial assistance, first consideration shall be given to students from low-income parishioner families.

## **APPOINTMENTS**

Should parents find it necessary to schedule medical/dental appointments during class hours, please notify the school by note. Students will be released by the teacher when Mrs. Joy notifies that the parent has arrived.

## **ARTWORK**

At various times throughout the school year, your child's artwork may be submitted to art shows or exhibits for display and/or judging. An Authorization Form is included in the back of the Parent Handbook and on the school website. For your child's work to be submitted, please complete the form, sign, and return it to the school office.

## **ASBESTOS**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) of 1990, we have an asbestos management plan on file in the school office. This plan may be viewed at any time during normal school hours at St. Mary School. St. Mary School was inspected, and our building has no suspect materials found to contain asbestos.

## **ATTENDANCE/TARDIES**

Attendance is an integral part of the educational process. It is the responsibility of the students and their parents to ensure that the student is **on time** to school on a regular basis. The Michigan Compulsory School Attendance Law requires "continuing and consecutive attendance." When students begin to accumulate absences/tardies, notification letters will be sent home and parent conferences may be requested. Students with excessive absences/tardies will be reported to the Charlevoix County Sheriff's Department.

### **Absences**

When a student is not able to attend school, the parent/guardian is requested to notify the school office between 8:20 and 8:50 AM. The secretary will give a note to the teacher explaining the reason for the absence. If a call is not received by the specified time, the secretary will contact the parent/guardian. If a student misses less than a full day, but more than two (2) hours of the school day, he/she is considered one-half day absent. Parents/guardians of students who know in advance that their child will not be in school are responsible for making arrangements with the teacher to continue their classroom work. It is the responsibility of the student to obtain and complete all assignments missed from all classes during an absence or late arrival.

Any student who becomes ill at school will be dismissed only after a parent/guardian has been contacted, or a person so designated by parent on the Emergency Form. In no case may a student leave the school without the consent of the principal or secretary. The parent is requested to meet the child at the school office or in the classroom and sign the child out on the form outside of the classroom.

### **Tardiness**

School begins at 8:20 AM. The accumulation of 5 tardies during a 9-week marking period will result in the notification process discussed above.

### **AUXILIARY SCHOOL SERVICES**

Students at St. Mary School may benefit from services offered by the Char-Em Intermediate School District, the Charlevoix Public Schools, and the Northwest Michigan Community Health Agency. These include busing, speech, testing, vision and hearing screening, and other services. Parents may call the principal if they have questions about how any of these programs/services are accessed.

### **BACKGROUND CHECKS**

As a church and school, we all value the safety of children in our care as well as the employees and volunteers and those whom we serve. In a continuing effort to protect our human and material resource, the Diocese of Gaylord requires a criminal history background check for **all** employees and volunteers who regularly work with minors. As part of our safe environment program, it is necessary for you to complete a background form and authorization. Please note this information is requested only for purposes of identification in obtaining accurate retrieval of records. This form needs to be completed every 5 years.

### **BICYCLES/SCOOTERS**

Children may ride bicycles or scooters to school at parent's discretion and as long as they are operated safely. All bicycles/scooters must be locked and parked in the designated area. Bicycle/scooter riding on school grounds during school hours is not permitted. Bicycle/scooter owners may not loan their bicycles/scooters to other children while at school. Parents of students who ride bikes/scooters to and from school must have a note on file with the teacher. The school/parish is not responsible for damage to or theft of bicycles/scooters. The rider of a bicycle/scooter, like the driver of a car, must obey traffic rules.



## **BLOOD BORNE PATHOGENS**

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

## **BOOKS**

Students are expected to keep their textbooks in good condition. If a textbook is damaged or lost, the student is responsible for replacing it. Textbooks generally cost about \$60. Parents are always welcome to peruse textbooks used in the school.

## **BUS**

Bus transportation is provided by the Charlevoix Public Schools for any child within the district. **Parents must arrange for bus transportation with CPS bus director.**

Parents are asked to inform your child's teacher in writing at the beginning of the school year if your child will be picked up or riding the bus on a regular basis, and who is permitted to pick up your child. If your child regularly rides the bus, written notification is needed if your child is not riding the bus home, or if you are going to pick him/her up at school. Standard procedure is to put your child on the bus if we have not been notified that you are picking up your child.

If a parent or other designated adult is picking up a St. Mary student, that person is asked to either notify the teacher that they are taking the student or sign the student out on the form hanging outside the classroom. This greatly assists the staff in keeping track of all students.

If your child is not riding his/her regular bus, he/she will be required to bring a **NOTE INCLUDING NAME AND ADDRESS OF DESTINATION** in order to get off at a different stop or ride a different bus. The note will be signed by the principal or secretary, photocopied and given to the bus driver. **Kindergarten** students may only change their drop-off point in the case of **emergency**. No Pre-K students are allowed to ride the public-school bus. Please note that these rules are required by the Charlevoix Public Schools Transportation Department.

## **BUS CONDUCT**

Children riding buses must behave on the bus. While State Law guarantees every child the privilege to ride the school buses, it does not give anyone the right to abuse this privilege. Misbehavior will not be tolerated.

For the safety of all concerned, students are required to keep the following rules:

1. Cross road in front of bus after looking both directions.
2. Students will be picked up at a designated site and returned to a designated site daily. Drop-off changes due to a sick babysitter or work schedule changes for parents are to be handled with a note explaining the change that will be sent with the student to the teacher. Name and address of the child's destination must be included in the note.
3. Voices are to be kept at normal levels. No shouting.
4. Student must sit in their seat and stay seated. No moving around. Driver may assign seats.
5. No object throwing.
6. Do not be destructive to bus or others' belongings.
7. Respect, cooperate with, and obey the bus driver.

## **CANCELLATIONS**

When the Charlevoix Public Schools cancel classes due to inclement weather, St. Mary School is also closed. However, St. Mary School reserves the right to cancel classes at the discretion of the principal, even when Charlevoix Public Schools are in session. To receive notification from St. Mary School, you may sign up for Remind by following the link and entering your contact information. <https://www.remind.com/join/1005bridge> OR send a text to 81010 and text this message: @1005bridge

## **CODE OF CONDUCT**

It is the goal of St. Mary School to provide an educational environment where all individuals treat each other with dignity and respect and which is free from intimidation, exploitation, bullying and sexual harassment. Faculty, students, staff members, and anyone else who works, visits or attends the school are expected to conduct themselves in a manner consistent with achieving that goal.

