



## Family Handbook 2022-2023



***\*\*This document is an addition to the [Archdiocese Policy Guide](#)\*\****

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Seton Catholic Schools has built a strong Catholic School culture over the past five years, focused on our faith coupled with high level instructional models.

We are extremely grateful for the work of our staff, students and families over the past year as we came together to navigate unprecedented times. Our schools, with the work of every member of our community, were able to thrive through the pandemic, keeping our school communities safe and engaged in learning. We are excited to return to more normalcy during the 2022-2023 school year, and we continue our dedication to the academic and social emotional growth of our students as we work for recovery and acceleration following last year's unique learning year. Seton Catholic Schools remain committed to upholding and growing our belief in a faith based, equitable, high engagement Catholic education.

**Seton Catholic Schools Mission:**

Seton Catholic Schools is a transformational educational system committed to overcoming social and academic challenges, empowering students, families and educators to attain their God-given potential.

**Seton Catholic Schools Vision:**

Seton Catholic Schools provides exceptional Catholic educational opportunities in the classroom and in the community to empower students and positively impact their families and their neighborhoods.

**Covid Statement**

Throughout the year, you will receive regular communications around the guidelines, recommendations and implementation of any Covid requirements for Seton Catholic Schools. It will be the responsibility of Seton Catholic Schools staff, families and students to follow the safety guidelines as communicated. We recognize that this year Covid guidelines may ebb and flow based on infection rates and Covid variants, therefore our procedures around layers of protection may change.

**Letter from Your Principal**

Welcome St. Margaret Mary Catholic School!

St. Margaret Mary prepares students for a holy and successful future through academic excellence, faith formation, moral development and service to others. Acting in partnership with parents and guardians, valuing their vital role in the educational process, we strive to offer an academic program which encourages each student to perform at his/her personal best by utilizing a strong core curriculum that is values-driven and standards-based.

We will enhance our core curriculum with support from technology, physical education, music, and art.

We will work together to maintain a faith community in which our students can observe, learn, and internalize the values we model, and in which they can grow and mature in faith and morals. We will live our Catholic faith daily, in lessons, actions, and example, integrating our religion and its values into all areas of our program and through respectful interactions with all of God's creation.

We will aim to provide each student with an understanding of his/her responsibility in the community and beyond by promoting generous service to others. Students will recognize their call to be a light to the world, leaders who bring Christian morals and value to the society in which they live.

God bless you and your family!

Sincerely,  
Jessica Borkowski  
Proud Principal

**Mission Statement:**

It is the mission of St. Margaret Mary Catholic School to prepare students for a holy and successful future through academic excellence, faith formation, moral development and service to others.

**Philosophy/Vision:**

It is the philosophy of St. Margaret Mary School that the climate and role of the educating community is constituted by the interaction and collaboration of its various components: students, parents, teachers, administrators and non-teaching staff. During childhood and adolescence a student needs to experience personal relations with outstanding educators at home and at school, and what is taught has greater influence on the student's formation when placed in a context of personal engagement, genuine reciprocity, coherence in attitudes, lifestyles and day-to-day behavior. While respecting individuals' roles, the community dimension should be fostered, since it is one of the most enriching developments for the school. This community dimension in the Catholic school is not a merely sociological category; it has a theological foundation as well. The educating community, taken as a whole, is thus called to further the objective of a school as a place of complete formation for the student and the human family.

In the Catholic school, "prime responsibility for creating this unique Christian school climate rests with the teachers guided by the administration, as individuals and as a community". Teaching has an extraordinary moral depth and is one of man's most excellent and creative activities, for the teacher does not instruct, or mold inanimate material, but the very spirits of individual human beings.

The personal relations between the teacher and the students, therefore, assume an enormous importance and are not limited simply to giving and taking. Moreover, we must remember that teachers and educators fulfill a specific Christian vocation and share an equally specific participation in the mission of the Church, to the extent that "it depends chiefly on them whether the Catholic school achieves its purpose".

Parents have a particularly important part to play in the education community, since it is to them that primary and natural responsibility for their children's education belongs. Unfortunately in our day there is a widespread tendency to delegate this unique role almost entirely. Therefore it is necessary to foster initiatives which encourage commitment, but which provide at the same time the right sort of concrete support which the family needs and which involve it in the Catholic school's educational project. The constant aim of the school therefore, should be contact and dialogue with the pupils' families, which should also be encouraged through the promotion of



parents' associations, in order to clarify with their indispensable collaboration and personalized approach, which is needed for an educational project to be efficacious.

*The Congregation for Catholic Education's document, The Catholic School on the Threshold of the Third Millennium serves as the foundation for the work done at St. Margaret Mary.*

### **Expectations for Our School Community**

#### **SCS Students Will:**

- Be responsible for knowing their schedule and will be on time each day
- Follow their teacher's guidelines and academic expectations
- Work with integrity, meet deadlines, do your best!
- Treat peers and teachers with respect
- Plan and organize with guidance from teachers and parents
- Use technology respectfully and as guided by teachers
- Have the tools you need each day to participate and be successful (pencils, paper, crayons, etc...)
- Be in uniform daily

Note: Any inappropriate use of technology (i.e. including, but not limited to behaviors in chat boxes and/or break out rooms) will result in an immediate meeting between parents and principal and may result in disciplinary action.

#### **SCS Families Will:**

- Be responsible for knowing their child(ren)s schedule, keeping it posted so that it becomes an internalized and integrated part of each day
- Have their children to school on time daily (if child is ill, communicate illness to office...see attendance policy)
- Establish a home and or school routine that promotes productive learning
- Maintain contact with their child's teacher
- Encourage and ensure students complete the teachers' SeeSaw or Google Classroom required assignments or activities
- Ensure completion of technology requirements (Zearn, Dreambox, IReady, etc..)
- Ensure completion of homework assignments
- Provide opportunities for students to share what they are working on
- Monitor use of technology and communicate any concerns to school principal

#### **SCS Teachers and Leaders Will:**

- Engage with students



- Deliver lessons, tasks and activities that are standards aligned, engaging, encourage participation and develop critical thinking (teachers)
- Offer timely feedback on student work (teachers)
- Communicate in a consistent fashion, reply to emails promptly
- Provide office hours via phone, Zoom or email (Leaders: daily; Teachers: weekly)
- Uphold the SCS Layers of Protection to ensure student and staff safety while in school
- Be present and all in each day to provide students consistency

### **Visitors and Volunteers**

Visitors (including parents) and volunteers will be allowed into our buildings upon our return to this school year. This could be subject to change depending upon the community Covid infection rate. Visitors and volunteers must report directly to the office upon their arrival and sign-in with the school office staff.

