



St. Mary School
Family
Handbook

2023- 2024



DIOCESE OF LANSING
M I C H I G A N

Family-School Agreement

The purpose of Catholic education is the formation of boys and girls who will be good citizens of this world—loving God and neighbor and enriching society with the leaven of the Gospel—and who will also be citizens of the world to come, thus fulfilling their destiny to become saints. This is all done in an environment of academic excellence, where students learn how to become intentional, missionary disciples of Jesus Christ, grow in virtue and holiness, share the Good News of Christ's love with others, and join in the Catholic Christian community of the school. This Family-School Agreement is intended to further these purposes. Catholic schools in the Diocese of Lansing are open to all students; however, we are not a private or alternative school system.

When enrolling their child(ren) in a Catholic school in the Diocese of Lansing, be it parochial, diocesan, or independent, parent(s) or legal guardian(s) (hereafter, “parents”) are asked to sign the Family-School Agreement. In signing the Family-School Agreement, it is understood that:

- a. All children are welcome in the Catholic schools in the Diocese of Lansing. As part of enrollment, parents must sign the Family-School Agreement.
- b. Our schools exist to pass on the Catholic faith in its fullness to students and to form disciples of Jesus Christ. Parents and schools are partners in this mission; parents are expected to cooperate fully in it and shall supervise their children in accordance with this agreement.
- c. As partners in this mission, students and their parents are all part of the school community. As such, students and their parents agree to live their lives in a way that supports, rather than opposes, the mission of the school.

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness. Parents whose religious practices and beliefs run counter to Church teaching might experience conflicts as we maintain mission integrity. Sincere questioning of the practices and doctrines of the Catholic faith—whether by students or their parents—in order to more deeply understand them are welcome; but openly hostile or persistent defiance of Catholic truths or morality are a violation of the Family-School Agreement and may result in denial of admission or dismissal from the school.

2023-2024 Family-School Agreement

Diocese of Lansing

As parents/guardians, we ask St. Mary School to help us in educating and forming our child(ren). We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness. Our intention is to respect and cooperate with school policies and with those providing a Catholic-based education to our child(ren)—the priests, principal, teachers, parishioners, and all school personnel. We pledge our full cooperation with the school to prepare our child(ren) to be disciple(s) of Jesus Christ. We will make every effort to supervise our child(ren) in accordance with this agreement.

St. Mary School accepts your request and commitment for a Catholic education and formation for your child(ren). We acknowledge our obligation to assist you in your responsibility of educating your child(ren). We will make our best effort to form your child(ren) as disciple(s) of Jesus Christ, according to the teachings of the Catholic Church.

ST. MARY FAMILY HANDBOOK

ST. MARY SCHOOL MISSION STATEMENT (updated 8/2021)

St. Mary Catholic School will come to know God, to love God, and to serve God and His people.

PHILOSOPHY OF RELIGIOUS EDUCATION

The Philosophy of our St. Mary School Religious Education is:

To nurture Christian values, goals, and principles so as to inflame the hearts of our students with Christ and His message thus providing a guided experience in Christian learning and Christian living.

To create a learning environment which enables students to identify and reflect on their life experiences in the light of the Christian message and discover the presence of God in their daily lives.

To provide a Christian educational program wherein the teachings of faith are the core component at each level of learning. These teachings include scripture and revelation, the church, the sacraments and worship, Christian morality. Through prayer and liturgical services, each person in his/her capacity learn to live a full life as a member of the Christian community.

GOALS OF ST. MARY SCHOOL

In accord with the philosophy of St. Mary School, we will endeavor to help each child reach his/her potential in the following areas:

Spiritual Growth:

Respect for God and his Church, for self, and for all persons and things.

Intellectual Growth:

To reach each child at his/her own level of achievement,

To motivate each child to reach his/her fullest potential,

To encourage each child to learn as much as possible through his/her own efforts,

To help each child attain success through his/her own efforts.

Technology Growth:

To provide students with an excellent Christ - centered education which integrates Faith and learning and the skills, knowledge and values inherent in the use of technology as a learning management tool that is available to all students, teachers, and administrators.

Social Growth:

To develop a life style based on faith; loving, caring, sharing and thus maturing in Christ.

Physical Growth:

To provide the climate for children to grow physically strong and emotionally at peace.

