

## **MISSION STATEMENT & PHILOSOPHY FOR CATHOLIC SCHOOLS**

The Archdiocese of Detroit holds that Catholic schools serve as an integral extension of the educational ministry of the Church; which continues the teaching mission of Jesus.

### **CATHOLIC SCHOOLS:**

- Proclaim the Gospel;
- Develop a faith community in which Gospel values are formed, experienced and lived;
- Preserve and teach the doctrines and traditions of the Catholic faith;
- Provide a learning environment which fosters academic excellence;
- Respect and value the racial and cultural diversity that is unique to the Archdiocese of Detroit.

*“Catholic schools will continue to involve students more fully in the mission of the Church. This will be accomplished through the building of community rooted in the life of the Holy Spirit, a commitment of service to others and a response to the call for justice and peace in the our work.”*

Archbishop of Detroit \* One in Faith and Knowledge... Growing to Full Maturity in Christ,  
p. 13 July 1993

## **ST. MARY SCHOOL MISSION STATEMENT & PHILOSOPHY**

### **Mission Statement**

St. Mary Catholic School is dedicated to providing a nurturing environment where students will develop in mind, body, and spirit through a Christ-centered education.

### **Philosophy**

St. Mary Catholic School is a community of faith where each person is a unique child of God – blessed with special talents and gifts.

- The historical background of St. Mary Catholic School will help to promote understanding, responsibility, and acceptance of others to evolve as a faith community.
- Educators will promote Catholic values and morals while fostering excellence.
- St. Mary Catholic School will encourage respect for diversity in an environment of peace and social justice.
- St. Mary Catholic School will provide an atmosphere in which the entire school community can unite with understanding and cooperation.

## SCHOOL STAFF AND EMAIL ADDRESSES

A very dedicated and capable faculty and staff currently minister to 270 children from preschool through eighth grade. Administrative services are provided by the pastor, who serves as local school superintendent, and by the principal. All teachers are duly licensed according to State of Michigan standards.

<b>Pastor:</b>	Fr. Marc Gawronski	
<b>Principal:</b>	Mrs. Melody Curtis	<a href="mailto:curtis@stmarychargers.com">curtis@stmarychargers.com</a>
<b>Secretary:</b>	Mrs. Janice Cousino	<a href="mailto:cousino@stmarychargers.com">cousino@stmarychargers.com</a>
<b>Bookkeeper:</b>	Ms. Linda Black	
<b>Teachers:</b>		
Preschool	Ms. Chelsey Myers	<a href="mailto:myers@stmarychargers.com">myers@stmarychargers.com</a>
Kindergarten	Mrs. Sondra Pulter	<a href="mailto:pulter@stmarychargers.com">pulter@stmarychargers.com</a>
First Grade	Mrs. Holly Yaeger	<a href="mailto:yaeger@stmarychargers.com">yaeger@stmarychargers.com</a>
Second Grade	Mrs. Karol Applin	<a href="mailto:applin@stmarychargers.com">applin@stmarychargers.com</a>
Third Grade	Mrs. Mary Peters	<a href="mailto:peters@stmarychargers.com">peters@stmarychargers.com</a>
Fourth Grade	Mrs. Amy Cooke	<a href="mailto:cooke@stmarychargers.com">cooke@stmarychargers.com</a>
Fourth Grade	Ms. Sarah Melling	<a href="mailto:melling@stmarychargers.com">melling@stmarychargers.com</a>
Fifth Grade	Mrs. Peggy Bellino	<a href="mailto:bellino@stmarychargers.com">bellino@stmarychargers.com</a>
6-7-8 Math / Science	Mr. Nathaniel Medlin	<a href="mailto:medlin@stmarychargers.com">medlin@stmarychargers.com</a>
6-7-8 Language Arts	Mrs. Patricia Alt	<a href="mailto:alt@stmarychargers.com">alt@stmarychargers.com</a>
6-7-8 Social Studies	Mrs. Michelle Lee	<a href="mailto:lee@stmarychargers.com">lee@stmarychargers.com</a>
6-7-8 Religion	Mr. Ed Lee	<a href="mailto:elee@stmarychargers.com">elee@stmarychargers.com</a>
Teaching Assistant	Mrs. Margaret LaBeau	
Teaching Assistant	Mrs. Karin Stewart	
Teaching Assistant	Ms. Katie Focht	
Childcare	Mrs. Cathie Harrington	
<b>Cafeteria:</b>	Mrs. Carol Zorn, Mrs. Carol Scobel	
<b>Maintenance:</b>	Mr. Bob Beaubien, Mrs. Carol Scobel	
<b>Athletic Director:</b>	Chris Thompson and Kari Blanchett	<a href="mailto:athletics@stmarychargers.com">athletics@stmarychargers.com</a>

## ADVISORY COUNCIL

School Advisory Council is composed of nine (9) appointed members of the parish school plus the pastor and principal, who are ex-officio members. The purpose of the council is to advise the pastor and principal on matters concerning the parish school; to assist in formulating and defining school policy; and to serve as the liaison between the school and the parish community. Meetings are held on the third Wednesday of every month at 6:00 p.m. in the school office.

The members of the 2010-2011 School Advisory Council are: Lynn Haut, Lyric Hodgson, Carol Anteau, Kari Blanchett, Angela Preadmore, Lisa Vanisacker, Christine Long, Laura Castiglione, and Terry Brown.

## PARENT CLUB

The Parent Club Board consists of President, Vice-President, Secretary, and Treasurer. Committees will be formed for each activity for the planning by sending requests to parents. Interested parents are encouraged to serve on these committees. Regular meetings will be held monthly, except during the summer months.

The Parent Club hosts both fundraising and social activities for the school. The fundraising events planned for the school year are: Morley candy drive, Oktoberfest for the students, the auction, and a raffle. There will be pancake breakfasts scheduled throughout the school year. A Christmas luncheon and a spring luncheon for the St. Mary's staff are also hosted by the Parent Club, as well as, an awards banquet for the fall, winter, and spring sports. All fundraisers require the prior approval of the school principal.

### Parent Club Philosophy

The Parent Club was formed to increase the organization and communication levels of special programs within the school community. The hope is to encourage school spirit and provide the essentials that benefit all students. The Parent Club will try to sponsor and support as many groups as necessary and reasonable. The aim is to provide opportunities for every student, without exclusion, to participate in extracurricular activities and special programs. The Parent Club involvement will include St. Mary's educational programs, athletics, and other extra curricular activities as the need arises.

## ADMISSIONS

### ***Non-Discriminatory Policy***

St. Mary School is committed to quality education within a Catholic/Christian environment. Consistent with this commitment, St. Mary School has established an admissions policy which fosters family involvement in the parish.

St. Mary School does not discriminate against students in admissions to participation in any school program or activity on the basis of race, ethnic origin, sex, or handicap which is unrelated to the student's ability to utilize and benefit from the educational opportunities, programs and facilities offered by the school.

### ***Enrollment***

Children of parish members and children of other Catholic parishes which do not have schools receive first consideration for admission. Thereafter, non-Catholic children may be admitted where there is space available, but only if their parents agree to their children's participation in the integrated religious education program offered by the school. All students are expected to participate in all instructional programs offered by the school. Parents are expected to support and cooperate with all educational

policies of the school. Parents who do not abide by the school policies or instructional programs and/or are disruptive in their actions to such may be asked to withdraw their children from the school.

Every new student will be admitted to St. Mary School on a trial basis for one semester. If there is consistent poor behavior, a poor attitude or inattention to academics, or disciplinary problems, the student will be asked to leave at the end of the trial period.

Students with disabilities will be evaluated for admission on an individual basis based upon their needs and the school's ability to accommodate those needs. The final decision will be made by the Pastor and Principal.

*Priority for admissions to St. Mary School is as follows:*

- Students registering for kindergarten must be five (5) years of age by September 1 and score age appropriately on the kindergarten readiness screening.
- Students registering for first grade must be six (6) years of age prior to September 1.
- Students currently enrolled
- New families, St. Mary parishioners
- Tenure in the parish as determined by parent date of registration in the parish

A letter of acceptance will be sent to Kindergarten families after kindergarten screening.

The school administrator reserves the right to limit the capacity of a classroom. Once a quota is reached, students are placed on a waiting list. The maximum number of children per class is 32.

### **Registration Procedures**

These procedures are in accordance with Section 3313.672 of Senate Bill 321, legislation dealing with missing children that became law on April 9, 1985. Section 3313.672 states:

*“A pupil at the time of his/her initial entry to a public or non-public school shall present to the person in charge of admission a copy of the original certificate of his birth and copies of those records pertaining to him maintained by the school that he most recently attended. If the pupil does not present copies of the items required by this section, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this and of this fact and of the possibility that the pupil may be a missing child, as this term is defined in section 2901.30 of the Revised Code.”*

The Michigan Immunization Law requires “all children enrolling in any public, private, parochial or denominational school in Michigan for the first time shall submit a statement signed by a physician that they have been immunized or protected against small pox, diphtheria, tetanus, pertussis, rubella, measles, poliomyelitis, hepatitis B, and varicella (chicken pox).” The school office provides forms for physician’s completion. No child will be admitted without this form on file. The State of Michigan also requires all children entering kindergarten to have their hearing and vision screened at least once between the ages of 3 and 5.