### **Standards Based Grading**

Standards-based grading is based on the principle that grades should convey how well students have achieved standards. In other words, grades are not about what students earn; they are about what students learn.

The curriculum for the Archdiocese of Milwaukee adheres to appropriate, delineated standards that are aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on standards and rooted in Catholic values.

Effective grading practices are necessary for improved teaching and learning. Schools will adopt local grading policies that will support the following guiding principles:

- Assessment and grading are ongoing processes that guide continuous learning. Grading should be standards-based and reflect what students know and are able to do.
- Grading should be transparent and promote common understanding between students, parents, teachers, and schools.
- Grading should support a growth mindset.
- Grading should only reflect student achievement.
- The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

**Grades 1-3 Proficiency Scale**

3 Proficient	<ul style="list-style-type: none"> <li>• Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li> <li>• Student can complete assigned tasks independently.</li> </ul>
2 Developing	<ul style="list-style-type: none"> <li>• Student demonstrates partial understanding of grade level standards.</li> <li>• Student can sometimes complete learning activities without assistance.</li> </ul>
1 Emerging	<ul style="list-style-type: none"> <li>• Student needs more time to develop understanding of grade level standards.</li> <li>• Student can complete learning activities with assistance.</li> </ul>

**Grades 4-8 Proficiency Scale**

4 Advanced	<ul style="list-style-type: none"> <li>• Student demonstrates understanding of concepts and skills extending beyond grade level standards.</li> <li>• Student can independently complete self-directed studies.</li> </ul>
3 Proficient	<ul style="list-style-type: none"> <li>• Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li> <li>• Student can complete assigned tasks independently.</li> </ul>
2 Developing	<ul style="list-style-type: none"> <li>• Student demonstrates partial understanding of grade level standards.</li> <li>• Student can sometimes complete learning tasks without assistance.</li> </ul>
1 Emerging	<ul style="list-style-type: none"> <li>• Student needs more time to develop understanding of grade level standards.</li> <li>• Student can complete learning activities with assistance.</li> </ul>

4K and 5K use a narrative reporting tool that is sent home at semester (January and June).





All SCS will have the following in person school day hours for the 2022-2023 school year. The hours are:

6:45 a.m. Morning Care Begins (school based)  
7:45 a.m. Breakfast Begins  
8:00 a.m. School Begins-Breakfast Ends  
8:00 a.m. Morning Message  
8:00 a.m. Students marked tardy  
8:15 a.m. Instructional Day begins  
11:15 a.m. Students arriving after this time are counted ½ day absent  
3:15 p.m. Dismissal Begins  
3:20 p.m. Dismissal Ends/Aftercare Begins  
5:00 p.m. Aftercare Ends (school based)

**Trimesters for 2022-2023 School Year are as follows:**

<b>School Trimester Schedule</b>	<b>Begins Ends</b>
<b>Trimester 1</b>	August 29, 2022-November 18, 2022
<b>Trimester 2</b>	November 21, 2022-March 2, 2023
<b>Trimester 3</b>	March 3, 2023-June 9, 2023

**Arrival and dismissal Procedures:**

- Students arrive and dismiss at the South parking lot in two lines.
- For arrival students can start coming in the building at 7:45 am, if not attending before care.
- Any scholar arriving after 8:00 am will be considered tardy, and will need to enter through the front door.
- For Dismissal students are released from their classroom by family name and grade level when called over the walkie talkie. Students are not to leave until called.

**Attendance Policy for all SCS:**

Students are expected to attend school daily during the scheduled school hours from 8:00 am-3:15 pm.

**Present**

Students are considered present when they are in school for greater than 50% of the school day which is 3.25 hours or 11:15 a.m.

**Absent**

Students are considered absent when they are not present for greater than 50% of the school day. (Students will be marked absent half day if they arrive at school after 11:15 a.m. and attend until the end of the day; Students will be marked absent half day if they miss 3.25 hours of a school day)

- *Excused absences include illness, family emergency, medical appointments, legal appointments, funeral or religious services, and documented technical issues*
- *Unexcused absences include no notification from parent, slept in, and traffic*

**Tardy**

- Students are tardy beginning at 8:00 a.m.

**Parents must communicate with the school office regarding their child's attendance based on the following**

- Call the school office before 8:00 a.m. if their child will not be present and state reason for absence (*see above for what constitutes an excused/unexcused absence*)
- Call the school office if their child will be leaving early or coming in late and state reason
- Check in with the office when picking up a child early to sign the child out. Wear a mask while in the building.

In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been **absent or tardy without an acceptable excuse** for a total of five days. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year. This applies to both in-person and virtual students.

**Five Unexcused absences result in:**

- A letter is sent to parents notifying them of the number of unexcused absences
- School Counselor/Administration contacts parents to discuss nature both the nature of the unexcused absences and offer support or help
- If unexcused absences continue, school counselor and/or administration schedules in-person or Zoom meeting and develops an attendance plan with the parents

**Ten Unexcused absences result in:**

- A letter is sent to parents notifying them of the number of unexcused absences
- School Counselor and/or administration schedules a mandatory meeting with parents to discuss the nature of unexcused absences with intent to help and support; a formal plan is developed. The satisfactory completion of said plan of action may be used as criteria for enrollment of the student in the school for the succeeding school year.
- School reserves the right to unenroll a student who is not present for 7 consecutive days of the school year and no contact has been made with parent and/or guardian. This is documented through phone calls, emails, and certified letters. If a school implements this policy, a certified letter is sent to the parent/guardian notifying their child has been unenrolled.