COMMITMENT TO THE PHILOSOPHY AND GOALS

The administration, teachers and other personnel of St. Mary School are dedicated to the total Christian development of the children who attend the school. They attest to this by their example of mutual sharing of faith, hope, love and vision; by living these Christian values in their day-to-day contact with the children, with each other and with the larger community.

Since St. Mary School is here for the sake of the students, the student plays a great part in the life of the school. The student not only learns within the confines of our school, but also shares his talents with his/her fellow students. We believe that students have certain responsibilities, primarily to;

- respect teachers, helpers in the school, neighbors in the community,
- respect other people's property,
- respect fellow students and their ideas,
- respect themselves by taking responsibility for their actions, working at their lessons to the best of their ability,
- follow the rules made to insure each person's rights and safety.

ACADEMIC PROGRAM

Diocese of Lansing School Curriculum can be viewed at
www.dioceseoflansing.org/education/catholic-school-curriculum

Religion	Augustine Institute
Mathematics	Sadlier Workbooks Simple Solutions
Reading	Children's Catholic Bible On-line Program
English	“English” – Houghton Mifflin, 2001 Grammar Workshop- Sadlier
Vocabulary	“Vocabulary Workshop” - Sadlier
Handwriting	“Writing Our Catholic Faith” Universal Publishing 2016
Social Studies	Teacher Curriculum Institute (TCI) Meet Michigan- Hillsdale Education Catholic Textbook Project
Science	HSP – Harcourt

RELIGIOUS EDUCATION PROGRAM

In accord with the school philosophy the purpose of the religion program is to proclaim the Gospel message, so that the children growing in their relationship with God may become believing, responding, involved, and purposeful Catholic Christians in this life and may finally achieve the fullness of life with the Trinity. The teaching of religion is not limited only to the regular religion class, but is integrated into the entire curriculum throughout the day. The instructional program for the 2nd grade is focused on preparation for the sacraments of Reconciliation and Holy Eucharist.

The following prayers and actions are taught at each grade level:

Kindergarten:

- Silence (start w/1 minute)
- Spontaneous Prayer
- Glory Be
- Grace before Meals
- Sign of the Cross

Grade 1:

- Hail Mary
- Our Father
- Prayer to Guardian Angel
- The Rosary (communal prayer)

Grade 2:

- Act of Contrition
- Centurion's Prayer
- Grace after Meals
- Morning Offering

Grade 3:

- Gloria
- Psalm 23
- The Apostles Creed

Grade 4:

- Angelus
- Acts of Faith, Hope & Love
- Confiteor

Grade 5:

- Come Holy Spirit
- Magnificat

Grade 6:

- Divine Mercy
- Divine Praises
- Hail Holy Queen
- Joyful, Luminous, Sorrowful & Glorious Mysteries of the Rosary
- Memorare
- Nicene Creed
- Prayer to St Michael

Holy Mass is an integral part of our religious education program. All students attend Holy Mass at least once during the school week, sometimes twice and/or for special occasions. Students take turns participating in the liturgy as lectors, commentators & leaders of song. Students participate in weekly Eucharistic Adoration activities on Friday afternoons between 1:30 and 2:00.

Kindergarten Enrollment policy

Students five years of age on or before September 1st are eligible for Kindergarten enrollment. St. Mary Parish families are granted enrollment priority. Students completing a year of Kindergarten and not ready for first grade may choose to enroll for a second year of Kindergarten. These decisions will be made by the primary educators of the child, the parents, with close consultation from the Kindergarten teacher.

Two years of Kindergarten is not the same as Developmental Kindergarten, or DK. All students must be socially and academically ready for a Kindergarten curriculum and able to take care of personal bathroom needs. Substituting a preschool or DK program with a more advanced Kindergarten program may slow child development should the child not be ready.

Computer Instruction

The Catholic Diocesan Office of Education provides basic Technology Guidelines. Computer/Internet and related technology access is available to students, teachers, and staff of St. Mary School. The goal of using these technologies must promote educational excellence by facilitating resource sharing, collaboration and communication; thus nurturing the ministry of Catholic Education. The educational programs available to St. Mary School require the ethical use of the Internet and related technologies by all employees and students.