The school will investigate reported complaints and appropriate action will be taken as, in the sole discretion of the school, may be warranted. Individuals found in violation of this policy are subject to disciplinary action, up to and including termination, suspension and/or expulsion from school. A complete copy of the Diocese of Gaylord Sexual Harassment Policy is included in the Diocese of Gaylord Standard Operating Procedures and is available on-line for review.

## **COMMUNICABLE DISEASES**

St. Mary School is required to report communicable diseases to the local health department on a weekly basis. Those diseases include the following: measles, rubella (German measles), mumps, hepatitis, scarlet fever, strep throat, scabies, pertussis (whooping cough), Haemophilus influenzae type B, encephalitis, meningitis, pediculosis (head lice), chicken pox, apparent flu, and stomach flu.

Parents are required to call the school office if their child is ill and to report the reason for the illness. In cases of head lice, parents are not only required to report it to the office, but they are also required to treat the child and keep him/her home until all nits (eggs) are removed. The child will be checked upon return to school; if live lice are found, the parent will be called to pick up the child.

## **COMMUNICATIONS**

All communications with teachers or students during school time are to be made through the office. Parents are asked not to interrupt the activities of the classroom. Important messages by phone will be delivered to the students. Students may use the office phone only with permission. Arrangements to go to another student's home after school should be made outside of school hours.

Weekly newsletters are sent home on Friday via email. Any material for general distribution to the student body must be approved by the principal.

Staff are available through email. Please visit our website [stmaryschoolchalevoix.com](http://stmaryschoolchalevoix.com) and you will find their email when you hover over their name in the Staff section!

## **CONCUSSION AWARENESS**

Each family is required to read the Concussion Fact Sheet attached to this handbook and sign the Statement of Acknowledgement for each of their students. Every student is required to have this form in their file.

## **CONFERENCES**

Parent/Teacher conferences for Grades K-8 are scheduled at the end of the First Quarter and arranged by the school office. Conferences after the Third Quarter are scheduled for PK-8<sup>th</sup> grade.

Any parent who wishes a conference at any other time during the year may do so by calling the school office or email the teacher concerned to arrange for an appointment.

## **COURTESY**

A courteous, cheerful student reflects Christ who abides in him/her. When this awareness of Christ's presence is instilled from childhood onward, a positive self-image is reflected in his/her behavior.

## **DAILY SCHEDULE**

### **Morning**

7:40	Faculty arrives at school Staff Prayer and Classroom preparation
8:05	Students may arrive
8:20	Bell rings / Attendance taken
11:30	Half Day Pre-K Dismissal
11:45 - 12:20	Lunch

### **Afternoon**

3:20	Dismissal
4:15	Homework Help Ends for 2 <sup>nd</sup> -8 <sup>th</sup> grade students
5:30	Final Pick-up for Extended Day Care

## **DAMAGE**

Parents are responsible for property damaged or loss through negligence of their children.

## **DELIVERIES**

Deliveries made to students during school must be done through the school office, e.g., books, assignments, lunches, birthday treats, etc.

## **DISMISSAL**

Regular dismissal times are as follows: Half day **Preschool and Pre-K** - 11:30 AM; Full day Preschool through Grade 8 - 3:20 PM. On a scheduled Half Day, dismissal for all will be 11:20 AM.

In the event of inclement weather, parents are advised to sign up for Remind to receive notices. When Charlevoix Public Schools close, St. Mary School also closes. Students should know a routine

for an early dismissal. A special form is sent home at the beginning of each school year, asking the parent to indicate where the child should go in such a case. The information on this form is **very important**.

A **Tornado Watch** means the possibility of a tornado exists. A **Tornado Warning** indicates that a tornado **has been sighted**, and extreme caution should be exercised with everyone to seek shelter.

### **TORNADO WATCH PROCEDURES:**

- A. Students riding Charlevoix Public School buses will be dismissed as soon as buses arrive.
- B. Students who are transported daily by car will remain in school until their parents arrive.
- C. Walkers will be dismissed immediately, after contacting parent. (Please instruct your child where he/she is to seek shelter in case of emergency.)

When the U.S. Weather Bureau issues a **TORNADO WARNING**, or in the event a tornado appears without warning, all pupils will take shelter in the designated areas.

Parents may come to the school office or shelter areas to get their children at any time during Severe Thunderstorm Warnings, Tornado Watches, or Warnings.

Except in cases of early dismissal, no child will be permitted to go home during the school day unless authorized by a parent or a designated substitute. Students are to be signed out at their classroom.

Teachers may not release children from school without the approval of the principal or secretary.

### **DRESS CODE**

The following requirements apply to Grades K through 8. Preschool and Pre-K students should dress appropriately for school.

If a student's clothing is inappropriate, parents will receive notice stating how the child's attire does not meet the dress code.

Provisions will be made to help families who have difficulty meeting the requirements of the dress code. A clothing exchange day will take place each year.

## BOYS - GRADES K-8

### **PANTS**

1. Heel length.
2. Khaki Chino, plain front or pleated. No cargos, patch pockets or corduroy.

### **SHORTS**

1. **Shorts may be worn in the fall and spring. Principal determines dates.**
2. Khaki Chino, plain front or pleated. No cargos, patch pockets or corduroy.
3. Shorts may not be shorter than two inches above the knees.
4. If weather is not conducive to wearing shorts, students should wear pants.
5. Parents will be called to bring a change of clothes if students are not dressed appropriately for the weather or if the length is inappropriate.

### **SHIRTS and SWEATSHIRTS/FLEECE VESTS and JACKETS**

1. Navy polo style shirt with button placket, short or long sleeves.
2. Shirt must be tucked in.
3. Navy crewneck sweatshirt (no hood), plain or with St. Mary logo. A navy polo shirt must be worn underneath with the collar visible.
4. Fleece vests and jackets (same style as offered by Screen Masters) are allowed.
5. Long sleeved shirts are not to be worn under short sleeved uniform shirts.
6. Middle School students may wear a modified uniform, please see Lands' End for options.

### **SHOES/SOCKS**

1. Shoes must be worn and must be **laced and tied for safety**. No high heels, sandals or flip flops. "Croc" style shoes with strap on heel are allowed.
2. Students will need gym shoes on P.E. days.
3. When boots are worn during inclement weather, students must bring a pair of shoes to wear in the classroom.
4. Socks must be always worn and must be solid navy blue, black, or white.