At the time of registration, the following items are required:

- a. Birth Certificate
- b. Baptismal Certificate
- c. Immunization Record – All children accepted into the school are required to have proper immunizations in accordance with established regulations from the State of Michigan.
- d. Academic and Behavioral Records, Psychological Reports, Test Results, IEP’s, Court Orders (if applicable)

### **Student Records**

A permanent record card is kept indefinitely by the school. A cumulative file of educational data for each student enrolled in the school is also maintained in the school office. The cumulative file contains: all

standardized test scores, grade cards, photos, reports of all special services (i.e. speech therapy, psychological testing, IEP's). These files are locked and are only available to certified staff members. Parents or guardians requesting to review records must sign the record review sheet in the folder and note the purpose for review.

The parent/guardian will be given a Release of Records Form to complete and sign, indicating the name and address of the last school attended by the student. The school secretary will contact the previous school to request the transfer of student records to St. Mary School.

### ***Custodial and Non-custodial Parents***

St. Mary School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, or that your child is protected by a court order from seeing a non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Any step-parent listed on the emergency card will be treated with the same rights and privileges as the parents of the student unless written documentation acceptable (Legally binding) to the Principal is provided. Divorced parents should provide the school with a copy of the custody section of the divorce decree. It is in the best interest of the student when families strive for mutually satisfactory pre-arrangements. Initiating discussions of issues such as financial commitment, sharing of parent letters or communications, school day visits, and extracurricular activity involvement rests with the parents.

## **HEALTH SERVICES & MEDICATION POLICIES**

### ***Accidents***

Minor knee scrapes and bruises will be treated in the school office. Any injury of questionable or more serious nature will be initially treated and parents will be contacted immediately. If we are unable to contact a parent, and emergency room treatment appears needed, the school will call for an ambulance. Parents will be responsible for any costs.

### ***Administration of Medication***

The following guidelines are to be followed when it is necessary for school personnel to administer prescribed medication:

- Students are not allowed to keep medication in the classroom, locker, or to carry medication on them at any time. The only exception is an inhaler, insulin or epipen. Any child carrying an inhaler, insulin or epipen must demonstrate complete understanding of proper use and self-administration. If a student does carry an inhaler, insulin or epipen, when it is necessary for them to use it, the school office must be notified as soon as possible by the student or teacher. Routine insulin use is excluded from notifying the school office as long as a log, which includes blood sugar monitoring or accessible from an insulin pump, is kept in the classroom.
- When prescription medications and/or over-the-counter medications are to be given, a written request must be obtained from the physician and the parent/guardian before any medication can be administered by school personnel. Forms are available in the school office. Michigan law prohibits dispensing of OTC meds by all school systems without the attending physician completed paperwork.
- Medication containers must have an affixed label including the student's name, name of medication, dosage, route of administration and time of administration.
- New request forms must be submitted each school year and as necessary for changes in medication orders, including change of dosage.
- The medication and signed permission forms must be brought to school by the parent/guardian.
- A log will be kept in the clinic when a child is administered medication by school personnel.
- A parent/guardian is to pick up any unused medication once the child no longer needs to receive it or at the end of the school year. Any medication not picked up by parent/guardian will be disposed of by proper method.

- Over-the-counter medications include any pain reliever such as: Tylenol, Motrin, ibuprofen, etc. Also included are cough drops, mouth wash, lotions or creams for rashes or irritation from insect bites, sunburns, etc. If you make a purchase to treat any symptoms, it is an over-the-counter medication.

### **Emergency Medical Forms**

The emergency medical form is essential for medical action to be taken upon sudden need. The authorization of this form does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity of such surgery, are obtained prior to the performance of such surgery. The form must be on file for all registered students the first day of school every year. New students registering during the school year have one week to complete the form.

### **Illness in School**

Should a child become ill during the school day, a parent/guardian will be asked to pick up the child. If unable to reach the parent/guardian, the authorized person on the emergency medical form will be contacted to pick up the child. In the event that the authorized person picks up the child, and the child's immediate family has voice mail/answering machine, a notice will be left stating that the child went home with the authorized person and why. If the illness is of a life threatening nature, the life squad will be called immediately followed by a call to the parents.

A child who exhibits the following signs of illness will be isolated in the school office and must be picked up:

- Temperature elevated to 99.5 degrees Fahrenheit or above (*the child must be fever-free, diarrhea and/or vomit-free for at least 24 hours before returning to school*)
- Skin rash of undetermined origin
- Diarrhea and/or vomiting
- Evidence of lice infestation
- Sore throat with a temperature elevation of 99.5 degrees
- Abdominal pain (not a belly-ache)
- Has an accident and may possibly need medical attention
- Has signs or symptoms of a communicable disease
- Pink eye (Conjunctivitis)

Parents/guardians should keep a child home from school following these health guidelines:

- If a child has a runny or stuffy nose with flu-like symptoms, he or she should not come to school.
- A child should stay home for 24 hours after a fever breaks.
- If a child is sick during the night or in the morning before school, he or she should stay at home.
- If strep throat is suspected, the child must have a strep test taken to be sure that strep is not present. The child may come to school when the strep test reads negative.
- Children having diarrhea should be kept at home.

Children who are ill and come to school are not only subjecting the other children to illness, but are also at higher risk of catching something else since their resistance is lower.

The following are a list of the most common communicable diseases and their symptoms:

- Chicken Pox – feverish...with a rash that appears in the form of small pimples which will fill up with a clear fluid. Rash frequently begins on the trunk of the body or under arms. Incubation period is 14-21 days.
- Conjunctivitis (pink eye) – Redness and swelling of the membranes of one or both eyes with some burning and itching, sensitivity to light, and a discharge. Immediate medical treatment is needed. Exclusion from school until fully recovered.
- Head lice (pediculosis) – If your child is suspected of having head lice, he/she will be sent home immediately. Following evidence of proper treatment and that all nits have been removed, the child may return to school. The school does not routinely check children for nits/head lice. The school should be contacted immediately if you discover your child has head lice.

- Fifth's Disease – Fever, bright red rash usually beginning on face (slap cheek) and spreads to trunk, and extremities. Normally clears in one week. Incubation period 12-14 days.
- Hand, Foot & Mouth (coxsackievirus) – Fever with a raised rash particularly on palms, soles and around the mouth that progress to blisters and scabs. May have painful sores in mouth that cause swallowing to be difficult.
- Scarlet Fever and Streptococcal (sore throat) – fever, headache, sore throat, vomiting. A fine rash appears with scarlet fever/scarlatina. Incubation period is 2-5 days. Isolation for 48 hours after the start of antibiotic treatment is suggested. Child may return to school with a note from the doctor that the child has been treated and is released to return to school. Incubation is 3-6 days.
- Ringworm (tinea) – If on scalp, may have patches of temporary baldness and hair of affected area will be brittle. If on skin will have flat ring like rash with inflammation that may itch and burn.
- Mononucleosis – Fever, sore throat with swollen glands, fatigue and possibly abdominal pain. Incubation 30-50 days.

### ***Immunization Requirements***

Pupils in preschool through grade 8 unless otherwise exempt, must be immunized against certain diseases by type of vaccine and number or required doses. The parents/guardians submit written evidence obtained from the physician that their child meets or exceeds the minimum immunization requirements, which are:

DPT (diphtheria, tetanus, pertussis) and/or Td Vaccine – dosage: 4;

Polio – dosage: 3;

MMR (Measles, Mumps, Rubella) – dosage: 2;

Hepatitis B - dosage: 3;

Varicella – dosages: must be administered on or after the 1<sup>st</sup> birthday before beginning kindergarten. A written statement from physician claiming history of disease is acceptable.

### ***Child Abuse/Neglect***

The Michigan Law (Act No. 238, Public Acts of 1975) requires that all cases of suspected child abuse and/or neglect be reported to the appropriate office of the Michigan Department of Social Services. A report will also be made to the Catholic Schools Office. State law requires school administrators, school counselors, teachers, social workers and members of the clergy, have reason to believe that a child under the age of eighteen years has been abused or neglected must report the matter promptly.

“Child abuse” is defined as harm or threatened harm to a child’s health or welfare by a parent, legal guardian, teacher, teacher’s aide, clergy, or any other person responsible for the child’s health or welfare through non-accidental, physical or mental injury, sexual abuse, sexual exploitation, or maltreatment.

“Child neglect” is defined as failure to provide adequate food, clothing, shelter or medical care.