A basic instructional computer curriculum was drawn up with goals and objectives for all students. In brief, these goals focus on specific activities for each grade level and include:

- Computers in today's society/History and Ethics
- Computer terms and usage
- Keyboarding skills
- Word Processing Skills

Along with these skills, computers supplement our basic curriculum using a variety of software and applications in reading, spelling, math, language, and social studies.

Athletic Program Philosophy

The philosophy of all athletic programs is child -centered and participation based. The purpose is to complement the home, church and school in the development of the "whole person". Activities are for the benefit of the children, suited to their age and stage of development.

Athletic leaders, coaches, and parents, must see themselves as being engaged in a ministry to children and youth. They are engaged in an educational effort that can contribute to the development of the total child by being a proving ground for the formal teaching, which takes place in church, classrooms, and home.

Library

Once a week students have a class library period. Children may also use the library for reference and class projects or study units. The school has a good supply of AV materials.

Music

Music is an important means of praising and worshiping God. Music is in all aspects of life. Students in grades K-6 have a music class once a week.

Visual Arts

Our Visual Arts curriculum aims to cultivate the whole child; build literacy in the arts; develop intuition, imagination and dexterity; and encourage expression and communication. Through weekly Art classes, our students learn to express what they see, know, feel, and imagine.

Physical Education

Physical Education is an integral part of the total educational program that provides students with the knowledge, skills, fitness, and attitudes necessary to lead a healthy lifestyle. Each week, our students develop self-confidence, social skills, and an appreciation that life is a gift from God.

ENRICHMENT PROGRAMS

TEAM (Teaching, Educating, and Mentoring)

Fifth graders participate in an 8 week drug abuse prevention program. The program equips students with the life skills for resisting peer pressure to experiment with drugs and alcohol. It also focuses on techniques of peer pressure resistance, self-management skills, decision-making, problem-solving skills, self-concept improvement, and value decisions concerning respect for the law and personal safety.

Michigan Model Program- supplements our science curriculum at all levels by providing health and safety lessons.

Students are given the opportunity to participate in G.A.T.E. (Gifted and Talented Education) through LCC and MSU.

Choir- Upper elementary students can join the Children's Choir. They sing at many of the children's Masses and other special occasions. The choir is under the supervision of the parish music director.

Drama- 6th grade students have an opportunity to participate in the Christmas program. Try-outs and extra practices are required of all participants.

SPECIAL SERVICES

The following services are available to St. Mary's School through the Clinton County Intermediate School District and the P-W School District:

- Hearing and vision screening

- Individual testing for students with special needs

- Family counseling is available through the Clinton County Counseling Center.

The school principal serves as the school title IX Coordinator

CALENDAR AND SCHEDULE

St. Mary School arranges its calendar to coincide with the P-W School District Calendar.

Daily Schedule:

7:25	Doors open for early arrivals/ or supervised playground
7:30	Teachers report to homeroom
7:45	Prayer and Pledge
7:55	Classes begin
9:45- 10:00	Recess
11:45-12:30	Lunch, upper elementary
11:30-12:20	Lunch, lower elementary
3:05	Dismissal
3:30	Teachers may leave

Students are marked tardy if they arrive after 7:55am.

EDUCATIONAL FINANCING

Tuition rates are set each year by the parish finance council. Goals of the administration are:

- To keep tuition as low as possible
- To provide a sliding scale for families with more than one child
- To maintain an acceptable parish subsidy
- To pay staff a just wage

In May or June, each family must sign a Tuition agreement for the following school year.

PARISH SUPPORT: Families with children attending St. Mary School are reminded of their responsibility to support the parish on a regular basis. The parish subsidizes the total educational program. Each family is encouraged to contribute at least \$10.00 per week (\$520.00 per year) by using your Sunday envelopes.

A family with a remaining tuition balance from the previous school year may only register for the upcoming school year if the family has applied for all available local and diocesan financial aid and if monthly Electronic Funds Transfer (EFT) established. Families are encouraged to meet confidentially with the pastor or principal should a financial hardship arise to explore financial aid and establish a payment plan. The Pastor and Principal are committed to providing a Catholic education for all parents who seek it for their family.

FUNDRAISING

The school children participate in a fund-raising project. We hold a Tuition Raffle in the fall.

St. Mary School Dinner and Raffle is offered in January or February and the proceeds benefit St. Mary's School.

EACH FAMILY IS ENCOURAGED TO WORK AT AND/OR SUPPORT ALL FUNDRAISING EVENTS.