### **BELT**

**Belts must be worn by students in grades 2-8. They may be black, brown, navy, or khaki. No belt is required if there are no belt loops!**

## HEAD COVERINGS

Hats, caps, and bandanas are allowed only outside the school building.

## GIRLS - GRADES K-8

### PANTS

1. Heel length.
2. Khaki Chino, plain front or pleated. No cargos/patch pockets or corduroy.

### SHORTS/SKORTS

1. **Shorts and Skorts may be worn in the fall and spring. Dates will be determined.**
2. Khaki Chino, plain front or pleated. No cargos or patch pockets.  
No corduroy.
3. Shorts/skorts may not be shorter than two inches above the knees.
4. If weather is not conducive to wearing shorts/skorts, students should wear pants.
5. Parents will be called to bring a change of clothes if students aren't dressed appropriately for the weather or if the length is inappropriate.

### SKIRTS/JUMPERS

1. Khaki Chino, plain front or pleated. No cargos or patch pockets.  
No corduroy
2. **May not be shorter than two inches above the knees.**
3. Must be worn with solid navy, solid gray, or solid white tights.

### SHIRTS and SWEATSHIRTS/FLEECE VESTS and JACKETS

1. Navy polo style shirt with button placket, short or long sleeves.
2. Shirt must be tucked in.
3. Navy crewneck sweatshirt, plain or with St. Mary logo. A navy polo shirt must be worn underneath with the collar visible.
4. Fleece vests and jackets (same style as offered by Screen Masters) are allowed.
5. Long sleeved shirts are not to be worn under short sleeved uniform shirts.
6. A modified uniform shirt may be worn by Middle School students. Please see Lands' End for options.

### SHOES/SOCKS

1. Shoes must be worn and must be **laced and tied for safety**. No high heels, sandals or flip flops. "Croc" style shoes with strap on heel are allowed.
2. Students will need gym shoes on P.E. days.

3. When boots are worn during inclement weather, students should bring a pair of shoes to wear in the classroom.
4. Socks must be always worn and must be solid navy blue, black, or white.

### **BELT**

Belts must be worn by students in grades 2-8. They may be black, brown, navy, or khaki. No belt is required if there are no belt loops!

### **HEAD COVERINGS**

Hats, caps, and bandanas are allowed only outside the school building.

### **JEWELRY / HAIR ACCESSORIES**

1. Jewelry and hair accessories are allowed if not distracting. No large hoop or dangling earrings are permitted for safety reasons.
2. All jewelry will be removed during gym class times.

### **HAIR**

Hair styles are to be neat and may not hang over the eyes. Boy's hair should be no longer than collar length. No extreme color or style.

### **WINTER CLOTHING**

Grades PK-8 must wear snow suits or snow pants, winter jacket, boots, gloves/mittens and hats during winter weather.

### **SPECIAL DAYS**

1. Optional Days will be announced, i.e., Color Day, Spirit Day, Denim Day, etc.
2. Denim Days: Denim apparel follows the lengths and styles of the students' normal school clothing. Special socks may be worn on denim days.

### **GYM**

Grades 1-8 may change for P.E. St. Mary T-shirts (one will be supplied to each student) with longer gym shorts, sweats or wind pants may be worn to P.E. class. Please, no tight pants or shorts. Shorts length must meet shorts requirement for length.

## **EXTENDED DAY CARE**

The Extended Day Care Program is available to Pre-K and all school-aged children Monday-Friday during the school calendar year with hours from 3:20 PM - 5:30 PM at a cost of \$3 per hour, per



child. All scheduling must be through the Child Care Director (Amy Baldwin) on a weekly basis by the end of the prior week. Please email or call and leave her a message at: [abaldwin@stmaryschoolchx.com](mailto:abaldwin@stmaryschoolchx.com) or (231) 547-9441 extension: 108.

If a child is picked up after 5:30 PM, a late fee of \$1 per minute applies. If you discover that you will be late, call St. Mary School 231-547-9441 extension: 109 and let the caregiver in charge know. If someone other than you will be picking up your child, please call the school office.

**\*\*There is no extended care service on scheduled half days of school.**

## **FACTS/RENWEB**

FACTS SIS (formerly Renweb) is our school management program that coordinates information about your child's classes, grades, and assignments and gives you real-time access to this information. Your parents' web account will list information for your children attending St. Mary School in grades 4-8. We will also be using FACTS for financial management as well. This will include Tuition, Hot Lunch, Chromebook Fees, Extended Care Fees, etc...

## **FIELD TRIPS/CLASS TRIPS**

School sponsored field trips are encouraged for the purpose of enriching educational experiences.

A general permission form is attached for all field trips. These forms **must** be signed and returned to school, or the child will not be allowed to go.

Parents who volunteer to transport students on any field trip are required to fill out a special transportation form, have an up-to-date Virtus certificate on file, and be cleared with a background check. Copies of both the permission form and driver form are attached to this handbook. Virtus can be completed at <https://www.virtusonline.org/virtus/>

Grades K-5 students participate in planned/supervised educational trips.

Grades 6-8 students may participate in a planned/supervised overnight educational trip.

All field trips are planned and organized by the teacher, with the approval of the principal.

## **FINANCIAL POLICY**

St. Mary Parish is dedicated to quality Christ-centered education. The parish offers a Pre-

Kindergarten through Grade 8 program at St. Mary School for people of faith who desire Christ-centered education for their children. The parish subsidizes tuition for all families. A tremendous gift of support from the parish makes Christ-centered education possible for ALL families. Another way school tuition is kept competitive is to include fundraising in the school budget. All school families are expected to work toward raising these funds. By working together, quality Christ-centered education is available to all families.

**PAYMENT PROCEDURE:** Tuition may be divided into **nine** monthly payments, to be paid **the 5<sup>th</sup> or 20<sup>th</sup> of each month beginning September through May. There are other payment options (one-time payment etc.) as well.** Payments are made through FACTS, as they manage our tuition. Families must sign up on FACTS in August or pay in full before school starts. If a child leaves during the year, no refunds will be made for part of a month.

**SCHOLARSHIPS:** St. Mary School provides scholarship assistance for families based on Federal Guidelines. An application is procured from the principal's office in the spring. The confidential application is reviewed by the Principal, Pastor, and St. Mary's Business Manager. Scholarships are available for students in grades K-8. No Preschool or Pre-K scholarships are available.