## **WITHDRAWAL/TRANSFER**

### ***Withdrawal***

When students withdraw from St. Mary School, they are to return all property belonging to the school and pay any fines or charges that may be due. The parents/guardians must complete a release of records form with the receiving school before student records will be transferred. The school secretary will contact the previous school to request the transfer of student records to St. Mary School. However, if fees and/or tuition are in arrears, grades or transcripts may be withheld until such amounts are paid in full. Health records will be forwarded to the receiving school.

### ***Transfer Students***

Students who are transferring to St. Mary School will be admitted only after application forms and tuition arrangements are completed; report cards, test scores, and educational data are reviewed; behavioral and study habits are deemed acceptable; and past tuition/fees to previous schools have been paid in full.

Registration will not be finalized until records have been reviewed by the principal and the parents and students have signed the Probational Acceptance Form.

## TUITION

The pastor and principal, with the recommendations of the School Advisory will set the tuition scale prior to registration for the following school year.

Students are accepted for enrollment upon receipt of:

1. Payment of pre-registration fee
2. Completion and return of Tuition Agreement
3. Any past accounts paid in full

\*\* LATE FEE: St. Mary School may charge a late fee of 5% of the payment amount for any payments not received within 30 days of the payment due date.

### ***Tuition Refund***

Students withdrawn from St. Mary School after June 30 may be subject to a cancellation penalty in the amount of 25% of prepaid tuition. The refunded amount for students leaving during the school year will be given on a quarterly basis after review by the pastor and/or principal. Tuition and fees must be paid in full before academic records will be released to the parents/guardians or the receiving school. Non-payment of such charges will also be sufficient basis for refusing to award a diploma.

## FAITH AND WORSHIP

Students receive 30 – 50 minutes of formal religious instruction daily. The religion curriculum is designed so that through consistent teaching, students will come to know and understand scripture and the teachings of the Catholic Church; experience a nurturing and loving Christian community; learn to serve and reach out to others in efforts toward peace and justice; and come together in prayer and worship.

Weekly Mass is usually on scheduled Fridays at 1:15 p.m. Families are always invited to attend our school liturgies. Parents are also reminded of their responsibility to make sure that their family attends weekly Mass faithfully, to provide a Christian atmosphere in the home, and to pray for their child/ren and all involved in his/her education.

### ***Prayer***

Catholic beliefs and values are integrated in all aspects of the school's educational program. Liturgical music practice, devotions, and prayer services are scheduled for all grades. Prayers (formal and informal) are said throughout the day. All students (Catholic and Non-Catholic) are required to participate in religious instruction, prayer, liturgy, and related religious activities. Each class will integrate a service experience as part of the curriculum to foster in our children a sense of Christian responsibility and social justice.

### ***Sacraments***

Parents and teachers work in partnership with the parish catechists to prepare children to receive the sacraments of Reconciliation, Eucharist, and Confirmation. Parent involvement is mandatory prior to reception of the sacraments. Reconciliation – grade 2; First Communion – grade 2; Confirmation – grade 8.

### ***Catechesis of the Good Shepherd - Atrium***

In the Catechesis of the Good Shepherd the classroom, called the Atrium, is a spiritual environment—more like a place of worship or a retreat center than a traditional classroom. It is perceived as “holy

ground” where Christ may be encountered in Word and Action; a place for community and worship where the spiritual life of the child is nurtured, and a place of work that becomes prayer and conversation with God. The Atrium creates the conditions for silence and reverence and helps the children focus on and listen to God.

## CURRICULUM

*“Parents are the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.”*  
(cf. Vatican II, Education)

Parents do not relinquish their right and duty to educate, but only delegate a part of their responsibility to the school. Without the cooperation of the parents, the school cannot educate the child.

St. Mary Catholic School is fully accredited through the Michigan Association for Nonpublic Schools (MANS) and curriculum flows from the Archdiocese Religion Courses of Study and the Michigan Academic Content Standards. Teachers are fully licensed by the State of Michigan and participate in on-going professional development. Our faculty is dedicated, caring, and committed to the ministry of Catholic education. They make a difference in their students’ lives by integrating academic disciplines with faith and values.

### **Academic Honors**

**First Honors:** Students in grades 3 through 8 who receive 93% or higher in all content areas, including religion, music, art, technology, and physical education.

**Second Honors:** Students in grades 3 through 8 may earn Second Honors if they receive 85% or better in all content areas, including religion, music, art, technology, and physical education.

**Principal’s Award:** Students in grades 3 through 8 receiving this award are selected based upon teacher recommendation and principal approval. Criteria for recommendation are as follows: models respect for self, others, and property; volunteers dependable service; exemplifies appropriate behavior in all types of situations; exhibits leadership qualities that promote a positive school environment; demonstrates academic achievement consistent with personal best.

### **Grading Policy**

Percentage grades will be used on the grade cards for grades 3 through 8. Grading scale is as follows:

A	93% - 100%	C	77% - 84%	F	0% - 68%
B	85% - 92%	D	69% - 76%		

### **Homework**

Homework assignments reinforce learning begun at school and apprise the parent of work that the student is doing in school. Parents can assist their child/ren with home assignments in the following ways:

- Provide a quiet spot away from the TV, radio, telephone, and other members of the family.
- Check to see what was accomplished during the study time regarding completeness, neatness, and correctness.
- Be willing to listen and offer assistance when requested from the child.
- Encourage, but do not pressure your child.
- Question the teacher if your child uses the excuse of “no homework” too often.

If for some reason the child does not complete an assignment, a note of explanation from the parents is expected.

A suggested time allotment for homework is:

Grades 1 – 2	20 – 30 minutes
Grades 3 – 4 – 5	45 – 60 minutes
Grades 6 – 7 – 8	60 – 90 minutes

### ***Middle School Homework Policy***

All middle school students are expected to have their homework handed in on the due date. In the event that a student forgot their homework, you will receive a notification via email.

- If the missing homework is turned in one (1) day after the due date, then the student will receive full credit for their assignment.
- If the missing homework is turned in two (2) – five (5) days after the due date, then the student will receive half credit (50%) for the assignment. This means that if the student earns 80% on the homework assignment, then they will be given 40% credit.
- If the missing homework is turned in more than five (5) days after the due date, then students will receive a “0” for the assignment (NO CREDIT).

***The Homework Policy DOES NOT pertain to an excused student absence, such as when the student is sick.***

### ***Intervention Assistance Team***

The school’s Intervention Assistance Team makes recommendations and suggests interventions to remediate problems when students are experiencing difficulties or struggles with academics, behavior, medical, or perhaps social skills. Parents are always invited to be present when the team meets. Our best successes for students come about when the parents and staff develop a plan together and when each keeps the other informed about the child’s progress. All interventions are a means of figuring out how best to teach a student who is experiencing academic, behavioral, medical, or social difficulties. The team consists of the principal, teacher/s, and support staff as appropriate.

### ***Mid-Quarter Reports***

Mid-Quarter Reports are distributed approximately four-weeks into each quarter and are mailed to the home address. Teachers reserve the right to mail home a report on grade average, effort or behavior. Students whose academic average in any given class is below average (75% or lower) will have a report sent home. **Parents may not be notified before report card marking if changes occur after the mid-quarter reporting.**

### ***Parent-Teacher Conferences***

School initiated conferences will be scheduled at the end of the first quarter. If a conference is desired at another time, please request an appointment. Communication by parents concerning curriculum, school rules, classroom procedures or homework should first be directed to the teacher. Because teachers are responsible for supervising students from 7:30 to 2:30 daily, teachers may not leave their classrooms during the day to talk with parents. They are, however, available to confer with you at a more convenient time. Kindly do not telephone teachers at their homes, unless they have asked you to do so. The school office does not give out teachers’ telephone numbers.

### ***Promotion, Placement and Retention***

The decision to place or retain a student at a grade level will not be finalized without the consultation of the parent/guardian. The consultation will occur prior to the beginning of the fourth quarter. All options such as previous interventions, summer school, tutoring, and academic testing/evaluations will be considered. However, parent permission is not required to retain, place or promote a child at grade level.

### ***Report Cards***

Quarterly Reports are issued four times a year at nine-week intervals. The purpose of the quarterly report is to communicate meaningful information concerning achievement to parents and others who are authorized to access educational data. This report includes specific descriptions which provide assessments of your child's knowledge, skills, and attitudes based on academic standards and learning expectations. More specifically, this information communicates what students are expected to know and be able to do at different grade levels. Although children vary in their rate of educational development, continuous progress is the goal for each child.

### ***Eighth Grade Algebra***

Based on classroom performance and standardized test scores, a student may be recommended by his/her classroom teacher for the eighth grade algebra class in place of the regular eighth grade math curriculum. Participation requires written parental consent. Algebra students begin class at 7:45 a.m. and end at 8:50 a.m., Monday - Friday at St. Mary Catholic Central High School, along with other students from local Catholic schools.