**K4-K5 Grade Schedules**

<b>Class</b>	<b>Amount of Time</b>
Morning Message and/or Morning Assembly	8:00 am
ELA whole group	<b>30 minutes</b>
ELA small group/stations	<b>60 minutes</b>
Recess	15 minutes
Thematic: STEAM/Social Studies/Science	<b>45 minutes</b>
Religion	<b>30 minutes</b>
Lunch/Recess	45 minutes
Mindfulness	15 minutes
Nap/Rest	30 minutes
Specials	30 minutes
Math whole group	<b>30 minutes</b>
Math small group/stations	<b>60 minutes</b>
WIN/Intentional Play	<b>45 minutes</b>
Dismissal	3:15

**1st-4th Grade Schedules**

<b>Class</b>	<b>Amount of Time</b>
Morning Message and/or Morning Assembly	8:00 am
ELA Whole group	<b>45 minutes</b>
ELA small group	<b>45 minutes</b>
Recess/Mindfulness/SEL	15 minutes
Math Whole Group	<b>45 minutes</b>
Math small group	<b>45 minutes</b>
Lunch/Recess	45 minutes
Religion	<b>45 minutes</b>
Social Studies/Science	<b>45 minutes</b>
Specials	<b>45 minutes</b>
ELA WIN	<b>30 minutes</b>
Math WIN	<b>30 minutes</b>
Dismissal	3:15

**5th-8th Grade Schedules**

<b>Class</b>	<b>Amount of Time</b>
Morning Message and/or Morning Assembly	8:00 am
ELA Whole group	<b>45 minutes</b>
ELA small group	<b>45 minutes</b>
Recess/Mindfulness/SEL	15 minutes
Math Whole Group	<b>45 minutes</b>
Math small group	<b>45 minutes</b>
Lunch/Recess	45 minutes
Religion	<b>30 minutes</b>
Social Studies	<b>45 minutes</b>
Science	<b>45 minutes</b>
Specials	<b>45 minutes</b>
WIN	<b>30 minutes</b>
Dismissal	3:15

**Seton Catholic Schools Curriculum:*****Math***

Seton Catholic school students have 90 minutes of math each day. Each math lesson has a whole group, small group, and a digital learning component. Students in 5K-7 grade use Zearn as the core curriculum. Students in grade 8 use Engage New York as the core curriculum.

***ELA***

Seton Catholic school students have 90 minutes of ELA each day. Each ELA lesson has a whole group, small group, and a digital learning component. The ELA lessons use authentic text.

**Science**

Science instruction at Seton Catholic schools includes hands-on lab and demonstrations, reading and analyzing text, and developing an understanding of scientific concepts.

**Social Studies**

Social Studies instruction at Seton Catholic schools is based on primary sources and integrates Catholic School Teachings. Students at Seton Catholic school become responsible citizens and understand, participate in, and make informed decisions about their world.

**Religion**

Students at Seton Catholic schools have daily access to Religion instruction and prayer. Students attend Mass and prayer services regularly. In addition to the core religion instruction students participate in grade level service projects, Theology of the Body, and the Archdiocese of Milwaukee Safeguarding curriculum.

**Self-Directed Learning**

Effective schools also supplement this synchronous instruction with the best self-directed, computer-based programs on the market. This combination of synchronous instruction and computer-based programs accelerate learning. Zearn (5K-8) is the supplemental technology program in Math. Headsprout (4K-5K), iReady (1-2), and Lexia Learning (3-8) are used for ELA.

**Retention Guidelines**

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention. When retention seems likely, parents are contacted several times during the year. There is no legal number of absences which, if exceeded, leads to automatic retention. Students shall not be considered for more than one (1) school year during the elementary school years. Final decisions on retention will rest with the local school administration.

**Assessments**

At Seton Catholic Schools assessments are used to determine progress towards mastery, growth, and areas for acceleration. Students in 5K-8th grade participate in the Measure of Academic Progress (MAP) three times a year in Math and ELA. Students in 5K-8 grade will participate in diagnostic testing three times a year using Edulastic. Students in 3-8 participate annually in the WI Forward Assessment.

**Social Emotional Learning**

Rationale - Our school places a high priority on social emotional learning through the following platforms:

- Provide high quality counseling services to Seton students.
- Support counseling instruction (Mind Up, Zones of Regulation, Seven Habits of Effective Students, Restorative Justice, mindfulness, wellness).
- Provide equitable counseling curriculum and experience in local schools and across Seton schools.
- Build a student – counselor/counselor designate/teacher relationship in counseling classes with SEL expression, student interaction, regular contact, and social-emotional support.

Additional Counseling school-based services include:

***Student counseling services***

1. Student 1:1 clients
2. Student & Family interventions
3. CPS referrals / emergency or concerning situations
4. Small group or grade level sessions, topic related

***School Services***

1. SEL check-ins with students during school and assist teachers on what to look for with student SEL concerns.
2. Contact students and families that “fall through the engagement cracks” with teachers or school including attendance.

***2022-2023 School Reopening Needs***

1. Building School Community
2. On-line internet safety
3. Cyber-bullying
4. Student interactions

***Resources***

1. Student Services website
2. Seton partnerships, DPI and community resources

**Communication**

1. Student Services [website](#)

**Religion and Mass*****Components of Seton 2022-2023 Religion Program***

Students have access to daily Religion curriculum - Kindergarten - [Gospel Weekly](#) and grade 1-8 - [Alive in Christ](#).

Seton Shared Values each week with value characteristics, student skills, scripture, Saints, Prayer and Catholic Social Teaching.

Student Safe Environment instruction using Archdiocesan Circle of Grace curriculum. Student Theology of the Body curriculum.

Seton Grade-level Service Learning projects.

Pastor/School connections include school walkthroughs and religion videos. Mass or Prayer Service on Wednesday at 9:30. All families invited!

**Chromebooks**

Parents will be required to sign out their child's chromebook for the year. Upon signing out your child's chromebook, a care and policy document will accompany the chromebook.

Chromebooks are property of Seton Catholic Schools or MPS and therefore must be returned in the same condition in which they were received. Families may be charged a fee for lost or damaged chromebooks.

**Inclement Weather*****Snow Days, Heat Index Days, and Early Closure***

In the event that schools are closed for the day due to weather conditions, every effort will be made to contact parents/guardians through the school based system (i.e. Bright Arrow). Please ensure that all contact information remains up to date throughout the school year to avoid missing important communications. Parents/guardians are encouraged to listen to local radio and television stations for weather related announcements. Closing school due to severe weather conditions is coordinated with the Milwaukee Public Schools. Each Seton Catholic School will also call in their closing following the announcement from MPS. In the event of multiple inclement weather days in a year (greater than two), we will ask our students to take chromebooks home in order to access remote learning to ensure that instructional hours are met and the school year will not have to be extended. Seton Catholic Schools will report to the following stations:

- WTMJ Channel 4 television; [www.wtmj4.com](http://www.wtmj4.com)
- WISN Channel 12 television; [www.wisn.com](http://www.wisn.com)





- FOX Channel 6 television; [www.fox6now.com](http://www.fox6now.com)

**Medication Policy**

See the policy 5141.5 in the [Archdiocese of Milwaukee Policy Handbook](#) for policy and medication forms.