**2023 - 2024 ANNUAL TUITION**

Pre-Kindergarten (2 ½ days)	\$1,066
Pre-Kindergarten (3 ½ days)	\$1,599
Pre-Kindergarten (5 ½ days)	\$2,665
All day Pre-Kindergarten (5 days)	\$3,155
Grades K-8	
One Child	\$2,850
Two Children	\$4,950
Three or more children	\$6,500

**FIRE DRILLS/LOCK DOWN DRILLS/TORNADO DRILLS**

5 fire drills, 2 tornado drills, and 3 lock down drills, are required and held at school each year. Children and staff proceed quickly and quietly to their designated areas depending on the drill being conducted. Any adults in the building must comply with the drill procedures.

## **HEALTH SERVICES**

The Northwest Michigan Community Health Agency serves as health consultants to school personnel and parents. It also offers vision screening for grades PK, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> and hearing screening for Grades PK, K, 2<sup>nd</sup> and 4<sup>th</sup>.

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association (HSA) is the parents' organization at St. Mary School, which collaborates and cooperates in extracurricular activities and school fundraisers. Parents participate in the HSA and attend meetings to promote the school family spirit, which is the benchmark of St. Mary School. Parents or a representative must attend the meetings during the school year, since the school is "in partnership with the parents."

The following list includes many of the responsibilities of the HSA:

- A. To organize socials/dinners in the Family Center
- B. To organize fundraisers.
- C. To organize and plan the end-of-year school activities.
- D. To organize and tabulate the Oleson's sales receipts
- E. To organize room parents for each grade.

## **HOMEWORK**

Homework involves the completion of daily assignments. It will be up to the discretion of the teacher to give homework to a student who will be going on a family vacation. Alternate assignments may be given.

## **HOMEWORK HELP**

Faculty members are available for homework help immediately after school Monday through Friday from 3:20 to 4:15 p.m. Students in grades 2-8 are encouraged to utilize this service and should meet in the computer lab or designated classroom. It is not meant to be used in place of extended care.

## **IMMUNIZATIONS/HEARING AND VISION**

All students must follow the Michigan Public Health Code (P.A. 368) regarding immunizations. Parents/guardians will be required to show proof of immunization for their children, or a waiver if your child has not been vaccinated. All in-coming Pre-K and Kindergarten students must have proof of hearing/vision testing.

## **INSURANCE**

Michigan Catholic Conference provides student accident medical coverage while at school and during school sponsored activities. It provides coverage secondary to the student's health or other available coverage. Claim forms may be picked up at the school office within thirty days of an accident.

## **LIBRARY**

The library is available to all students through their homeroom teachers. Students who borrow books are expected to return or renew them each week. Lost or damaged books will result in a fine to the students.

## **LITURGICAL CELEBRATIONS**

Class liturgical celebrations are planned by teacher, students, and musicians. Parents are invited and encouraged to attend these Masses with the students. K-8 school liturgies take place on Wednesday, except when a Holy Day of Obligation, the First Friday of each month or scheduling conflict occurs. Our school Mass is required for all K-8 students.

## **LOST AND FOUND**

Students assume responsibility for items not required for class that are brought to school. The school will not be responsible for stolen or lost items. Parents and students may check the Lost and Found bin to retrieve a lost item. Lost jewelry/keys may be claimed at the office. Those items not claimed may be given away at the discretion of the principal.

## **LUNCH / NOON RECESS**

The cost of each lunch is \$3.50. Parents must inform the school office or classroom teacher prior to taking students out for lunch on special occasions. Children who remain at school usually eat their lunch in the Family Center. If a child **occasionally** brings a lunch that needs to be heated, it cannot require more than two minutes of heating time. Only adult supervisors are permitted to operate the microwave.

Milk is offered to students daily. Parents are to pay \$20 for the whole year if you would like your child to have milk. Because space is limited in the refrigerator, students are not permitted to put their lunches in the refrigerator. Parents should use a cold pack for their child's lunch if needed.

## **LUNCH PERIOD SUPERVISION**

Parent participation is needed for lunch period supervision. If you can help us out one day each week on a regular basis, please let Mrs. Joy know! Also, if there is a specific day of the week that works better for you, please let Mrs. Joy know that. She will be scheduling all parents on a rotation for lunch duty. The lunch period supervisor would be scheduled from **11:45 a.m. to 12:20 p.m.** Volunteers will be assigned to supervise students in the lunchroom, on the playground, or in the classroom. Parents should dress appropriately for the weather. Either the principal or secretary is always available for any emergencies.

## **LUNCH DUTY EXPECTATIONS FOR PARENTS AND VOLUNTEERS**

Your main responsibility is ensuring the safety of all children. Please monitor and remind students you see who are not following the rules or are not playing safely. Help keep order in the lunchroom and on the playground. Your duty is to help all children, not just your own. Inform Mrs. Dvoracek or Mrs. Joy if something needs their attention.

### **INSIDE THE LUNCHROOM:**

Remind students to stay seated while eating.

Remind students to use good manners and respect each other and all volunteers.

At dismissal time dismiss students who have eaten, cleaned up their area, and raised their hand signaling they are ready to be dismissed.

### **OUTSIDE ON THE PLAYGROUND**

A parent must be always on the playground to monitor students.

Remind students to follow the playground rules and to play safely.

Remind students to respect each other and all volunteers.

Remember that you are there to ensure the safety of all students.

### **PLAYGROUND RULES**

Play safely.

Respect one another and those in charge of you.

Use all equipment the way it is intended to be used (go **DOWN** the slide, sit on swings, one person per swing...)

Have fun and help others to have fun!

Think, What Would Jesus Do?

## **Mandated Reporting of Child Abuse and Neglect**

It is our responsibility to report any suspected abuse or neglect to the proper authorities. All employees and volunteers (including minors) of a childcare centers are mandated reporters. Under the Child Protection Law, center employees and volunteers must contact Children's Protective Services (CPS) immediately when they suspect child abuse and/or neglect. The immediate verbal report must be made to Centralized Intake by calling (855) 444-3911. The verbal report must be followed by a written report. The written report must be submitted within 72 hours. DHHS encourages the use of the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law. The written report may be faxed to (616) 977-1154 or (616) 977-1158 or emailed to [DHS-CPS-CIGroup@michigan.gov](mailto:DHS-CPS-CIGroup@michigan.gov). Reporting the situation to administration or other staff person does not relieve the center employee or volunteer of their mandated responsibility to report to CPS. When child abuse and/or neglect is suspected, the center employee or volunteer needs to only obtain enough information to make a report. If a child starts disclosing information regarding abuse and/or neglect, the center employee/volunteer must ask only open-ended questions, if necessary, to determine whether a report needs to be made to CPS. The child must not be led during the conversation. The center employee/volunteer must not attempt to conduct their own investigation either before reporting it to CPS or during the CPS investigation.