### ***General Music***

A general music program has been established to include all students in grades 1 through 4. The program is designed to teach students songs, to expose students to a wide range of music, to enhance their appreciation of music and to teach the basics of reading music. Grades are issued considering written work, tests, participation, attitude and behavior. Students are expected to participate to the best of their ability and are graded accordingly.

### ***Instrumental***

Instrumental music is provided for grades 5 through 8. The class is taught twice a week at St. Mary Catholic Central High School by an instrumental instructor. The students are given several opportunities to perform for audiences throughout the school year. Instruments are provided for fifth graders, and grades 6 through 8 are rented by the parents.

### ***Physical Education***

A comprehensive program in physical education is provided to all students in grades K through 8. Research has proven a definite relationship between motor skills, physical development, and academic success. In addition, it is the goal of St. Mary School to provide a well-rounded curriculum to promote the development of the whole child. All students are expected to participate in physical education classes.

### ***Religious Education***

All students who attend St. Mary School will receive daily instruction in religion as part of the school program. The goals of this instruction are to develop a knowledge of, and devotion to the Catholic Church, her beliefs, traditions, and rituals, as well as to develop a thoughtful, committed Christian child. Parent support of the religious growth of his/her child is vital to the success of this program, and is expected. Non-Catholic students are required to participate in the religion program.

### ***Outdoor Education Program***

Students in grade six attend a week-long educational program. Although St. Mary School encourages all students to attend this adventurous opportunity, students who do not participate are required to attend school for the week and to work on curriculum assignments.

### ***Technology***

Technology is offered to all students in grades K through 8 as part of the regular curriculum. The instructional time covers basic areas of the computer, skill building, and integration of technology in all content areas. The students learn about word processing, spreadsheets, databases, and the Internet. The instructional time will expand upon the base knowledge of computers and students will be expected to work independently as well as in small groups to complete various assignments that include multimedia presentations and digital imaging projects. Desktop publishing skills will be improved with an emphasis on the importance of visual communications. Appropriate use of computer technology will also be reinforced.

### **Visual Arts**

Visual Arts is offered to all students in grades K through 8. The weekly class emphasizes working with elements and design. A variety of materials will be used to explore concepts of second and third dimensional space, color relationships, design and composition. Students will develop their skills in drawing and painting (2D), printmaking and sculpture (3D).

## **ATTENDANCE**

Prompt and regular attendance helps the child develop needed life skills and intellectual growth. Parents or guardians have a serious responsibility to see that their child is in attendance during all school calendar days except in cases of illness and family emergencies, exposure to a contagious disease, or circumstances which, in judgment of the parent, constitute good and sufficient cause for absence from school.

### **Absenteeism**

If a student is to be absent from school for any reason, the parents or guardians are required to notify the school before 9:00 a.m. at 734-241-3377. If a child is not reported absent, the school must contact the parent at home or work. If telephone contact cannot be made, written notice of the absence will be mailed home. A written excuse must be presented to the teacher on the day the student returns. If a child's absence is known ahead of time, parents are to call the school office and send a note to the teacher. All such notes are forwarded to the school office. A log of all phone calls and notes received and sent will be kept.

### **Excessive Absences**

A student must be present a minimum of 160 days to be considered for promotion to the next grade. Absences of twelve (12) or more days within a quarter, parents will be called or a letter will be sent informing them of the absences. A doctor's excuse for illness may be required for each absence after twelve (12) days. The school reserves the right not to assign a grade for the grading period. An incomplete may be assigned until the work is completed.

### **Appointments/Early Dismissal**

Whenever possible, appointments should be scheduled outside of regular school hours. If it is necessary for a student to be dismissed before the end of the school day, a written request indicating the time and reason for early dismissal is required from the parent or guardian. This note will be validated by the school office. The student will receive a permission slip to be signed by his/her teacher. When it is time for the student to leave, he/she is to return the signed permission slip to the office.

Parents are not permitted to go to the classroom to get their child. The child will be released when the custodial parent, guardian or adult named in writing comes to the school office to pick up the student. When returning to school after an appointment, the student must report to the office and obtain a slip for re-entry into the classroom.

On the day of an extracurricular event, a sports participant must report to school by 11:00 a.m. to be eligible to play.

### **Assignments during Absences**

Students who are absent are required to make up missed assignments. A student who is absent due to illness will not be expected to complete school work while ill. The student will be allowed a sufficient amount of time to make up assignments. "Sufficient time" is relative to the length of absence and the nature of assignments missed. Upon the return of the student, it is the student's responsibility to find out from the teacher what work must be completed and to decide a completion deadline. Assignments not completed by the deadline will be treated as missing assignments.

Requests for homework must be made at the time the child's absence is called in to allow teachers opportunity to gather necessary materials. When homework is requested, please be sure to come to the

school office at dismissal to pick up work. Parents/guardians who ask teachers to prepare work for a student who is absent should consider the following:

- If the student will be absent for only a day, it is doubtful that acquiring the day's work is necessary. The student under normal circumstances should be able to make up work upon returning to school.
- When work has been sent home, there is an expectation that the work will be completed.

### ***Personal Convenience Absences***

Absence from school for student and/or parent personal convenience is not provided for under the school attendance laws of the State of Michigan. Therefore, the proposed absence will be considered "Unexcused" and parents are asked to complete the *Application for a Student Personal Convenience Absence Form* at least one week before leaving. State clearly the nature of this absence and the reason the leave must be taken during the school year. Forms may be obtained from the school office. Please be advised that teachers are not required to prepare work in advance for students who will be absent due to family vacations. Teachers are not responsible for re-teaching material covered while a student is on vacation. This becomes the responsibility of the parent/guardian. Upon the return of the student, it is the student's responsibility to find out what work must be completed. Special circumstances may dictate an individualized approach to makeup assignments.

*Please Note:* Personal convenience absences should not be taken during testing weeks. As well, final exams, report cards, and/or awards will not be given in advance.

### ***Tardiness***

Students who are not present in the classroom at 7:50 a.m. except those riding a late bus will be marked tardy. When a student arrives late, the student must report to the school office. If the situation is known in advance, please call the school office before 9:00 a.m. on the day of the late arrival or send a note to the teacher the day before the late arrival. After five (5) tardies have been accumulated, the principal will notify the parents.

#### Clarification of Tardiness vs. Absenteeism

Tardy = one (1) minute up to one (1) hour

Half Day Absence = one (1) hour to three (3) hours

Full Day Absence = over three (+3) hours

### ***Truancy***

Truancy is declared when a student is absent from school without school authorization and parental consent. Leaving school during the school day without the approval of the principal will be treated as truancy. A pattern of truancy will be reported to the authorities.

### ***Written Notice***

Written notice is to be presented to the teacher for the following reasons:

- Early dismissal for various appointments
- Tardiness
- Prior to planned absences, trips, etc.
- Any change in routine car pick-up, bus or walking
- Staying in at lunch
- To be excused from physical education
- To receive medication during the school day

## **ATHLETICS / ELIGIBILITY**

At St. Mary School we believe it is of great importance that all students have the opportunity to participate in sports. We also believe that personal involvement and development by all team members should be the goal, and through participation in sports, these members are better able to realize their potential. We hope that our young people learn self-discipline, the importance of teamwork and group responsibility,

and the idea that participation in sports should promote results that are not always directly associated with athletics. The Athletic Program at St. Mary School is supported through the Parent Club. Every student who is interested in playing a sport will be provided the opportunity as long as he/she meets academic and conduct standards.

The object of St. Mary's "A" teams (7<sup>th</sup> and 8<sup>th</sup> graders) is to further the student's athletic potential, sportsmanship, and teamwork. The goals at this level are to represent, in a competitive manner, St. Mary School in league play. Sports listed as "A" teams are football, 7<sup>th</sup> and 8<sup>th</sup> grade basketball, baseball, softball, volleyball, and soccer.

Teams consisting of 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders are considered "A" teams. Although playing at a competitive level, players will be rotated when the opportunity arises based on the coach's discretion.

The objective of the "B" teams (5<sup>th</sup> and 6<sup>th</sup> graders) is to give every student the opportunity, at the coach's discretion, to develop his/her athletic potential through competitive game time experience, while learning good sportsmanship and the benefits of teamwork.

Volunteer coaches are not responsible for team transportation to or from sporting events. Parents are responsible for the transportation of their children to and from sporting events. A responsible adult must be present at each sporting event in order for a child to participate, also in case of injury or illness.

Parents (or legal guardians) of student athletes must be registered, participating members of St. Mary Parish for at least six consecutive months prior to the start of the individual playing season. The exception to this rule is if the family is moving into the area.