**Bullying and Harassment Policy**

See the policy 5131.1 in the [Archdiocese of Milwaukee Policy Handbook](#) for policy and reporting procedures.

**Mandatory Safety Drills**

Seton Catholic Schools will meet all required safety drills as indicated by the DPI. The following drills will occur during the year:

1. Fire Drills shall be conducted monthly
2. Tornado Drill shall be conducted 1 time in the spring
3. School Violence Drills per WI Act 143 shall be conducted 3 times a year/ once per Trimester. The last drill will involve law enforcement for observation. All drills will be preceded with a letter to the family at least 1 week in advance.

**Asbestos**

SCS is in compliance with AHERA and the state governor's office. The Management Plan Location and Availability Form are located in the School Office.

**Athletics**

See the policy 6145 in the [Archdiocese of Milwaukee Policy Handbook](#) for additional information on school and parish based athletic information.

**Extra Curricular Activities**

See the policy 6145 in the [Archdiocese of Milwaukee Policy Handbook](#) for additional information on extra-curricular and enrichment opportunities.

**Field Trips and Fundraising**

See the policy 6153 in the [Archdiocese of Milwaukee Policy Handbook](#) for additional information on field trips and fundraising.

**Acceptable Use of Technology and Social Media Guidelines**

See the policy 6162 in the [Archdiocese of Milwaukee Policy Handbook](#) for policy.

**Consent for Photo, Video, and Audio Use**



See the policy 1112 in the [Archdiocese of Milwaukee Policy Handbook](#) for policy and consent form.

**Mandatory Reporting of School Violence, Accidents and Incidents** See the policies 5141 and 5140 in the [Archdiocese of Milwaukee Policy Handbook](#) for policy.

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

See the policies 5140.1 in the [Archdiocese of Milwaukee Policy Handbook](#) for policy.

### **Behavior Policies in Seton Catholic Schools**

Each Seton School will develop their own behavior systems. Behaviors that result in possible removal from school (probation, suspension or expulsion) will follow Arch policy 5144 in the [Archdiocese of Milwaukee Policy Handbook](#).

### **Discipline and Behavioral Expectations**

Standards and rules are necessary for the successful operation of a school. Discipline is primarily a parental responsibility. A central goal of St. Margaret Mary Catholic School is to work with home in helping students to develop self-discipline. Students are expected to be responsible in their behavior and to accept the consequences of their actions. As they accept their responsibility as contributing members of the school community, they will enjoy the rights and privileges provided for them by St. Margaret Mary Catholic School.

Students attending a Catholic school are representatives of the civic community the school resides in and the parishes that sponsor the school. Any behavior on the part of the student, which causes negative or adverse publicity for the school or parishes, may be a cause for disciplinary action on the part of the school.

Each teacher will establish specific expectations for the classroom. Overall school expectations for students include (but are not limited to):

- Being respectful of the adults and other students in the community
- Displaying appropriate behavior during prayers and liturgies
- Participating actively and productively in the classroom
- Following safety procedures throughout the day and on school property
- Using language positively, without insults or foul language
- Walking calmly and being quiet in the hallways so as not to distract teachers or students in other classrooms
- Following all classroom rules and procedures

Teachers and staff are responsible for promoting and maintaining a positive learning environment. They are given responsibility to issue consequences for any student behavior determined inappropriate. In order to promote health and safety, and to improve the learning environment, we expect the following guidelines to be followed:



### **Classroom Etiquette**

- Students are expected to be respectful and attentive in classrooms. Any student who disrupts classes on a continual basis risks disciplinary action, suspension and/or expulsion from St. Margaret Mary Catholic School.
- Students are expected to follow all rules, expectations, and procedures of faculty and staff.

### **Hallway Etiquette**

- Students are expected to be quiet in the hallways at all times.
- Students should never horseplay, run, kick, punch, push, slap, or jump on any other students in the hallway.
- Students are required to have a hallway pass whenever they are in the hallways before, during, and after school without a teacher or adult.

### **Building and Grounds Etiquette/Expectations**

- Wrestling, pushing, grabbing, physical contact, etc., are not allowed on school property.
- Students are to keep their hands, feet, and other body parts to themselves. Inappropriate touching of any kind is not permitted in school or on school grounds. ***Inappropriate touching includes slapping, punching, kicking, pushing, pinching, bumping, poking, pulling, or physical contact.*** "Play fighting" is also considered physical contact. Any teacher or staff member that is witness to a violation can issue a consequence according to our discipline policy. If a student touches another student, the appropriate response is to let an adult know.
- Students are to obtain a hall pass before leaving a classroom or study area at ANY time during the school day. Students should be allowed to leave for emergency situations only.
- Students are to speak in conversational tones in the school building.
- Vulgar or obscene language is not allowed on school property at any time. Students are subject to disciplinary action if language is determined inappropriate.
- Gum is not permitted on school property (inside or outside of the building).

### **Cell Phones and Electronics**

Students are discouraged from bringing electronic apparatuses/devices to school, and may not be used during the school day. Watches with phone and messaging capabilities are also included in this. **St. Margaret Mary Catholic School is not responsible for any electronic items brought to school. Theft or damage to electronic devices is the sole responsibility of the owner.**

It is requested that students do not bring cellphones to school. However, if a parent or guardian wishes to allow his/her child to bring a cell phone to school, the following guidelines must be followed:



- Cell phones must be turned in to the office staff upon arrival at school. All phones will be turned into the office at the beginning of the school day.
- Students may pick up phones from the office staff at the end of the school day.

If cell phones are not turned in upon arrival to school, the following consequences will occur:

#### **First Offense**

The cell phone is taken by the teacher/ staff member and given to a School Leader. The student must come to the School Leader in the office at the end of the day to retrieve the cell phone. Parents will be contacted by the School Leader.

#### **Second Offense**

The cell phone is taken by the teacher/ staff member and given to the School Leader. The student's parent/ guardian must make arrangements with the School Leader to retrieve the cell phone. The cell phone will not be released to the student.