## **MEDICATIONS**

If your child is required to take prescription medication during the school day, State Law requires that the medication, **in its pharmacy container**, be brought to school by the parent. All medication is dispensed by the secretary, and in her absence, a designated professional. Prior to dispensing medication, a Permission Form must be on file at the school office. Written instructions from a physician, which include the name of the student, name and dosage of the medication, route of administration, and time the medication is to be administered to the student, shall accompany the Permission Form and will be kept on record by the school.

Non-prescription medications, such as Tylenol or cough drops, will be administered when accompanied by a Permission Form or a note from the parent stating the child's name, date, name of medication, dosage, and time of administration of medication.

All medications must be delivered to school in the original container and stored in a locked cabinet in the office. A daily record of dispensed medication is kept in the office and filed in the student's permanent file at the end of each school year. For liability reasons, the office **will not provide non-prescription medications** to a student **unless it has been sent to the office by the parent**.

## **PARENTAL INVOLVEMENT**

St. Mary School is in partnership with parents to provide the spiritual and academic development of each child. **Parent involvement is essential to achieve this goal.** Parents are expected to serve as playground supervisors, attend Home and School Association meetings, participate in fundraisers, and carry out the tasks assigned to each grade by the Home and School Association.

All volunteers must complete the following:

- Volunteer Clearance Form-A written form that states they have never been convicted of a crime, have felony charges pending against them, or have been involved in abuse or neglect of children.
- Diocese of Gaylord Employee and Volunteer Criminal Background Check
- Virtus Online Training (page 29 in this document)
- Confidentiality Form

All unsupervised volunteers must also complete a Comprehensive Background Check.

All staff and volunteers must have criminal background checks. Persons who have not had a criminal background check will not be allowed to volunteer. Documentation from the department of human services that a volunteer has not been named in a central registry case as the perpetrator of child abuse or child neglect shall be on file at the center before having unsupervised contact with a child in care.

**A detailed explanation of the Parent Participation Plan is attached to the Parent Handbook.**

## **PARTIES**

Class parties may be held on Halloween, Christmas, and Valentine's Day. Parties are planned by teachers with assistance from classroom parents. Parents are asked, on occasion, to assist with treats.

Birthday treats may be brought to school and shared at the teacher's discretion. Invitations to birthday parties for students are not to be given out at school unless every child in the class receives one.

## **PARTNERSHIP**

St. Mary School provides a Catholic education ensuring educational quality for all families willing to enter into 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.

## **PESTICIDE ADVISORY TO PARENTS**

### **Annual Notification to Parents / Guardians**

State of Michigan law requires that schools and day care centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility.

As required by the Natural Resources and Environmental Protection Act and as part of St. Mary School's pest management program, pesticides may periodically be applied to St. Mary School property. Parents/guardians will receive notification before any pesticide application, other than a bait or gel formulation, is made to the school property. In the case of an emergency, such as an infestation of stinging insects, pesticides may be applied without prior notice, but notification will be provided after the emergency application occurs.

Advance notice of the applications of a pesticide will be given at least 48 hours before the application. The first method shall be by posting on the St. Mary Drive door near the playground. The second method shall be sent in an email to all parents/guardians. In addition to the methods of notice provided above, parents or guardians are entitled to receive the notice by first-class US mail postmarked at least 3 days before the application, if they so request by submitting the following information to the school office: Name, address, phone number, labeled Pesticide Advisory.

Parents/guardians may review the school's Integrated Pest Management (IPM) program and may review records on any pesticide application. Please contact Kathleen Dvoracek.

## **PHOTO RELEASE**

St. Mary School periodically takes photographs and creates videos of the students for display in the school, for school photo albums, and for promotional purposes while they are attending school and during school programs. The process of taking photos and creating videos will not deter from the time or value of the students' educational experience. A Photo Release Authorization is included at the back of the Parent Handbook, and parents are asked to sign and return it promptly to the school office.



## **PLAYGROUND**

Per the Public Playground Safety Handbook, a product of the U.S. Consumer Product Safety Commission, the playground equipment and swings meet all standards set by the CPSC for children ages 5-12 years old. The equipment is maintained and inspected yearly as recommended. The preschool structure is approved for children 3-4 years old.

## **RECORDS**

### **STUDENT PERMANENT RECORDS**

A permanent record (cumulative record) is compiled and maintained for each student enrolled. This record may not be removed from the school by teachers, special service personnel or others. It remains with the last school attended. The permanent record contains:

1. Student and family identifying information;
2. Residential information;
3. Admission and transfer data (schools attended);
4. Attendance data (days absent, times tardy);
5. Academic records/credit earned/transcript;
6. Level of achievement/class rank;
7. NWEA test scores;
8. Record of referral dates for auxiliary or special services;
9. Student progress reports;
10. Grades/levels completed/date of graduation.

The entire original set of permanent records is sent to the receiving school when a student transfers, because that student is no longer a responsibility of the sending school.

Parents/guardians and eligible students must be given access to records within forty-five (45) days - if they so request in writing.

### **HEALTH RECORDS**

A cumulative health record containing significant health data is compiled and maintained for each student enrolled. This record is kept with the student's permanent record. When a student transfers to another school, it is sent to the receiving school with the cumulative record.

## **REPORT CARDS**

Student Progress Reports are distributed four times during the school year: November, January, April, and June. Parents may access grades and assignments using the information provided at the beginning of the year.

## **SAFETY (DRIVERS)**

When children are on the playground, parents **must drop off/pick up students at the curb**. Parents **should not park along the yellow curb where the buses pick up students and should not block driveways on St. Mary's Drive**. A closed gate and roadblocks are in place for the safety of all concerned. **No cars are permitted to enter the playground between 8:15 AM and 5:30 PM.**

## **SCHOOL ADVISORY COMMITTEE**

The School Advisory Committee serves as an advisory panel to the pastor and principal. Meeting dates are published in the monthly calendar and in the parent newsletter.

If parents or staff members have concerns, they would like addressed at a School Advisory Committee meeting, they should contact the principal or president at least one week prior to the meeting to have the matter placed on the agenda.

## **SCHOOL OFFICE**

The school office is open from 7:40 AM to 3:40 PM Monday-Friday during the school year.