Interest earned from The Father Aloysius Miller Trust Fund has been designated for the benefit of St. Mary School.

COMMUNICATION

We at St. Mary School feel that the education of each child is a shared responsibility between parents and teachers and the school.

Teacher E-mail addresses are sent home at the beginning of the school year. Staff is encouraged to check messages a few times during the day. If you need an immediate response, please call the office.

Parent Newsletters are e-mailed every Thursday. These communiqués will keep you informed of coming events, policy changes, school happenings, and whatever else it is felt you would want or need to know. Teachers also send special letters regarding specific happenings in the classrooms.

St. Mary Parish Sunday Bulletin- Occasionally, news of school events and happenings are placed in the parish bulletin.

Parent-Teacher Conferences- This meeting is usually held at the end of the first quarter with the first report card. However, if there are any concerns or questions, parents should first contact the teacher. If concerns are not handled satisfactorily, please contact the principal.

Advisory Council- Parents whose children attend St. Mary School automatically become members of the Advisory Council. The main purpose of this group is to provide more effective communication between school and home. Meetings are held every other month during the school year. Open Forum meetings are held in the fall and spring, and all parents are invited to attend.

Playground Supervision- St. Mary School will have four paid lunchtime playground supervisors on duty every day from 11:30- 12:30.

Progress Reports- Report cards are issued every nine weeks to inform the parents of the student's progress. Grades and assignments for 4,5, and 6 grade, are posted on-line and updated weekly.

Emergency Forms- An emergency form for each student is filled out each year by parents. Please call the school office of any changes during the year.

Emergency Notices- St. Mary School follows P-W School District decisions for school closing. Announcements are made on both radio and TV. When schools in the district are closed due to weather conditions or other emergencies, a call is placed to the State Police LIEN Network, which relays the message to most radio stations in the State of Michigan. St. Mary has a text message alert system in place for school closure and other notifications. To receive these notifications, make sure your phone number and carrier are up to date in our on-line grade book.

There may be days when school is in session but busses cannot make their complete run. We ask parents to call their bus driver and inform them if their road is impassable. If school is dismissed early because of bad weather, please make sure your child knows where he/she should go in that case.

SCHOOL POLICIES:

1. Admissions: All admissions are made by the Pastor and Principal.
2. Attendance: School is maintained at least 180 days in the year.
The school calendar is set by P -W School District.
If a student is going to be absent, a parent should contact the school and provide the reason for the absence. If the parent cannot contact the school, they should provide a written excuse the day the student returns to school.
3. Early dismissals are permissible for valid reasons. Parents **MUST** send a note of request or call the school office when students leave early. **WE MUST HAVE AN ADULT COME TO THE OFFICE AND SIGN THEIR CHILD OUT BEFORE HE/SHE MAY LEAVE.** A student may sign him/ herself in at the office if they are arriving late. Students are not permitted to make phone calls to go home with a friend. All such arrangements must be made previously with parents and students **MUST HAVE WRITTEN PARENT PERMISSION** regarding such arrangements. Students always need a parent note if they are staying after school for any meeting, practices, etc. If they do not have a note, the student will be sent home to the normal after school destination.
4. Tardiness - In the event that a child is tardy, he/she should report to the office before going to the classroom. Late busses are an exception to the regulation.
5. Leaving the School Grounds: Students may **NOT** leave the school grounds unless they have a written note signed by the parents.
6. Outdoor Recess: Except for inclement weather conditions, students are expected to participate in outdoor recess. In the case of illness, the child must have a note requesting exception to the regulation.
7. Homework: Assignments may be given to all students and are encouraged to reinforce the day's lessons.
8. Care of School Property: It should be the goal of all students to take care of all equipment, books, and school property. Restitution will be demanded from students and their parents for all willful destruction of school and parish property.