#### **Third Offense**

The cell phone will be taken from the student and a meeting will be held before the cell phone is released.

#### **Cafeteria Etiquette**

- Proper cafeteria etiquette is to be observed at all times. This includes courtesy to cafeteria staff/supervisors and proper disposal of garbage. Cafeteria trays should not be thrown away nor should they be carried out of the cafeteria, unless disposable trays are issued.
- Hot lunch trays should be stacked appropriately so they fit together and do not tip over.
- Food and beverages are **only to be consumed in the school cafeteria with the exception of school provided breakfast and snacks.** (Without prior approval food is **not** allowed in any other part of the building and will be confiscated.) It is expected that all students properly dispose of their trash. Students may not take food or drink out of the cafeteria to save for later.
- Fast food, candy and soda are prohibited in the cafeteria as part of a student's breakfast or lunch.
- Gum is not allowed in the cafeteria and should be left at home.

#### **Mass or Prayer Service Etiquette**

- Students should be at an appropriate voice level when entering and exiting the church.
- Personal belongings should not be brought into the church during Mass or prayer services (books, backpacks, games, etc.).
- Students should remain attentive during Masses and prayer services. This is a solemn atmosphere where silent reflection and prayer is expected.
- Students are to be respectful of church and properly use holy water, kneelers, and other items used during Mass, prayer service, or other school functions in this building.

#### **Gangs**



Membership or affiliation in gangs is contrary to the philosophy of St. Margaret Mary Catholic School. Indication of gang involvement (colors, hats, signs, hand-shakes, language, etc.) is strictly prohibited. Writing gang symbols on notebooks, folders, or any property of Saint Margaret Mary Catholic School is cause for suspension and/or expulsion. Any student who indicates possible gang affiliation will be referred to the police gang squad.

### **Harassment/Bullying**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to our Catholic Christian tradition. Any behavior, either physical or verbal, that hinders the learning/teaching environment, or that can be interpreted as threatening to others, will not be tolerated.

Harassment is defined as a single incident wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Bullying is defined as any aggressive behavior that involves unwanted or negative actions. An important component of bullying is that it involves a pattern of behavior that is repeated over time. Bullying also involves an imbalance of power or strength.

Harassment and bullying encompass a broad range of physical or verbal behavior, which can include, but is not limited to, the following:

- Teasing
- Purposely isolating another student by verbal or physical action
- Threatening behavior
- Racial or sexual insults
- Derogatory ethnic slurs
- Physical or mental abuse
- Drawing or other graphic pictures which ridicule or demean
- Excluding others

### **Cyber bullying**

Cyber bullying generally falls under the jurisdiction of the parent. However, when cyber bullying or harassment incidents affect the learning environment at school, there may be consequences issued at school. Parents will be informed of their children's behavior.

### **Sexual Harassment**

St. Margaret Mary Catholic School is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all employees and students can work and study comfortably and productively. St. Margaret Mary Catholic School prohibits any form of sexual harassment or sexual violence. Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include:

- **Written contact:** Sexually suggestive or obscene letters, notes, invitations, or drawings.



This also includes computer-generated messages.

- **Verbal threat:** Sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender specific traits), sexual propositions or comments about another student's body that is negative or embarrassing.
- **Physical contact:** Any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, or blocking free movement of any person.
- **Visual contact:** Suggestive looks, leering, or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, or simulating sex acts.

Harassment is cause for disciplinary action, police intervention, and/or expulsion from St. Margaret Mary Catholic School.

**The following steps will be taken for incidents that involve harassment to any degree -** A clear account of the incident will be recorded and given to the Administration. This account may be presented verbally or in writing from a parent, student, or school employee. The Head of Schools or his/her designee will interview all concerned and record the incident. Parents/Guardians will be informed through a phone call and/or letter. Corrective measures which will be used as appropriate and in consultation with teachers and parents/guardians include, but are not limited to: official warning, detention, exclusion from certain activities, (e.g. recess, short-term in-school suspension), in-school or out-of-school suspension, parent/student conference, and expulsion. All adults in the school, including administrators, custodians, teachers, office personnel, aides, and food service staff, need to help in the prevention of harassment.

### **Inducing Panic**

Inducing panic is a crime punishable by law: "No person shall cause the evacuation of any public place, or otherwise cause serious public inconvenience or alarm by doing any of the following: initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false."

In addition to the city ordinance, St. Margaret Mary Catholic School extends this to both instigating and provocation of panic. If a student communicates information or encourages other students to engage in behavior that violates school policies, the student puts himself/herself in a position for suspension or expulsion from St. Margaret Mary Catholic School.

### **Selling Items**

Students are prohibited from selling any goods, items, or possessions on school property unless they have the expressed permission from an Administrator.

### **Sexuality and Sexual Behavior**

Students attend St. Margaret Mary Catholic School to prepare for a future where they are free to make as many positive choices and have as many opportunities as they can to live well and help others live well. As a Catholic school, we take the stand of the Church that sexual activity





before marriage is prohibited. Being sexually active as a teen or pre-teen puts students at a greater emotional risk in a way that will harm them in their ability to be effective in various areas of life. Elementary or middle school students are also not prepared for parenthood, with its emotional, physical, and financial demands. Finally, state law prohibits sexual activity among minors. It is important to understand that a student sixteen years or younger may **not** consent to sexual activity at **any** time.

Consistent with the philosophy and mission of St. Margaret Mary Catholic School, it is expected that St. Margaret Mary elementary/middle school students abstain from sexual activity. If students face difficulty understanding their sexual feelings and choices, they are encouraged to see an administrator or staff member at school or speak with their parent/guardian.

### **Theft**

All families have the right to feel safe and secure in their homes. The same holds true at school. Theft of any form (including "borrowing" without asking) will not be tolerated. Stealing is a very serious offense and is grounds for disciplinary action. Students should discourage stealing by not bringing valuables to school.

### **Damage to School Property**

If a student willfully or through negligence causes any school property or material to be destroyed or rendered unusable, the student and/or the parents shall be financially responsible to repair or replace the damaged item. This includes textbooks since they are school property. Writing, drawing or coloring on one's self, uniform, desk or any school property is not allowed.

### **Weapons**

The safety of the St. Margaret Mary Catholic School community is of utmost importance. Therefore, possession of weapons or toy -like weapons, on or off school property, is grounds for immediate suspension and/or expulsion.