### ***Student Responsibilities***

1. For a student to participate in sports he/she must average 75% or higher in all subjects and have satisfactory marks in conduct and class participation, including music, art, technology, and physical education.
  - a. Current report cards and/or progress reports are mandatory at sign-ups for all sports.
  - b. Exception for the above criteria may be made at the discretion of administration.
2. Any student suspended from school is automatically suspended from CYO participation (this includes all practices and games).
3. Any student who uses abusive language, damages home or visiting parish property or team equipment will be suspended from the team indefinitely. Parents will be liable for cost incurred.
4. Students are expected to keep a minimum of 75% in *each* content area (75% is considered a "D" on the grade scale). On Monday, or the first day of the school week, the middle school teachers will evaluate where the students are in terms of their academic progress. In the event the student is below 75% in one or more content areas, the parents will be notified on Monday after 3:00 p.m. The athletic director will notify the coach. The student may not participate in team practices or games Tuesday through the next Monday (when academic progress is checked again). Sports eligibility is determined week by week on Monday or the first day of the school week. Principal discretion may be used in each circumstance.
5. A student quitting a team without serious reason and without prior contact with the coach and/or athletic director may be ineligible for that sport for the following year.
6. Any student conducting himself or herself in an unsportsmanlike manner will be warned about the actions by the coach. Probation or suspension could result depending on the severity or frequency of the problem.
7. A student who develops a chronic pattern of absence or tardiness at school will be subject to probation and suspension from the team. Absence from school on a given day makes the student ineligible to participate in games or attend practice that day.

8. All participants are responsible for their uniforms. This includes any items lost or damaged beyond normal use. Further sports cannot be played until the uniform is replaced.

### ***Cheerleading***

Cheerleading shall be supervised by at least one adult. The same academic standards that apply for sports shall apply to cheerleading.

## **CODE OF CONDUCT**

### ***Code of Conduct for Students***

St. Mary School is dedicated to creating and maintaining a Catholic, Christian learning environment for all students. Teachers, administrators, parents and students must assume a reasonable role for promoting behavior that enhances spiritual, academic and social success. Courteous, respectful and responsible Christian behavior fosters a positive climate for the learning community.

Disciplinary actions shall be applied with care and reserve. In every discipline action taken the school shall use its published Code of Student Conduct which is in accordance with the School Policies and Rule Manual: Archdiocese of Detroit Student's Probation, Exclusion, Suspension and Expulsion Policy 5114. Adopted 1977; revised 1995.

The Code of Student Conduct sets forth students rights and responsibilities while at school, on school premises and school-related activities and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and or disciplinary actions depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community and any other relevant factors.

The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

The Code of Student Conduct applies before, during and after school.

- In a classroom, elsewhere on school/parish premises, on a school bus or other school-related vehicle, or at a school – sponsored activity or event, whether or not it is held on school premises.
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or protecting the safety and welfare of students, faculty staff, or others.

Student rights relate to student responsibilities and must be seen in relationship to the safety, health and welfare of all students, faculty and staff in St. Mary School. Expectations of student conduct are within the bounds or reasonable behavior expected of all members of the school community. Students are free and encouraged to express their individuality as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. All students should recognize the consequences of their language, manners and actions toward each other and the school faculty and staff. Students need to understand that they benefit from an orderly school and as members of the school community, acknowledge their responsibility to promote a good learning environment. If a student feels unsafe or threatened, the student or the student's parent/guardian should contact the principal immediately.

All Students are expected to:

- Show respect and obedience to teachers and adults in supervisory roles.
- Show respect and friendship to their peers through words and actions.
- Show respect and proper behavior when riding the bus to and from school as well as on school-related trips.
- Show respect for personal property, school/parish property, and other students' property.
- Exhibit behavior that allows teachers to teach and students to learn.
- Obey classroom rules, routines, and procedures.

- Be present at school every day unless prevented by illness or other excusable reasons.
- Be on time every day.
- Be prepared for classes by completing assignments and having available all required learning materials.
- Be properly attired and groomed in accordance with the school's dress code policy.
- Behave in a way that is safe to themselves and the school community.

### ***Code of Conduct Violations***

The Discipline Code applies to all students attending St. Mary School. The age and grade of the student in question will be considered when consequences for violations are determined. Please understand that our students are St. Mary School students at all times. A student who engages in conduct that is detrimental to the reputation of the school or has the potential to bring harm to any other individual, or impacts school safety and security may be disciplined in accordance with school policy regardless of its place of origin.

1. Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor as detrimental to the school community.
2. The principal or pastor reserves the right as his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

The following actions are serious violations whether occurring in school, at school-related activities, or outside of school. These violations may result in suspension or expulsion:

- Arson or attempted arson
- Breaking and entering
- Cheating, lying
- False fire alarm
- Forgery
- Gambling
- Theft
- Assault and/or battery of a school official
- Verbal or non-verbal threat to do harm to another
- Malicious destruction of school/church property or the property of those working at St. Mary School or Parish
- Lack of respect for teachers, staff, and students
- Plagiarism
- Possession and/or use of explosive materials, guns, or look-alike guns or dangerous instruments
- Possession of, use of, or promoting the use of drugs, tobacco, alcohol, or pornographic materials
- Leaving the school premises without permission
- Inappropriate or unacceptable use of technology including but not limited to cyber-bullying
- Failure to complete required work after due warning
- Repeated violations of dress code after due warning
- Altering the natural color of one's hair
- Profanity and/or obscenity by words, gestures, or visual images
- Repeated tardiness
- Trespassing
- Conduct unbecoming to a St. Mary School student
- Any other good and just cause upon the discretion of the principal

The following provides examples of, but not limited to, violations of the student Code of Conduct:

<b>Minor Behaviors</b>	<b>Major Behaviors</b>	<b>Serious Behaviors</b>
<p><b>Including, but not limited to:</b>            Not being prepared for class            Name calling            Rude gestures            Gossiping            Disruptive behavior            Chewing gum            Inappropriate lunch/recess behavior            Arguing            Not listening to an adult            Irresponsible use of facilities; library, cafeteria, bathroom, hallway, playground            Not following dress code</p>	<p><b>Including, but not limited to:</b>            Verbal disrespect / being belligerent toward another student or staff member            Swearing            Refusal to follow directions            Interfering with the rights of others            Using offensive language or gestures            Inappropriate, disrespectful behavior towards self, others, and property            Cheating/academic misconduct            Possession/use of cell phone without permission</p>	<p><b>Including, but not limited to:</b>  <b>Sexual/racial/cultural harassment</b>  <b>Making a bomb threat</b>  <b>Flashing a weapon</b>  <b>Stabbing someone</b>  <b>Shooting someone with a gun</b></p>
<p><b>If a student's actions are infrequent and / or occasional</b></p> <p><b>Who may be involve:</b> Teacher and/or staff member observing; student</p> <p><b>Expected communication:</b>            (Logged) Student conference, family phone call, written communication</p> <p><b>Consequences, including, but not limited to:</b>            Verbal Warning            Reinforce/Remind/Redirect            In-class modified seating            Private conference with student</p>	<p><b>If a student's actions are infrequent and / or occasional</b></p> <p><b>Who may be involved:</b> Teacher and/or staff member observing; student; principal</p> <p><b>Expected communication:</b>            (Logged) Family conference, family phone call, written communication</p> <p><b>Consequences, including, but not limited to:</b>            Reparation and/or restitution            Loss of privileges            30-minute after school detention</p>	<p><b>Who may be involved:</b> Teacher and/or staff member observing; student; principal; law enforcement</p> <p><b>ALL VIOLATIONS WITHIN THIS AREA HAVE TO DO WITH THE ST. MARY SCHOOL DISCIPLINE POLICY. THEY WILL BE HANDLED UNDER THE SUPERVISION AND DIRECTION OF THE PRINCIPAL.</b></p>
<p><b>If a student's actions are persistent and / or often</b></p> <p><b>Who may be involved:</b> Teacher and/or staff member observing; student</p> <p><b>Expected communication:</b>            (Logged) Family conference, family phone call, written communication.</p> <p><b>Consequences, including, but not limited to:</b>            Loss of privileges            30-minute after school detention</p>	<p><b>If a student's actions are persistent and / or often</b></p> <p><b>Who may be involved:</b> Teacher and/or staff member observing; student; principal</p> <p><b>Expected communication:</b>            (Logged) Family conference</p> <p><b>Actions, including, but not limited to:</b>            Loss of privileges            Individual remediation / behavior plan            Reparation and/or restitution            Full day in-school suspension</p>	

### ***Bus Conduct***

Students who ride Monroe Public School buses, Monroe Vicariate buses or any other school buses will not engage in any of the following behaviors: violation of safety procedure; fighting, pushing, tripping; eating, drinking, littering; smoking, lighting matches, possession of lighter; excessive noise, shouting, whistling; unacceptable language, gestures; any rude, discourteous annoying behavior; throwing things; spitting extending body parts out bus window, tampering with radio; weapons, riding unassigned bus, moving while bus is in motion.