## **STUDENT HARASSMENT POLICY**

St. Mary School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. St. Mary School is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

## **SUN SAFETY**

Students are allowed to wear hats and cover-up clothing when outside during school hours for protection from the sun. Students are allowed to apply sunscreen before going outside. Students are allowed to bring hats and/or sunscreen on outdoor field trips.

# TECHNOLOGY CODE OF ETHICS

## Computer, Chromebook, iPad, Network and Internet Use

St. Mary School (SMS) strongly promotes the use of electronic technologies in the educational process. SMS provides access to information resources in a variety of formats. Together these allow students and staff to access current and relevant resources, provide opportunity to communicate in a technologically rich environment, and become responsible, self-directed lifelong learners.

The use of technology within SMS is a privilege extended to students, faculty, and community members to enhance learning and exchange information. When using SMS technology, the user must realize that he/she represents the Catholic community, and therefore must uphold Christian, ethical, and legal requirements. All users must read, understand, and abide by this code of ethics. Access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action for violations that may constitute a criminal offense.

All SMS students and staff have the right to make educational use of the following censored resources: Internet access, limited hard drive space on our servers, and access to SMS approved software on the workstations, in a manner consistent with Catholic school philosophy, or specifically, "What would Jesus do?"

It is important that users of electronic technologies within the SMS represent themselves with ethical, Christian responsibility. As such, the following points are a partial list of unacceptable behavior:

- Users may not damage or mistreat equipment or facilities under any circumstances.
- Users must make sure that all food or drinks are kept away from computer equipment.
- Users may not intentionally waste computer resources.
- Users may not transmit any material in violation of the United States or State of Michigan Regulations.
- Users may not employ the network for personal financial gain or commercial purposes.
- Users may not engage in practices that threaten the integrity of the network (e.g., knowingly downloading files containing viruses).
- Users may not engage in personal business that is unrelated to the research being done or the performance of the job.
- Users may not write, use, send, download or display obscene, threatening, harassing or otherwise offensive messages or pictures, including pornography, violence or hate sites.

- Users may not use the equipment for any illegal activities, including the violation of copyright laws and software piracy.
- Users may not load or copy any software of other programs to or from SMS equipment unless permission is explicitly granted by the network administrator.
- Users may not use anyone else's password, nor may they share their password with others.
- Users may not trespass into anyone else's folders, documents or files.
- Users may not use the network or the internet for unauthorized game playing, unauthorized "chat" or chain letters. The computer teacher may occasionally ask students to connect to a class chat room or an educational game.

## **UNIFORM VENDORS**

Uniforms may be purchased anywhere if they match the code above. Some vendors are French Toast, Old Navy, Walmart, JCPenney, and Land's End. There is a code for St. Mary School for Land's End if you wish to order from them - Preferred School Number: 900190976

## **VIRTUS ONLINE TRAINING**

All those who minister to children or young people are to be educated about the nature of child sexual abuse, how it is perpetrated, how to report it, and strategies for prevention. The Diocese of Gaylord has implemented a training program by the name of "VIRTUS". VIRTUS is a national program, widely in use in dioceses throughout the United States. It is a web-based on-line training program that specializes in helping churches and religious organizations create safe environments for children and youth. **The program is mandatory for all adults [employees or volunteers] whether or not they interact on a regular basis with children in the Gaylord Diocese.**

To access the training go to the following

link: [https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=23677](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=23677)

**You will need to register, and it will take approximately 1 hour. (Please count this as one of your 40 parent hours.)** If you would like to use our computer lab to complete this just let us know and we will get you set up.

## **VOLUNTEER CONFIDENTIALITY POLICY**

According to the policy set by the Diocese of Gaylord, all volunteers having direct contact with students in the school (i.e., classroom tutors, playground assistants, field trip drivers, lunchroom helpers, etc.) are required to sign the Volunteer Confidentiality Form. This form is attached to the handbook and must be signed by both parents in each family and promptly returned to the school office.

## PARENT PARTICIPATION PLAN

This program is designed to boost parent participation at St. Mary School. **We are asking for each school family to volunteer a MINIMUM of 40 hours per year.** This works out to be approximately one hour per week for the school year. However, if this is not attainable for your family, there is an option to pay \$10 for each hour that you are not able to volunteer. For example, if you can only volunteer 20 hours/year, then you would owe \$200 for hours not volunteered. **If your child is enrolled in a part time program, you are asked to volunteer a minimum of 20 hours per year.** We are asking parents to track hours and turn them in to the school office. The form on the back of this sheet should be used for that purpose. Hours volunteered in the summer months may be applied to the previous school year, if needed, but must be completed by September 1 of the upcoming school year. Parents are required to send in hours just before the end of each marking period.

Participation has many rewards. You are involved and aware of school activities that you can share with your child, there is a building of community among parents, you are helping to keep tuition costs down and you are using your gifts and talents that God has given you.

Where can you participate? There are several areas where parent help is needed. The following list may give you some ideas.

1. Northern Lights Celebration Dinner/Auction
2. Cash Raffle
3. Wreath Sale
4. Cookie Walk
5. St. Patrick's Day Dinner
6. Room Parents
7. Driving for Field Trips
8. Special Persons Day
9. Catholic Schools Week
10. Oleson Slips
11. Hot Lunch Program
12. Lunchroom parent
13. School Advisory Committee
14. Fundraising Chairpersons
15. Home & School Chairperson
16. Publicity for the school
17. Cleaning of the school
19. Art Show
20. Book Fair
21. Pancake Breakfast volunteer
22. Laundry Attendant (weekly wash and fold kitchen and cleaning rags - either at home or at school)

The list goes on . . . Ideas for improving this plan are welcome. We are trying to have all families involved, not only for the sake of the school, but for the children.

**THE HUMAN BODY AS A CONSTITUTIVE  
ASPECT OF THE HUMAN PERSON**

*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 their God-given biological sex.**

Policy Adopted: June 28, 2021 Policy

Revised:

Approved by the Most Reverend Walter A. Hurley

# Diocese of Gaylord Policy for the Protection of Children

## A. Preamble

The Diocese of Gaylord has zero tolerance for child sexual abuse. Any form of sexual abuse, sexual misconduct, sexual impropriety or sexual exploitation of a child, male or female, will not be condoned or tolerated. <sup>1,2</sup>

Church leaders are in positions of public trust and influence. They are expected to carry out responsibilities, including ministry, mission, and a way of life, in an appropriate manner. Church leaders are expected to abide by all laws and ethics codes related to personal misconduct and comply with this policy.