### **Disciplinary Steps**

One of the most important facets of education involves the learning of an inner discipline and the wise use of freedom. At all stages of development, young persons need to experience freedom and control. In keeping with the philosophy of St. Margaret Mary Catholic School, every attempt is made to help students develop self-discipline, which will help them to grow in freedom and responsibility.

When behavioral problems become evident, students, teachers, administrators, and parents/guardians work together to develop plans for improving behavioral patterns. A student's eligibility to remain in school is jeopardized if parents/guardians are not supportive of attempts to work with the student on behavioral and/or emotional problems, or if the student makes no satisfactory attempts to improve his/her behavior.

Disruptive and uncooperative behavior seriously interferes with the learning environment. This



behavior is an injustice to others who are striving to create and support a positive learning environment.

Disciplinary referrals and incident reports describe a student's serious and/or continued failure to follow school rules, disrespect for authority or classmates, and other behavior that is unsuitable to personal and social development. Referrals and incident reports are serious steps and serve as a notice that a student's behavior is in need of immediate improvement.

### **Possible Reasons for Disciplinary Action**

- Disrespect for teachers, staff, and students
- Disruption and disturbance of class or school activity
- Leaving an assigned area without permission from faculty or staff
- Disregard of school rules in the classroom, hallways, lunchroom, office or on the playground
- Cheating, plagiarism, forgery, or dishonesty
- Use of abusive and vulgar language
- Inappropriate contact with another person
- Refusal to follow adult requests

### **Behavioral Consequences**

Consequences at St. Margaret Mary School are linked to the nature, severity and frequency of the behavior in question. Consequences may include losing privileges such as but not limited to free time or recess, being separated from other students temporarily, doing service work of benefit to the school or parish, or detentions outside of school hours. In addition, since reconciliation is important to our understanding of morality, students are expected to reflect on their behavior and to participate in a restorative process for inappropriate actions.

In cases where property has been damaged, repair or restitution is expected. Whenever a student's conduct is such that it is disrespectful to the adults in the community, demonstrates repeated refusal to obey school rules, endangers the property, health or safety of students and/or others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance. The action taken may be of three kinds: probation, suspension and/or expulsion.

### **Corporal Punishment**

Corporal punishment is defined as the use of physical punishment for an offense. School employees shall not administer or provide support for corporal punishment. This attitude that corporal punishment shall never be used follows naturally from the belief in the worth and dignity of each individual and our belief in the school as a faith community where a climate of Christian love, mutual understanding, respect, and trust prevail.

Self-defense is not corporal punishment unless the force used is greater than necessary to





repel the attack. Use of reasonable force necessary to protect the interest of a third party is not corporal punishment. (Example: Use of reasonable force to protect a student from attack by another student).

### **Use of Physical Restraint**

Any reasonable and appropriate means, including the use of physical restraint, may be used by school personnel:

- To quell a disturbance that threatens physical injury to any person.
- To obtain possession of a weapon or other dangerous object within a student's control.
- For the purpose of self-defense or the defense of others.
- For the protection of property.

### **Detentions**

Detentions can be issued for an infraction of any school policy. Detentions may be served at lunch, recess, after school, or Saturday, at the discretion of the Administrator. Parents/Guardians are responsible for arranging transportation home immediately after the detention has concluded, or if school administration determines it is necessary for the student to go home for the day. Failure to serve detentions on time will result in further disciplinary action, which includes suspension.

### **Behavioral Probation**

Students who exhibit continued or extreme behavioral problems will be placed on Behavioral Probation. This is a serious level of probation. Most students placed on Behavioral Probation are immediately placed on a behavior plan with a check-in process.

Behavioral Probation is a student's last chance to follow the expectations of St. Margaret Mary Catholic School. The administrative team determines the length of time Behavioral Probation will last. A parent/guardian meeting to discuss the terms of the Behavior Probation will also take place. When a student is on Behavioral Probation and is involved in another disciplinary incident, the administrative team will meet to review the student's behavioral records and other relevant information. Cases are handled on an individual basis and the administrative team's decision is final. Generally a student would be withdrawn or expelled if this is necessary.

For Behavioral Probation, St. Margaret Mary Catholic School follows the Archdiocesan Policy 5144b—the school may place a student on probation. After conferences are held with the student's parents or guardians and relevant school personnel, the Principal sets conditions for release from the probation. The Principal's decision is final.

### **Suspensions**

St. Margaret Mary Catholic School reserves the right to suspend a student for consistent or serious disregard of school policy. **A suspension may last until a parent/guardian/student**



**conference is held. It is the responsibility of the parent/guardian to schedule this meeting in advance, since the Head of School and/or his/her designee are often at other meetings during the day.** The Principal and/or his/her designee are the persons authorized to suspend a student for a duration of time that he/she considers appropriate. Any student who is suspended is prohibited from participation in any school activity on or off campus. The student should not be on school property until a conference has been held with parents/guardians.

Suspensions are either in-school or out-of-school, depending on the offense. Parents/guardians are responsible for tuition during a student suspension.

According to Archdiocesan Policy 5144c

- Suspension is a justifiable action.
- Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
- In-school suspension can be directed for varying lengths of time as decided by the principal and/or his/her designee, but should not exceed five days. In-school suspension conditions are to be determined by the principal and/or his/her designee. In-school suspension students remain the responsibility of the school.
- Out-of-school suspension is determined by the principal and/or his/her designee. State law directs that a maximum of five school days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. The principal and/or his/her designee may give out-of-school suspension immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

### **Expulsion**

*(Archdiocesan Policy 5144d)*

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

### **Possible Reasons for Immediate Suspension or Expulsion:**

- Leaving school premises without permission
- Fighting and verbal abuse which could lead to bodily or mental harm, as well as, injury to self-esteem
- Any behavior, which seriously endangers the safety of the student, staff, or others, or is

liable to result in property damage

- Any act, not included in the above categories, which the School Leader would judge serious
- Suspicion of possession, use, sale, distribution, and/or intent to distribute illegal drugs pending investigation
- Possession of weapons, knives, sharp objects, or drug paraphernalia, including toy weapons.
- Sexual abuse and/or harassment
- Gang related graffiti found on personal and/or school property
- Insubordination or threats toward a St. Margaret Mary Catholic School school leader, faculty, or staff member

Any of the above acts could also include police intervention.