### ***Steps of Discipline for Bus Behavior***

1. Verbal warning
2. Written warning with call from parent to transportation department to confirm receiving the misconduct notice and set up a conference if necessary.
3. One to five day bus suspension
4. Six to ten day bus suspension
5. One month bus suspension
6. Suspension from the bus for balance of the year

### ***Middle School Dances***

Students in grade seven and eight may attend dances. Sometimes Catholic schools in the Vicariate invite students to their dances. Each school varies as to which grades may attend. Any student who attends the dances must sign, and have on file in their school, a copy of the Monroe Vicariate Dance Guidelines. Students and parents will be held accountable according to these guidelines. Violations of guidelines may result in disciplinary actions.

### ***Accusations***

Any student accused of a serious wrong may be placed on a home-study program pending an investigation or adjudication.

### ***Confidences***

Confidences, whether written or verbal, which threaten the life, health, property, or safety of anyone or involve criminal activity must be reported to proper authorities.

### ***Gang Culture***

No student shall be permitted to wear or display any clothing, jewelry, insignia, hand signals, or other items, signs, or language that identify the student with the gang culture at school or coming to and from school.

### ***Harassment, Bullying and Abuse***

Students and parents of St. Mary School are expected to avoid harassing, bullying, and abusive behaviors. Such behaviors will not be tolerated and disciplinary action will be promptly taken. Student to student harassment may be deemed abuse when the age, maturity or developmental differences between the students are significant.

Examples of harassment or bullying behaviors among children of similar ages include:

- Calling names or insults
- Hitting, punching, kicking, choking, shoving, pinching, poking
- Hazing
- Threatening others, including families or friends
- Sending hurtful, insulting, or humiliating notes and/or messages
- Deliberately isolating, ignoring, or excluding others
- Spreading hurtful rumors or gossip
- Interfering with the property of others
- Making sexual innuendos and harassing remarks
- Engaging in any assaulting, excessive or unwelcome physical contact
- Ganging up or cornering or coercing

- Playing mean or embarrassing tricks or telling cruel jokes
- Taunting and teasing about race, religion, disabilities, social status, physical appearance
- Demanding servitude, money or property
- Blackmailing
- Ranking or rating activities about persons
- Writing hateful graffiti
- Manipulating relationships
- Using technology to intimidate, embarrass or coerce (Internet, e-mail, text messaging, phone messaging)

The school agrees to:

- Provide active supervision during non-academic as well as academic times
- Consistently investigate reports of bullying
- Communicate and teach Christian values which uphold the dignity of each person and contribute to the formation of a healthy and morally sound lifestyle among its members
- Impose progressive penalties or consequences for repeated violations

### ***Search and Seizure***

Because school officials have a legitimate interest in the personal safety and protection of all students within their care and custody, there is a right to search for and seize weapons or other dangerous or illegal objects, where the school official has reasonable grounds to believe that such are in the possession of a student. Teachers and other staff members shall make the administration aware of reliable knowledge concerning the whereabouts of such materials.

### ***Weapons/Explosive Materials/Pornographic Materials***

St. Mary School prohibits the use, possession and/or sale of any object which might be considered a dangerous weapon or instrument capable of harming in any way the carrier, another person, or another's property. Any staff person who observes actual or suspected use, possession or sale of such objects will immediately report the incident to the principal. The principal will investigate the incident. If the incident is verified, the student will be sent home for the remainder of the day. Steps of the discipline code will be initiated immediately.

### ***Procedures for Suspension or Expulsion***

One or two-day suspensions shall be imposed by the principal upon students who commit violations which warrant suspension and are less serious in nature as determined by the principal. The principal shall grant the student an informal hearing before imposing suspension. One or two-day suspensions may be either in-school or out-of-school as determined by the principal. The principal shall notify the student's parents/guardians and teacher(s) of the suspension. At the end of the period of suspension, the student shall return to school accompanied by his/her parents/guardians. The student shall be required to submit to the teacher all class work and assignments for the missed day(s) according to the directives of the teacher. Students may be required to meet with a counselor before returning to class.

For extended suspensions or expulsion, unless immediate action is required to promote the safety or security of persons or property involved and before imposing suspensions for more than two days or expulsion of any student, the principal shall give written notice to the student and his/her parents of the reasons for suspension or expulsion and convene an informational hearing of the discipline advisory board. A student who is suspended for an extended period shall return to school at the end of the prescribed period accompanied by his/her parents/guardians. In the case of an expulsion, the Archdiocese of Detroit School Offices will be notified by the principal.

## DRESS CODE

At St. Mary School students are expected to dress and conduct themselves in a manner that is respectful of their dignity as children of God. Neatness, cleanliness, and a well-groomed appearance are expected. Students in Grades K through 8 are required to wear the school uniform. Since buying clothing is a family function, parents are expected to purchase clothing that will meet the standards set forth in the dress code policy. This policy is written so that it is easy for students and parents to adhere to and easy for teachers and administration to enforce.

### **Belts**

Plain belts, solid black or brown in color are required to be worn with slacks & shorts that have belt loops. If pants or shorts do not have belt loops, then a belt is not required. Oversized belt buckles are not permitted.

### **Cosmetics, Cologne, and Jewelry**

Nail polish may not be worn on girls in grades K – 5. Subtle colored nail polish may be worn by girls in grades six, seven, and eight. Polish should be free of cracks & chips. Body piercing, visible tattoos, make-up and artificial nails are prohibited. Cologne and perfumes are not acceptable. Girls may wear small earrings with no more than one earring per ear. Boys may not wear earrings even if covered. Jewelry shall not be excessive (e.g. heavy, multiple or large necklaces & bracelets). A small crucifix or religious medallion is allowed for a necklace. A reasonable size wrist watch is acceptable.

### **Hair Coloring**

Natural hair color may not be altered or highlighted. Boys' hair should be off the collar, above the eyebrows (out of eyes), and above the ear lobe. Haircuts should be traditional – no fad haircuts.

### **Head Gear**

Girls' headbands and hair ribbons may be simple and plain colored. Bandanas are not allowed. Hats or caps may not be worn in the school building. This includes out-of-uniform days. The teacher or principal will have the final say over what causes a visual distraction in the classroom with regards to hairstyles and hair adornments.

### **Shirts**

Plain white or navy blue traditional polo shirts, collared, long or short sleeved shirts. No emblems. Collared white or navy blue traditional fold-down turtlenecks are also permitted. No emblems. Shirts must be tucked in slacks, shorts, or skirts. T-shirts worn under the school uniform shirt must be solid white with no visible designs or logos. (No under-armour style)

### **Skirts**

Girls in grades 2 through 8 may wear khaki skirts that still fit appropriately for the 2010-2011 school year, and begin wearing the PLAID jumper/skirt in the 2011-2012 school year. Girls in kindergarten and first grade are required to wear the PLAID jumper for 2010-2011. We are phasing in the PLAID. We encourage our girls to wear the PLAID skirt/jumper, but realize there may be khaki skirts that still fit. *Skirts and jumpers, no more than 2" above the knee.*

### **Slacks**

**Khaki**, pleated or flat front cotton twill slacks are required. Slacks must be worn with belts at the waist – not below the waist or dragging on the ground – not baggy or oversized. Corduroys, cargos, carpenter, painter, or polyester knits (stretch) are not allowed.

### **Shorts**

**Khaki** walking shorts, pleated or flat front cotton twill, at the knee or no more than two inches above the knee.

**Shoes**

Comfortable, appropriate, non-athletic looking casual or dress shoes with non-marking soles are to be worn. Colors include shades of brown, black, or navy blue. Tennis or athletic shoes styles in dark colors are not allowed. Shoes must be leather or suede and fully enclosed. Sandals, moccasins, boots with heavy heels, fashion boots, plastic shoes, flip-flops, clogs, crocs or variations of such are not allowed. Heels are not to exceed 1 ½" in height. All shoes must cover the foot completely, including toes and heel.

**Socks**

Girls: Fold-over crew length socks that are above the ankle, knee socks, or tights in navy blue or white may be worn.

Boys: Crew length socks in navy blue, white, or khaki may be worn.

**Sweaters (optional)**

Navy blue solid, crew neck or cardigan, long-sleeve pullover sweater may be worn. All sweaters must be worn over a white-collared shirt or white turtleneck.

**Sweatshirts (optional)**

Red in color, must be from the Spirit Sale with logo.

All sweatshirts, must be worn over a white-collared shirt or white turtleneck.

**Physical Education Dress**

Students are required to wear "Spirit Wear" for gym day with clean tennis shoes.

*The uniform policy will be strictly enforced. Parents will be promptly notified of concerns.*

<b>GENERAL SCHOOL INFORMATION</b>
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***Birthday Celebrations***

The birthdays of children are happy and important days in their lives. It is natural to share joy on such days and the school approves the bringing of a treat for the classroom celebration if this is desired. If you would like to do something at school, please check with your student's teacher for an appropriate treat/or time for the treat. We ask that you be considerate of our children with particular allergies/diabetes.