9. Bus Transportation: All students who ride the bus are under the jurisdiction of the bus driver. Courtesy and respect are demanded at all times. If a student violates the rules of safety, such as refusing to remain seated, throwing objects on the bus, making unnecessary noises, fighting or scuffling on the bus or at the bus stop, the school and parents will be notified.
10. Dress Code: It has been frequently stated that how a child dresses has an effect on how he/she behaves. The child has to learn that various types of dress are appropriate for different occasions. Right now, a child's responsibility is getting an education, which is his/her special work, and the child should be dressed accordingly. A copy of the dress code is included at the back of this handbook.
11. Vacations: While we understand that learning takes place other than in the classroom, we believe that class time is invaluable to a complete curriculum. Therefore, we discourage vacations and family trips that remove the child from school. We hope that travel will be done during scheduled vacation days. If for some reason a vacation absolutely must be scheduled during school time, the work a student misses will be given upon the student's return to school. One day will be allowed for make up for every day that a child was absent from a vacation up to one week. If work is not completed at the end of that time, no credit will be given.
12. Health and Safety: St. Mary School conforms to State of Michigan Health regulations. Written permission from parents is required for the administration of medication. All medications must be kept in the office.

Concussion awareness: Parents will be called if a concussion is suspected. Note from the doctor will be required to resume activities at school.

In case of minor injury or illness, provision will be made to care for the child in the office until a parent or guardian comes for the child.

Restraining a student: Every effort will be made to avoid physically restraining any student. Should a child become a danger to him or herself, or to other students, a student may be restrained by an adult. Should a restraint occur, a parent will be notified after student safety has been secured.

Illness: Please do not send your child to school if--
He/she has or had a fever within the past 24 hours. A fever is defined as a temp above 100 degrees F. The child must be fever free for 24 hours without any medication such as Tylenol or Motrin.

He/she is vomiting or has vomited in past 24 hours.

He/she has diarrhea or has had diarrhea in past 24 hours.

He/she has symptoms of a contagious disease such as strep throat, Covid, conjunctivitis (pink eye), undiagnosed rash, flu, etc.

Your child may return to school if:

No fever for 24 hours without medication

No vomiting for past 24 hours

No diarrhea for past 24 hours

If applicable, has had 24 hour dose of antibiotics and/or a doctor's note clearing them to return to school.

Vaccinations: A parent or guardian wishing to exempt his or her child from a particular vaccination must provide a signed waiver from the health department indicating the objections to the vaccination(s). A child who has been exempted from a vaccination is considered susceptible to the disease or diseases for which the vaccination offers protection. The child may be subject to exclusion from the school or program, if the local and/or state public health authority advises exclusion as a disease control measure.

Bicycles: Students may ride their bicycles to school and park them in the racks. At dismissal, bikers must walk their bikes while on school property. At no time may bikes be ridden in the bus loading area to the North of the school.

Wellness Policy: St. Mary School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices. We promote healthy eating and physical activities that support student achievement. In accordance with this policy, we encourage students to bring healthy snacks and drink fruit juices, water, or milk.

Pesticides: As a part of St. Mary Parish pest management program, pesticides are occasionally applied. You have a right to be informed prior to applications made to the school grounds and buildings. In certain situations, pesticides may be applied without prior notice. If you would like notification, you may call the school.

Asbestos: The EPA requires that re-inspection of asbestos materials are to be performed every 3 years. Updated asbestos management plans are available for review in the school office. Any questions may be directed to the principal.

13. Discipline: Students are expected to act in such a fashion that their behavior will reflect the values and principles of the Christian Gospel and the teachings of the Catholic Church. They will show consideration for all persons. To accomplish this, all students must recognize their individual responsibility and obligations and obey the rules established by St. Mary School. Discipline guidelines have been developed with input from staff, students, and parents.
14. Cell Phones – students may bring cell phones to school, BUT they must be kept in the students' locker/backpack and turned off until he/she leaves the building.
15. No electronic or handheld devices can be used during school hours (this includes recess). If a student has them out during school hours, they will be confiscated and parents will need to pick up the device at school.
16. Hot Lunch Program- The Pewamo Westphalia public school provides hot lunch to the students of St. Mary School.
17. GENERAL RULES:
 - To show respect for and obey all adults.
 - To control speech and actions so as not to disturb others or disrupt classes.
 - To prevent and avoid fighting.
 - To respect all persons and the property of others.
 - To help care for and preserve school and parish property.

Gum chewing **is not permitted** in school or on the school property.

18. PROTECTING GOD’S CHILDREN (Virtus) - All school volunteers must attend a Protecting God’s Children workshop (Virtus) or take the on-line class at www.virtusonline.org . A certificate of completion must be provided to the school after either class.