## B. Purpose

The purpose of this policy is to address sexual abuse of minors by those who are leaders in the Church, persons in its employ or persons acting as Church volunteers. The Church is committed to care for the well-being of those who bring such matters to its attention as victims, others who know of the abuse, and also to any clergy, religious and lay persons who are accused of any sexual abuse. Through this policy the Church intends to respond promptly to allegations of sexual abuse of minors.

## C. Reporting Allegations of Sexual Abuse

1. Any cleric, religious, employee, or other person acting with the authority of the Church of the Diocese of Gaylord who knows, or has reason to believe, that an incident of sexual abuse of a minor has occurred shall comply with state reporting requirements, specifically the Michigan Child Protection Law <sup>3</sup> and to the diocesan assistance coordinator, except for those communications that are canonically privileged.
2. In addition to the legal reporting requirements adopted herein, the Diocese of Gaylord will maintain an assistance coordinator to receive reports of sexual abuse concerning any cleric, religious, employee, or other person acting with the authority of the Church of the Diocese. An 800 toll-free telephone number line is available to receive such reports.
3. The assistance coordinator shall be specifically trained in the dynamics of sexual abuse, the civil and canon law relating to the same, and Church policies concerning sexual abuse.
4. Any report of sexual abuse of a minor received by any cleric, religious, employee, or other person acting with the authority of the Church of the Diocese shall be immediately referred to the civil authorities in compliance with the Michigan Child Protection Law. Additionally, the assistance coordinator of the diocese shall also be notified of the allegation within 72 hours of receiving the same, except for those communications that are canonically privileged.
5. When an allegation of sexual abuse of a minor is made, the Bishop may:
  - o Decree an administrative leave, or advise the individual's supervisor to temporarily remove the accused from his/her position, with or without pay, pending the resolution of the allegation;
  - o Determine the residence of the accused (if the accused is a member of the clergy);
  - o Recommend that the accused retain civil and/or canonical legal representation of his or her own choosing and expense;
  - o Request an evaluation and/or treatment;
  - o Consult with canonical and civil authorities so that questions can be addressed;
  - o If the accused does not cooperate, the bishop will inform the person of his or her canonical status, the bishop's intentions and consequences thereof;
  - o Take other actions as deemed appropriate.

## D. Bishop's Review Board on Sexual Abuse

1. The Bishop shall maintain a Review Board to respond to allegations regarding sexual abuse of children.
2. The Review Board, to be appointed by the Bishop in consultation with the Diocesan Pastoral Council and the Presbyteral Council, shall consist of at least 5 members who are in full communion with the Roman Catholic Church. One member of this Review Board should be a priest who is a respected pastor of the Diocese of Gaylord, and at least one member should have expertise in the treatment of the sexual abuse of children. The

majority of the Review Board should be comprised of lay persons. The members will be appointed for a term of five years which can be renewed.

#### E. Response by Bishop's Review Board on Sexual Abuse

1. Evaluation of the allegation. When an allegation of sexual abuse of a minor is received, an investigation in harmony with canon law will be conducted promptly and objectively. The Review Board will advise the Bishop in his assessment of the allegations and in his determination of suitability for ministry. The board can review these matters both retrospectively and prospectively and give advice on all aspects of responses required in connection with these cases. An investigator, who is specially trained in the civil law, canon law and methods of investigating such allegations will assist the Review Board. The investigator shall:
  - o Determine if the matter has been reported to the civil authorities or agencies regarding the allegations;
  - o Collect whatever information is available from other authorities or agencies regarding the allegation;
  - o Conduct an investigation into the allegation by contacting the alleged victim, accused, and other persons with information or knowledge of the matter (provided said contact does not interfere with any ongoing criminal investigation) to determine the facts;
  - o Forward a status report to the Review Board within 14 days of receiving the allegation and within 30 days of receiving the allegation, the investigator shall provide a final report regarding the claim to the Review Board, with a recommendation of credible or not credible, unless good cause may be shown for extending the investigation.
2. Action by the Bishop's Review Board:

Upon receipt of a report from the investigator:

- o If the investigator recommends that the claim is "not credible," the Review Board shall review the same and either accept, reject or request further investigation. If accepted, the Review Board shall refer the matter to the Bishop with its recommendations.
- o If the investigator recommends that the claim is "credible", the Review Board shall review the same and either accept, reject or request further investigation. If accepted, the Review Board shall refer the matter to the Bishop with its recommendations concerning assistance to the victim, the accused and others affected.

#### F. Action by the Bishop

Within 14 days of receiving the report from the Review Board:

1. When a credible allegation is against a member of a religious community, the Bishop will inform the Superior of the Order. When a credible allegation is against a diocesan priest or deacon, the bishop may do any of the following:
  - o Request further investigation to be completed in a timely manner;
  - o Decree an administrative leave with or without pay for the person pending the resolution of the allegation and determine status of faculties;
  - o Determine the residence of the accused;
  - o Recommend that the accused retain civil and/or canonical legal representation of his or her own choosing and expense;
  - o Request an evaluation and/or treatment;
  - o Consult with canonical and civil authorities so that questions can be addressed.

If the accused does not cooperate, the bishop will inform the person of his or her canonical status, the bishop's intentions and consequences thereof.

2. When sexual abuse of a minor by a priest or a deacon is admitted or is established after appropriate investigation in accord with canon law, the Congregation for the Doctrine of the Faith shall be notified and the offending priest or deacon will be removed from ministry.<sup>4,5,6</sup> This includes even a single act of sexual abuse of a minor, past, present or future. That is: He will not be permitted to celebrate Sacraments or minister publicly, to wear clerical garb, or to present himself as clergy. In some cases, the priest or deacon may request laicization or the Bishop may seek the penalty of dismissal from the clerical state.



3. When there is sufficient evidence that sexual abuse of a minor by a priest or deacon has occurred, the Congregation of the Doctrine of the Faith shall be notified.
4. If the credible allegation is against a staff member, employee, or other person acting with the authority of the Church, within 14 days of receiving the report, the Bishop will inform the appropriate supervisor and advise the supervisor to remove the accused from his or her assignment or position and place him or her on leave with or without pay. The bishop may also do any of the following:
  - o Request further investigation;
  - o Recommend that the accused retain civil and/or canonical legal representation of his or her own choosing and expense;
  - o Request an evaluation and/or treatment;
  - o Consult with canonical and civil authorities so that questions can be addressed;
5. Public communications and media.  
The Bishop, Director of Communications, or other person assigned by the Bishop will respond to any media inquiries made of the Diocese or institutions thereof.
6. Follow up care:
  - o The Diocese of Gaylord will assist in the pastoral and professional care, both immediate and ongoing, of the victim and others affected in consultation with the Review Board,
  - o The Diocese of Gaylord may request ongoing treatment and evaluation of the accused.