Peanut-free treats are preferred due to students with allergies. This treat should be small and not require that the teacher gives up class time or has to do the preparation. The event is made important by the occasion rather than by the nature of the treat. Children value the simple things in life; hence, the school encourages parents to keep the treat simple. Healthy treats are preferred. To ensure happiness of all students, party invitations may be sent to school to pass out to students only if every child in the class is to receive one. If only a few students are to be invited to a party, arrangements must be made at home.

***Cell Phones***

Cell phones or other electronic communication/entertainment devices are prohibited for kindergarten through fifth grade, including after school during latchkey supervision. Parents will be notified immediately if a cell phone is found and behavioral consequences will result.

Grades 6 through 8 may store cell phones or other electronic communication/entertainment devices in their book bags during the school day as long as they are not seen, heard, or used during school hours or while the student is under the supervision of school staff, including latchkey.

Public Act 155 makes it a felony to photograph, or otherwise capture or record, a visual image for distribution, dissemination, or transmission of recording, photograph, or visual image of an individual having reasonable expectation of privacy. Students are therefore prohibited from taking pictures of each other with cell phones, pda's, etc. for transmission. If a student owns a camera/video cell phone, he/she is not allowed to video camera and/or take pictures on school premises before, during, or after school.

Consequences for cell phone use will include behavioral consequences and confiscation of the device, which parents will be required to pick up from the school office after a 24-hour wait period. Failure to

follow the above policy will result in the student losing the privilege of having the cell phone at school for the remainder of the school year. If cell phone use and distractions are continuous, the principal has the right to band cell phones at school all together.

### ***Change of Address or Phone***

It is important that school records be accurate. If you have a change of address or telephone number, contact the school office immediately. Unlisted telephone numbers will be considered private information unless otherwise directed. It is essential that the school have accurate addresses and telephone numbers, so that in emergency situations, St. Mary School can reach parents or appointed emergency contacts.

### ***Emergency Operation Plan***

The Emergency Operation Plan details how the school will operate during critical incidents affecting students, faculty, staff or facilities. It is designed to provide guidance for personnel who discover or are notified of any emergency situation. The written plan is located in a wall pocket near each classroom door for easy access and refers to natural disasters, environmental and building disasters, and disruption of human life. Training sessions are held annually with appropriate updates and practices.

### ***Emergency Closing, Weather and Epidemics***

During inclement weather, fog days, or other emergencies, please turn to station WTWR-FM (98.3) or WJR-AM (760) for school closings. If Monroe Public School is closed or delayed due to weather, then St. Mary School will follow the same schedule. If a tornado watch/warning or winter storm takes place while the children are at school, they will be kept as safe as possible at school unless a parent personally comes for them.

### ***FERMI Emergency Plan***

A Fermi Emergency plan is in place. In the event of a radiological disaster, children are bused to a host school. St. Mary students may be picked up following the evacuation at Bedford High School. Major radio/TV stations will carry directive information to parents. Our students will remain at Bedford High School with our St. Mary School staff until a parent, or an adult designated on the emergency medical form picks them up. Please do not call the school during an emergency. Phone lines must remain open for specific directions from emergency officials for the school.

### ***Field Trips***

School-sponsored field trips are arranged in advance with principal's approval. Written permission from a parent is necessary before a child may participate. Permission forms will be provided by the school and only these forms will be accepted as permission for the trip. Students without written parental permission or a current emergency medical form will **not** go on the outing. Students not participating in a field trip will be expected to complete daily lessons under the supervision of a fellow teacher in that teacher's classroom. Although field trips are strongly encouraged, as they enhance the educational program available at St. Mary School, field trips are privileges afforded to students. Students can be denied participation if they fail to meet academic or behavior requirements.

Before the field trips, teachers will send home a form which outlines such things as the educational purpose of the trip, the cost per students, lunch arrangements, necessary supplies, dress code, departure and return times. All students are expected to abide by the St. Mary School Code of Conduct and Discipline Policy regardless of location. Parents must have a completed Archdiocesan Volunteer Driver form, Criminal Background Check, and have taken the Protecting God's Children class on file in the school office to drive/chaperone any students on a field trip.

### ***Fundraising***

Before any fundraising event is planned, the fundraising form must be completed and approved by the principal. St. Mary School retains final discretion in determining whether a school sponsored event should be cancelled due to any unforeseen or other emergency circumstances. Fundraisers will not be permitted to pay for class trips for kindergarten through grade five. Grades six through eight may fundraise for class trips such as camp, Washington D.C., or other experiences that are costly to families.

### ***Jeans Days***

All clothing shall be within the guidelines of decency and good taste as appropriate for school. The following are not allowed: offensive wording or pictures; ragged, torn, tight-fitting, over-sized clothing; bare midriiffs, tank tops, low-cut or revealing tops or tops with spaghetti straps unless worn under another shirt. Tennis shoes may be worn; NO sandals or flip-flops for safety reasons. Socks must be worn. Dates for Jeans Days will be listed on the monthly calendar that is sent home with all students.

### ***Latchkey***

The latchkey program at St. Mary School is operated as a service to the families and children. Our program is another way of meeting the needs of today's working parents and to keep the children in a safe and happy environment. Only students enrolled at St. Mary School may use the program on days that they attend school.

### Hours of Operation

The latchkey program is available from 2:30 to 5:30 p.m. on days that school is in session. Latchkey will NOT be available when school is dismissed at 11:45 a.m. due to professional development for the entire teacher/staff team. Every child needs to be picked up by 5:30 p.m. *Daily drop-in is welcomed.*

### Snack Provided

A small healthy snack will be provided each day. However, parents are encouraged to pack additional *healthy* snacks for their child/ren.

### Fees

The fee structure for quality school operated programs must be sufficient to support the total financial needs of the program. Please review the fee schedule carefully and direct any questions to Mrs. Melody Curtis or Ms. Theresa Hatcher.

*Registration:* \$20.00 non-refundable; please pay to school office.  
*Rate:* \$5.00 minimum daily charge/first hour; each additional hour \$4.00.

Timesheets will be kept for each child. The time will be rounded to the nearest quarter hour of attendance; with the exception of the first one-hour minimum for each session. Bi-weekly invoices will be sent home indicating the amount owed. Payment is expected prior to the next statement and may be sent directly to the school office.

### Late Pick-Up

If a child is picked up late a \$10.00 late pick-up fee will be charged. This charge will be \$10.00 for each quarter hour a child is left after closing time. Assessment will be based on the school's clock.

### ***Lost and Found***

A Lost and Found box is kept at school. Lunch boxes, jackets, and sweaters are several of the most common "misplaced" items. It is strongly recommended that nametags or other identifying marks be used on all clothing and personal belongings that are brought to school. Every effort will be made to return lost articles to their appropriate owners. Unclaimed items will be sent to charitable organizations. (Lost and Found jewelry and/or money will be kept in the school office until the owner is found.)

### ***Lunch Program***

A hot lunch is served in the cafeteria each day. The menu is sent home at the beginning of the month. Since our lunch program comes under the Federal Hot Lunch Program, Free and Reduced Lunches are available to those who qualify. A letter indicating the income level for applying for this is sent home at the beginning of the school year. The free or reduced price program is confidential and parents are obligated by law to inform the food service director of changes in personal financial income as it relates to eligibility of free/reduced lunches.

### ***Lunchtime in the Cafeteria***

Lunchtime is supervised by monitors, who are staff members and also parent volunteers from time to time. Students are required to show the monitors the same respect that they have for their classroom teachers. The attitude and actions of the students while in the lunchroom should reflect the quality Catholic education that they receive both at school and at home. Courtesy and concern for others should be the rule, and not the exception. The following is a list of lunchroom rules. This is not meant to be a definitive list, nor does it address all areas of concern to the fullest. Our major purpose in reminding parents and students of these policies is to provide each child with a safe environment to enjoy their lunch while they respectfully visit with their peers.

1. Show respect to all adults and peers.
2. Walk in the lunchroom.
3. Use proper language and speak quietly.
4. Use proper table manners.
5. Sit at the designated classroom table.
6. Raise your hand if you should need to leave the table.
7. Clear table, floor and chairs before leaving.
8. Sit in chairs properly.
9. All food is kept in the cafeteria.
10. Be respectful while *Grace* is being said.

Choosing to ignore these rules will result in disciplinary actions.

### ***Money***

Students should not bring money to school unless it is for a specific purpose. When it is necessary for students to bring cash, the money should be placed in a sealed envelope with the student's name, purpose, and the amount of money sent, written on the front of the envelope. Large amounts of cash should never be sent with students.

### ***Office Hours***

Parents are welcome to call or visit the school office from 7:30 a.m. to 3:00 p.m. on days that school is in session. Anyone desiring an appointment with the principal is asked to call and make an appointment.

### ***Parent Communications***

Parent Orientation Nights are held during the first three weeks of school. The purpose of the meetings is to introduce the school staff and update the community about improvements and enhancements to our curriculum.