### **Expulsion Procedures**

**Expulsion can take place only after an expulsion hearing has been held.** Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

The hearing committee makes a recommendation to the parish designate. The recommendation will be to:

1. expel
2. suggest other disciplinary actions in lieu of expulsion
3. exonerate the student of any wrongdoing

Before the hearing is held the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.

If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

### **Appeal**

The student, or his/her parent or guardian, may within five school days following notification of the expulsion hearing, appeal to the Superintendent of Schools in writing with rationale for appeal. The Director of St. Margaret Mary Catholic School will investigate that the correct procedures were followed as defined by Archdiocesan policy. If procedures were not followed, the director will refer the issue back to the parish school with a recommendation about at which step of the procedure needs to be further processed.

### **Procedural Guidelines for Expulsion Hearings in Elementary Schools**

- St. Margaret Mary Catholic Schools ensures that elements of the Expulsion policy have



been followed. The school's disciplinary code and policies are consistent with those of the Archdiocese.

- The expulsion hearing committee is composed of 3-4 people. Members, chosen by the parish designate or his designee, are from various sources within the parish community.
- Those chosen are determined by the parish designate to be a good "fit" for the situation. One of these hearing committee members will chair and facilitate the hearing, not the parish designate.
- An expulsion hearing is not a legal proceeding, therefore neither party may have an attorney present during the hearing.
- The parish designate is present for the entire hearing and the deliberations of the hearing committee.
- The school is represented by the Principal, along with any other school personnel and/or teachers if appropriate. The school gets a certain amount of time [a maximum of 30 minutes] to present the chronology of events that lead up to the initiation of the expulsion process along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents/guardians are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other side during their respective presentations.
- A brief amount of time [5-7 minutes] is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing has ended and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives the parish designate a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The parish designate can accept the recommendation totally, in part, or reject it altogether. The parish designate has final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the parish designate and Principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. Parents/guardians of the student are informed in the letter that the right to appeal to the Superintendent of Schools exists. The parent is given the right to still withdraw the student from the school before the deadline; this withdrawal must be done through a written notice signed by the parent/guardian.

### **Search and Seizure**

*(Archdiocesan Policy 5145.2)*

Lockers and desks remain the property of the school. The Principal and/or his/her designee



may conduct periodic inspections of lockers and desks and their contents without notice and without student or parent consent. The Principal and/or his/her designee shall have the right to access any content found on a cell phone including text messages, photos, address books.

### **Grievance Process**

The following steps should be followed for a General Grievance raised against any St. Margaret Mary Catholic School staff or faculty member.

1. Should a parent/guardian seek to raise an informal grievance against a teacher, staff member or administrator, the process must be initiated in a timely manner (10 working days) from the date of incident or the grievance is considered waived.
2. Should an informal meeting of all parties involved fail to resolve the concern; a formal grievance may be filed in writing within 10 working days of the informal meeting. If the grievance is raised against a staff or faculty member, the letter should be addressed and sent to the Principal. If the grievance is raised against the Principal, the letter should be addressed and sent to the Parish Designate. The Parish Designate for the 2022-2023 school year is Fr. Pat Nelson, Pastor of St. Margaret Mary Catholic Parish.

The letter should include:

- The date/time/place of the informal meeting
  - The name/position of the employee with whom the disagreement exists
  - Factual information and background regarding the disagreement
  - Specific recommendations for resolution of the issue
1. After the receipt of the letter, the supervisor will respond (within 5 working days) and a meeting of all parties will be held within 10 working days to resolve the dispute. Should resolution be completed, this will end the process.
  2. Should further arbitration be requested, the parent/guardian must notify the Parish Designate within 5 working days of the grievance meeting. The Parish Designate will convene the parties to reach a mutual agreement. If necessary, a grievance committee will review the matter and make a recommendation to the Parish Designate. This matter will be conducted in accordance with *Archdiocesan regulations 1312b, 4135*.

### **Dress Code**

Students at St. Margaret Mary Catholic School are expected to wear a uniform. We believe that what a person wears does both influence and reflect school behavior and learning. School is a child's place of business; their business is learning; and uniforms help create a businesslike atmosphere that says our emphasis is on learning.

The following guidelines are established to clarify the minimal expectations for students' attire. The descriptions are intended to assist in minimizing distractions and time spent "enforcing" dress code policies. Concern for students' safety shall be a consideration in determining

appropriateness of attire. Students' attire should reflect a sense of respect for themselves and those around them.

As parents make choices to accommodate the individual needs of students, it is necessary to keep in mind the purpose of the uniform policy. Clothing should be modest, neat, clean, and in good shape and of appropriate size and length. Clothes should be comfortable and appropriate for the day's weather. It is advised that all articles of clothing be clearly labelled with the child's first and last name.

Dress and appearance are the responsibility of the parents/guardians and students. The uniform policy is in effect every day and includes field trips, unless otherwise stated by the teacher or administration. Parents will be informed through school correspondence of the dates of any special dress days.

Skin-tight clothing, too low of necklines, shirts that are unbuttoned, underwear that is visible, and dresses/skirts that are more than 4 inches above the knee are prohibited. Any student who is not in compliance with the dress code, will have their parent/guardian contacted. The parent/guardian will be asked to bring appropriate uniform clothing to school. Repeated violations of the dress code will bring additional disciplinary action.

#### **Uniform Policy**

<b>Item</b>	<b>Color</b>	<b>Type</b>
<b>Shirt</b>	Purple Navy/Dark Blue White  Must be a solid color.	Shirt with a collar; turtleneck shirt; blouse with a plain collar; oxford style button down; long or short sleeves. No monograms, insignia, or logo other than that of St. Margaret Mary Catholic School are allowed. All shirts must fit appropriately. Undershirts, if worn, are to be solid white, navy blue, or black with no graphics.
<b>Sweaters, vests, sweatshirts, fleece jackets</b>	Navy/Dark Blue White, Black  Must be a solid color.	Cardigan or long-sleeve pullover sweaters; sleeveless fleece vests; sweatshirts; fleece jackets. <b>No hoods or strings.</b>  <b>Team sweatshirts are not permitted but may be worn on spirit wear days.</b>