Other School Activities:

1. Field Trips- Occasionally, educational opportunities are available off school grounds. In this situation, a permission slip will be sent home with field trip information.
2. Special Celebrations- All classes may have a celebration for All Saints Day, Christmas, and Easter. It is acceptable for a child to bring a treat to celebrate his/her birthday. In accordance with our Wellness Policy, please bring in healthy, nutritional treats.
3. Missions: We encourage the children to support the missions by their prayers and sacrifices. Mite boxes are used during Lent.

Special Note: This handbook has attempted to address the most common questions and concerns. It is not all-inclusive. St Mary School administration reserves the right to revise or rescind its policies at any time for any reason.

updated 8/2023

St. Mary School Virtue Based Discipline Policy
~The habit of doing good~

St. Mary School will use a school wide virtue based discipline policy focusing on the four Cardinal Virtues: justice, prudence, fortitude, and temperance.

Student expectations are listed in a rubric. The virtues and expectations will be taught by each teacher repeatedly throughout the school year.

When these expectations are met, students will be commended by teachers and staff when virtuous behaviors are witnessed. Teachers and staff may acknowledge the student's behavior by giving a **Holy Habit Card**. This card will count towards the student's house points, which coincides with our House System.

When a **Virtuous Behavior Expectation** is not met, students will fill out a **Virtuous Behavior Reflection (VBR)** sheet that will be sent home, signed, and returned the following school day. The student will miss recess until the VBR sheet is signed and returned or the parent(s) have made contact. This sheet allows the student to reflect on the situation and recognize the virtue they need to work on.

St. Mary School will follow the **Virtuous Behavior Expectations Consequence Rubric** when expectations are not met.

Although most discipline will be handled in the classroom, students may be referred to Mrs. Feldpausch.

Virtuous Behavior Expectations

	Classrooms/Specials	Restrooms	Cafeteria	Arrival/Departure	Hallway	Mass	Recess/Playground
Voice Level	0-3	0	0-3	0-2	0	0-3	0-5
Justice (Fairness)	Use please, thank you, and excuse me Remove all hats, hoods, and sweatshirts Have all of your belongings Include others Listen to adults	4 students in the bathroom at a time Wait your turn	Use please, thank you, and excuse me Wait your turn in the food line Wait at your table until dismissed Listen to adults	Have all of your belongings Be on time Greet adult at the door	Listen and follow directions	Remove all hats, hoods, and sweatshirts Include others Play fairly, take turns, and share equipment Use games and equipment properly	Line up when the bell rings Use nice words and actions Include others Play fairly, take turns, and share equipment Use games and equipment properly
Prudence (Sound Judgment)	Follow directions the first time they are given Be prepared	Honor the privacy of others	Follow directions the first time they are given Take only what you will eat	Follow directions the first time they are given Leave dirt, snow, and gross untouched by staying on the sidewalk	Pay attention to your surroundings	Show reverence when in church Follow directions the first time they are given	Stay within playground boundaries Follow directions the first time they are given
Fortitude (Courage)	Be honest and take ownership of your actions Ask for help when needed Help others	Report graffiti, damage, or disturbances to a staff member	Be honest and take ownership of your actions Ask for help when needed Help others	Show patience when waiting for school doors to open	Report graffiti, damage, or disturbances to a staff member	Actively participate in Mass Ask for help when needed Help others	Report graffiti, damage, injuries, or disturbances to a staff member Be honest and take ownership of your actions Ask for help when needed Help others
Temperance (Self-Control)	Use respectful and appropriate language Listen when others are speaking and speak when it is your turn Take care of personal belongings and clean up after yourself Keep hands, feet, and objects to yourself Wait patiently while sitting or standing in one place Walk at a safe pace Enter and exit in a straight line	Get in and out as quickly as possible Clean up after yourself properly Wash and dry your hands Wait patiently and quietly while standing in line Walk at a safe pace	Use respectful and appropriate language Take care of personal belongings Keep hands, feet, and objects to yourself Clean up after yourself Wait patiently while sitting or standing in one place Keep all food in the cafeteria Walk at safe pace Eat only your food Enter and exit in a straight line	Use respectful and appropriate language Keep hands, feet, and objects to yourself Wait patiently while sitting or standing in one place Wait for permission to leave your seat Walk at a safe pace Go to your assigned area and stay seated Enter and exit in a straight line	Keep hands, feet, and objects to yourself Walk at a safe pace Enter and exit in a straight line Honor all hallway displays Walk silently and directly to your designated area without disrupting others	Listen when others are speaking and speak when it is your turn Keep hands, feet, and objects to yourself Walk silently at a safe pace Enter and exit in a straight line	Take care of personal belongings and school equipment Keep hands, feet, and objects to yourself Enter and exit in a straight line