## G. Amendment

This policy can only be amended by the Bishop of the Diocese of Gaylord in consultation with the Bishop's Sexual Misconduct Review Board, the Diocesan Pastoral Council and the Presbyteral Council.

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1. "Child" and "Minor" means a person who is less than 18 years of age and is not emancipated by operation of law. (MSA 28.342a)

2. Sexual abuse of a minor includes sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as an object of sexual gratification. Sexual abuse has been defined by different civil authorities in various ways. The Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons do not adopt any particular definition provided in civil law. Rather, the transgressions in question relate to obligations arising from divine commands regarding human sexual interaction as conveyed to us by the sixth commandment of the Decalogue (CIC, c. 1395 §2, CCEO, c. 1453 §1). Thus, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the sixth commandment (USCCB, Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p. 6). A canonical offense against the sixth commandment of the Decalogue (CIC, c. 1395 §2; CCEO, c. 1453 §1) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, "imputability" [moral responsibility] for a canonical offense is presumed upon external violation ... unless it is otherwise apparent" (CIC, c. 1321 §3; CCEO, c. 1414 §2). Cf. CIC, cc. 1322-1327, and CCEO, cc. 1413, 1415, and 1416. If there is any doubt about whether a specific act fulfills this definition, the writings of recognized moral theologians should be consulted and the opinion of a recognized expert be obtained (Canonical Delicts, p. 6). Ultimately, it is the responsibility of the diocesan bishop/eparch, with the advice of a qualified review board, to determine the gravity of the alleged act.

3. Michigan Child Protection Law [Act 238 of 1975, as amended].

4 In every case involving canonical penalties, the processes provided for in canon law must be observed, and the various provisions of canon law must be considered (cf. Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995; Letter from the Congregation for the Doctrine of the Faith, May 18, 2001). Unless the Congregation for the Doctrine of the Faith, having been notified, calls the case to itself because of special circumstances, it will direct the diocesan bishop/eparch to proceed (Article 13, "Procedural Norms" for Motu proprio Sacramentorum sanctitatis tutela, AAS, 93, 2001, p. 787). If the case would otherwise be barred by prescription, because sexual abuse of a minor is a grave offense, the bishop/eparch shall apply to the Congregation for the Doctrine of the Faith for a dispensation from the prescription, while indicating appropriate pastoral reasons. For the sake of due process, the accused is to be encouraged to retain the assistance of civil and canonical counsel. When necessary, the diocese/eparchy will supply canonical counsel to a priest. The provisions of CIC, canon 1722, or CCEO, canon 1473, shall be implemented during the pendency of the penal process.

If the penalty of dismissal from the clerical state has not been applied (e.g., reasons of advanced age or infirmity), the offender ought to lead a life of prayer and penance. He will not be permitted to celebrate Mass publicly or to administer the sacraments. He is to be instructed not to wear clerical garb, or to present himself publicly as a priest.

5. At all times, the diocesan bishop has the executive power of governance, through an administrative act, to remove an offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry. Because sexual abuse of a minor by a cleric is a crime in the universal law of the Church (CIC, c. 1395 §2; CCEO, c. 1453 §1) and is a crime in all jurisdictions in the United States, for the sake of the common good and observing the provisions of canon law, the diocesan bishop shall exercise this power of governance to ensure that any priest who has committed even one act of sexual abuse of a minor as described above shall not continue in active ministry.

6. No priest or deacon who has committed an act of sexual abuse of a minor may be transferred for ministerial assignment to another diocese/eparchy or religious province. Before a priest or deacon can be transferred for residence to another diocese/eparchy or religious province, his bishop/eparch or religious ordinary shall forward, in a confidential manner, to the local bishop/eparch and religious ordinary (if applicable) of the proposed place of residence any and all information concerning any act of sexual abuse of a minor and any other information indicating that he has been or may be a danger to children or young people. This shall apply even if the priest or deacon will reside in the local community of an institute of consecrated life or society of apostolic life (or, in the Eastern Churches, as a monk or other religious, in a society of common life according to the manner of religious, in a secular institute, or in another form of consecrated life or society of apostolic life). Every bishop/eparch or religious ordinary who receives a priest or deacon from outside his jurisdiction will obtain the necessary information regarding any past act of sexual abuse of a minor by the priest or deacon in question.

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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.

## **WEAPONS**

Weapons are not allowed on the premises or immediate vicinity of St. Mary School.

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

1. 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 three inches long, pocket knife opened by mechanical device, iron bar, brass knuckles or laser pointers.
2. “School premises” includes the school building and the adjacent grounds, including, but not limited to, parking lot, playground, student lockers and busses.
3. “Immediate vicinity” of the school means within a block radius of the school, and any off premises school activity site.
4. A “firearm” means: a. any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action or an explosive;  
the frame or receiver of any such weapons; . any firearm muffler or firearm silencer; or  
any destructive device.

Rules:

1. 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 removed from classes pending investigation.
2. 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 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 administration team, a school teacher, the pastor/pastoral administrator, or any other person acting on behalf of one of these individuals.
3. 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.
4. 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.
5. Any student found to be in violation of the school’s weapon 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 judgment:
  - a. the weapon was not possessed by the student for use as a weapon;
  - b. the weapon was not knowingly possessed by the student;
  - c. the student did not know or have reason to know that the object constituted a dangerous weapon;
  - d. the weapon was possessed by a student at the suggestion, request or direction of a school or police authority; or
  - e. mitigating circumstances justify other disciplinary action besides expulsion.
6. 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:
  - a. to have students remain calm and avoid panic;
  - b. to notify the police, the pastor/pastoral administrator of the parish/interparish school;
  - c. to secure the school, and
  - d. to notify and consult with the Superintendent of Catholic Schools for the Diocese of Gaylord. The Superintendent will, in turn, notify appropriate offices in the Diocesan Pastoral Center.The principal may use discretion to keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.



**Handbook Policies Agreement**

I HAVE READ AND AGREE TO ABIDE BY THE SCHOOL POLICIES SET FORTH IN THE ST. MARY SCHOOL PARENT HANDBOOK for the 2023-2024 SCHOOL YEAR.

DATE : \_\_\_\_\_

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Parent Signature

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Parent Signature