<b>Pants – boys and girls</b>	Navy Blue or Black  Must be a solid color.	Cotton, twill, or corduroy. <b>Pants must be fastened securely at the waist.</b> If pants cannot be worn securely at the waist, a belt must be worn.  <b>The following are NOT allowed: cargo pants, jeans, jegging or tight fitting pants</b>
<b>Shorts -- boys and girls</b>	Navy Blue or Black  Must be a solid color.	Cotton twill walking or dress short. <b>Shorts must be fastened securely at the waist.</b> If shorts cannot be worn securely at the waist, a belt must be worn  <b>The following are NOT allowed: cargo shorts, jeans, jegging or tight fitting shorts</b>  Length should extend past the fingertips when arms are relaxed at the side.  Girls should wear shorts of any style under their uniform skirts/ jumpers provided they cannot be seen below the hem.
<b>Jumpers/Skirts/Skorts</b>	Navy Blue  Must be a solid color.	K4 - 4th grade girls may wear solid navy blue uniform style jumpers. K4 - 8th grade girls may wear solid navy blue uniform style skirts or skorts.  Length should extend past the fingertips when arms are relaxed at the side. All jumpers, skirts, skorts should be worn at the waist. <b>They may NOT be rolled at the waist.</b>  Shorts or uniform leggings should be worn under skirts or jumpers at all times.



<b>Leggings</b>	Navy/Dark Blue White Black  Must be a solid color.	Girls are allowed to wear leggings that fit tightly to the legs under their skirts, skorts, or jumpers. <b>Leggings that are loose fitting, have “boot cut”, or otherwise do not fit tightly against the legs are not allowed.</b> Any leggings containing holes are not allowed. Leggings must cover the ankle bone.
<b>Socks/Tights</b>	Navy/Dark Blue White Black  Must be a solid color.	Socks or tights are required at all times.  Girls in grades K4-2nd may wear decorative tights.
<b>Shoes</b>		Shoes must have backs to fit securely; must be safe and practical for playground wear.  <b>Sandals, flip-flops, crocs, open toe, Heals, or backless shoes are not allowed.</b>  <b>Boots of any kind (fashion, work, or snow) are NOT to be worn with the uniform.</b> Students may change into boots to go outside.
<b>Belts</b>	Solid colors Preferably navy, brown or black	Belts are not required; however, if pants/shorts cannot be worn securely at the waist, a belt must be worn.
<b>Hair Hair Accessories/Hats</b>		Only Natural hair color is allowed. Hair accessories should not be distracting or inappropriate. Mustaches, beards, and goatees are not acceptable.  Hat, caps, hoods, bandanas, do-rags, etc, are to be removed when entering the building.



<b>Make-up/Nails</b>		<p>Makeup is not allowed. This rule includes mascara, eye-shadow, lipstick, rouge, body glitter, eyeliner, and tattoos.</p> <p>Nails should be kept short and clean. Nail polish on natural nails is allowed. Artificial nails are not allowed. Students will be given two days to remove artificial nails after receiving a correction.</p> <p>Clear lip gloss/chapstick must be stored in backpacks or pencil cases.</p>
<b>Piercings/Tattoos</b>		<p>Body piercing, tattoos or body drawings are not allowed.</p>
<b>Jewelry</b>		<p>No Jewelry should be worn in school. This includes necklaces, rings, bracelets, and anklets. Exceptions may be made for religious jewelry. Faculty/Administration must approve any exception regarding religious jewelry.</p> <p>Students may wear one watch. Smart Watches are not allowed. They are considered a phone/electronic device and will need to be kept securely in the classroom by the teacher.</p> <p><b>For safety reasons, students may only wear stud earrings. No hoop or dangling earrings of any size are allowed at school.</b></p>

### **Non-Uniform Days**

Periodically throughout the school year, students will be permitted to be out of uniform. When out of uniform, it is important that students continue to practice making appropriate clothing choices. Therefore, clothing should be modest, neat, clean and in good shape and of appropriate size and length. Offensive pictures and messages on shirts, shorts, or other articles of clothing are not acceptable. Clothes should be comfortable and appropriate for the day's weather.

- Shirts/ Sweaters/ Sweatshirts: Tank tops, halter tops, tube tops, spaghetti straps, bare midriffs and muscle shirts are not permitted. Sweatshirts with hoods or strings are not permitted.
- Shorts and Skirts: Shorts and skirts may be worn provided the length extends past the student's fingertips when arms are relaxed at their sides. Torn off pants, shorts and skirts, spandex biking shorts or volleyball shorts are not acceptable.
- Pants: Pants should be of a looser fit and worn at the waist. Clean, non-baggy blue jeans may be worn. Jeans with cuts or tears are not appropriate; jeans with rip styles may show no skin.
- Athletic Attire: Athletic suits or athletic pants are allowed as long as they meet the criteria above.
- Footwear: Shoes must have backs to fit securely and have a hard sole; they must be safe and practical for the playground. No sandals, open toe or backless shoes, including Crocs and Heelys, are allowed in the school building even on out of uniform days. Tall boots and ankle boots/ fashion boots with hard soles will be permitted on out of uniform days as part of an outfit. Soft boots such as Uggs are not allowed in school but may be worn outside for warmth. Socks are to be worn at all times.
- **Birthdays** It is the tradition at St. Margaret Mary Catholic School that students may be out of uniform on the day of their birthday. Students that celebrate their birthday over the weekend, or who have summer birthdays, may choose a Friday to celebrate their birthday by being out of uniform. It is suggested that the classroom teacher be informed prior to arriving at school out of uniform.

**Determination of Appropriateness:** If a school leader deems a student's attire is not appropriate for school, the school leader may:

- Give the student a warning
- Phone the parent/guardian
- Issue a Consequence
- If the attire is deemed a distraction or a hazard, a parent will be asked to bring proper clothing to school and the child may not be allowed to attend class until he/she is dressed appropriately. This procedure will also be used for subsequent infraction after a warning is issued.



**Non-Discrimination Statement**  
**USDA Nondiscrimination Statement Update**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.



To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

**Mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**Fax:**

(202) 690-7442

**Email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov).

**USDA Nondiscrimination Statement Update****Spanish Version:**

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesitan medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local)



en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el [Formulario de Denuncia de Discriminación del Programa del USDA](#), (AD-3027) que está disponible en línea en: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

**Correo:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

**Fax:**

(202) 690-7442

**Correo electrónico:**

[program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución es un proveedor que ofrece igualdad de oportunidades.