Virtuous Behavior Expectations – Consequence Rubric

	Behavior	First Offense	Second Offense	Third Offense	After 3 Offenses	After 4 Offense
Justice (Fairness)	Social Exclusion- Prohibiting others from joining a group or an activity, shunning, playing mean tricks	Verbal warning to student Parent contact	Recess missed for one school day Child calls parent	Recess missed for 5 school days Conference with parent, teacher, and administrator	In school 1 day suspension with administrator conference to develop behavior plan	Out of school suspension 1-5 school days
	Deliberate Classroom Disruption - Failure to follow directions the first time, tempting others to not follow classroom rules, frequent outbursts	Verbal warning to student Parent contact	Recess missed for one school day Child calls parent	Recess missed for 5 school days Conference with parent, teacher, and administrator	In school 1 day suspension with administrator conference to develop behavior plan	Out of school suspension 1-5 school days
	Cheating/Forgery/Stealing - Plagiarism or copying other students' work, taking ownership of school or others' belongings	Recess missed for 1-5 school days Conference with parent, teacher, administrator if needed	In school 1 day suspension with administrator conference to develop behavior plan	Out of school suspension 1-5 school days		
Prudence (Sound Judgment)	Digital Citizenship- Viewing websites and content that does not align with Catholic values, taking part in online behavior that damages relationships	Verbal warning to student Parent contact	Loss of technology use for a day Parent contact	Loss of technology for 1-5 school days Conference with parent, teacher, and administrator	Suspension of technology privileges Conference with parent, teacher, and administrator to develop behavior plan	
	Breaking the law- Stealing, Possession of narcotics, alcohol, smoking materials, weapons	Out of school suspension 1-5 school days Conference with parent, teacher, administrator	Expulsion			
	Teasing/Taunting- Name calling, putdowns, hurting others feelings or making them feel bad about themselves	Verbal warning to student Parent contact	Recess missed for one school day Child calls parent	Recess missed for 5 school days Conference with parent, teacher, and administrator	In school 1 day suspension with administrator conference to develop behavior plan	Out of school suspension 1-5 school days
Fortitude (Courage)	Threats/Intimidation- Threatening emotional or physical violence, harassment, stalking, extortion, threatening safety of students	Recess missed for 1-5 school days Conference with parent, teacher, administrator if needed	In school 1 day suspension with administrator conference to develop behavior plan	Out of school suspension 1-5 school days		
	Inappropriate Language- Profanity, swearing, back talking, crude language	Verbal warning to student Parent contact	Recess missed for one school day Child calls parent	Recess missed for 5 school days Conference with parent, teacher, and administrator	In school 1 day suspension with administrator conference to develop behavior plan	Out of school suspension 1-5 school days
	Harassment- "gossiping around" or "playing" that may include pushing, shoving, grabbing, jumping on, or name calling in which there is no imbalance of power	Verbal warning to student Parent contact	Recess missed for one school day Child calls parent	Recess missed for 5 school days Conference with parent, teacher, and administrator	In school 1 day suspension with administrator conference to develop behavior plan	Out of school suspension 1-5 school days
Temperance (Self-Control)	Physical Contact- Hitting, pushing, fighting, shoving, tripping, grabbing, slapping, spitting, biting, etc.	Recess missed for 5 school days Conference with parent, teacher, administrator	In school 1 day suspension with administrator conference to develop behavior plan	Out of school suspension 1-5 school days		

If a child is sent to the office or has the consequence of missing a recess, the child will fill out a Virtuous Behavior Reflection sheet. The Virtuous Behavior Reflection sheet will be sent home, signed and returned the following day. The student will miss recess until the Virtuous Behavior Reflection sheet is signed and returned or the parent(s) have made contact.

Severe behavior or continual misbehavior may lead to more severe consequences, including loss of party or field trip privileges, or suspension, depending on behavior.

*Subject to teacher and administrator discretion