A school calendar is published monthly. The school newsletter is published weekly. The oldest child in the family will be responsible for carrying these messages home on a weekly basis. All communication regarding programs, meetings, and special events will be included in the communication envelope.

### ***Parent Concerns***

Parents/guardians with concerns involving a student and/or teacher should first attempt to address the concern with the teacher. If such attempts have failed, administrators may be contacted.

### ***Parent Code of Conduct***

St. Mary School is committed to working with parents for the good of the child/ren. We value open, honest communication and promise to treat both you and your children with dignity and respect. Your decision to enroll your child in this school indicates your willingness to support and cooperate with the leadership and faculty of the school. Specifically:

- To speak with a civil and respectful tone of voice at all times.
- To discuss disagreements and conflicts out of earshot of your child/ren.
- To follow proper channels when conflicts arise. Speak with teacher first, then to the principal.
- To respect the time of the principal and teachers by seeking appropriate appointments for discussion of issues.

**Recess**

Grades K through 5 classroom teachers are responsible for scheduling morning and afternoon recess breaks (indoor or outdoor). The daily schedule for recess will be determined by the teacher. It is the responsibility of the parents to assure that their child is adequately dressed for daily recess.

**School Day**

St. Mary School begins each day promptly at 7:50 a.m. and dismisses starting at 2:30 p.m. Please plan to have your child at school no later than 7:45 a.m. so that he/she will have necessary time to take care of coats, book bags, and be seated and ready to begin the day at 7:50 a.m.

**Visitors**

Parents are encouraged to visit the school frequently and actively participate in the education of their child. For the protection of the students, all visitors are to report to the office upon entering the school building. Parents/guardians and visitors must check-in at the school office before proceeding to any given class or any other part of the school building.

**RIGHT TO AMEND**

No attempt is made in this handbook to cover every possible situation, policy, regulation or disciplinary action. It is understood that the principal, in frequent contact with the pastor, is empowered to handle situations not specifically mentioned in this publication. St. Mary School and the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

## **ASBESTOS AND RADON**

In compliance with Asbestos Hazard Emergency Response Act of 1986, St. Mary School must issue this annual report to you regarding the status of asbestos in our school.

During the school year 2008-2009, the periodic surveillance/inspections were conducted at the school. Accredited inspectors not only checked the conditions of asbestos, but reassessed operations and maintenance procedures that will keep this material in good condition.

Detailed awareness and training classes for school maintenance and custodial personnel have been conducted and will continue. Management plans are available for inspection Monday through Friday during normal school hours. The Management Plan, dedicated toward a serious and careful effort to always ensure that any potential health hazard from asbestos is eliminated.

## **PESTICIDES**

As part of St. Mary Catholic School's pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete the notification letter that was sent home during September or request a notification letter in the school office providing the school with your name, address, and telephone. You may also contact our school office ([734-241-3377](tel:734-241-3377)) if you have any questions. Pesticides (Health, Athletics, Phys. Ed & Safety) Aug. 2009

## **CODE OF CONDUCT FOR VOLUNTEERS**

Our children are the most important gifts God has entrusted to us. A volunteer must strictly follow the rules and guidelines in this *Code of Conduct for Volunteers* as a condition of providing services to the children and youth of our archdiocese.

### **A volunteer must:**

- o Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- o Avoid situations where he or she is alone with children and/or youth at Church activities.
- o Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.
- o Refuse to accept expensive gifts from children, youth or their parents without prior written approval from the pastor or administrator.
- o Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- o Report suspected abuse to the pastor, administrator or appropriate supervisor and the local Child Protection Services agency. Failure to report suspected abuse to civil authorities (by required reporters) is, according to the law, a misdemeanor.
- o Cooperate fully in any investigation of abuse of children and/or youth.

### **A volunteer must not:**

- o Smoke or use tobacco products in the presence of children and/or youth.
- o Use, possess or be under the influence of alcohol at any time while volunteering.
- o Use, possess or be under the influence of illegal drugs at any time.
- o Pose any health risk to children and/or youth through fevers or other contagious situations.
- o Strike, spank, shake or slap children and/or youth.
- o Humiliate, ridicule, threaten or degrade children and/or youth.
- o Touch a child and/or youth in a sexual or other inappropriate manner.
- o Use any discipline that frightens or humiliates children and/or youth.
- o Use profanity in the presence of children and/or youth.

A volunteer working with children and/or youth is subject to a thorough background check, including criminal history. Any action inconsistent with this *Code of Pastoral Conduct* or failure to take action mandated by this *Code of Pastoral Conduct* may result in removal as a volunteer with children and/or youth.

The following is a reprint from the **Code of Pastoral Conduct For Priests, Deacons, Pastoral Ministers, Administrators, Staff and Volunteers**. The **Code of Conduct for Volunteers** can be found on the Archdiocese of Detroit website at [www.AODonline.org](http://www.AODonline.org). Click on Promise to Protect Pledge to Heal and then on Volunteer Code of Conduct

### **Volunteers**

The Archdiocese of Detroit, in following the mandate from the United States Conference of Catholic Bishops, requires all parishes to perform criminal background checks on all parish and school staff and volunteers who may be in a position to have unsupervised contact with children, the elderly or the disabled. The purpose is to ensure all personnel working with the at-risk groups have no misdemeanor or felony convictions that impact the safety of at-risk individuals: children, elderly, handicapped, etc.

All staff and volunteers will receive a copy of the Archdiocesan Background Check Policy and an Authorization form. The completed form is to be returned to the Background Check Administrators through the school office. All information remains strictly confidential.

New staff and volunteers are also required to attend a *Protecting God's Children* workshop within six months. Attendance is required for all parish staff and volunteers who have contact with children. If the workshop is not attended, that person's name is removed from the approved list to chaperone activities, coach, etc. even though there was a successful background check. The parish is required to repeat background checks every seven years and is required to submit compliance information to the Archdiocese. The mandatory screening is a condition of employment or volunteer assignment. The school principal will be provided with a list of staff and volunteers who have submitted an Authorization Form. Teachers check with the principal prior to accepting the service of any volunteer whose duties would include unsupervised contact with the children. If a name is not on the list, volunteer service will not be allowed. Please review the Archdiocese of Detroit's *Code of Conduct for Volunteers* found in this handbook.

### **WEAPONS** Archdiocese of Detroit, 1995

State law requires the reporting of possession of a "dangerous weapon" to the local law enforcement agency. "Dangerous weapon" includes a firearm, dagger, dirk stiletto, knife with a blade over 3 inches long, pocket knife opened by mechanical device, iron bar or brass knuckles.

If the school participates in Federal Programs (Chapter II, School Milk, Drug Free Schools, Transportation) the school policy must include a provision for expulsion as stated in the Gun Free Schools Act of 1994.

#### Definitions:

1. A weapon is any object which can be used to threaten or injure another. It includes but is not limited to "dangerous weapons" as defined above.
2. School premises include the school building, parking lot, playground, lockers, busses, church, and is not limited to these areas.
3. Immediate vicinity of the school means a block radius of the school.

Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include, without prior warning, an inspection and search of a student's person, pocket (student empties his/her own pockets), book bag, purse, lunch container, locker, desk, etc. Questioning of the same purpose may include questioning by the principal, member of the administrative team, a schoolteacher, the pastor or a person acting in the place of any of these.

If a body search is required, it shall be conducted in the principal's or pastor's office or other appropriately private place. Another person of the same sex shall conduct the search of the student with pastor or principal acting as witness.

If a student refuses to cooperate or interferes with a search of a person or possessions or premises: s/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action up to and including expulsion from school.

Depending on the nature of the weapon, the local police department shall be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises. Any student found in violation of this policy is subject to disciplinary action, up to and including expulsion.

If an injury occurs in school, on school premises or in the immediate vicinity, as the result of a student carrying a weapon, the principal and teachers shall endeavor:

1. To have students remain calm and avoid panic;
2. To notify police and pastor;
3. To secure the school;
4. To notify and consult with the immediate supervisor or other appropriate party in the Archdiocesan Catholic Schools Office.

The principal may exercise the options to both keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

Any student determined to have brought a firearm to school will be expelled for a period of not less than one school year. The term "firearm" means:

1. Any weapon including a starter gun which will or is designed to or may be readily converted to expel a projectile by the action or an explosive;
2. The frame or receiver of any such weapons;
3. Any firearm muffler or firearm silencer;
4. Any destructive device.

## **ALCOHOL AND OTHER DRUG USE/ABUSE POLICY**

Vicariate of Monroe Catholic Schools

### PHILOSOPHY

The Vicariate of Monroe Catholic Schools considers substance, chemical and alcohol abuse a serious social problem. We recognize that the problem is community-wide, resulting in consequences, which impact the school (students, faculty, and families). Our schools will reach out and offer help to any student or staff member who has a problem with substance abuse. We affirm that chemical dependency is a chronic, progressive disease that touches all persons in the dependent's life. We know from experience that treatment is available and recovery is quite possible. We commit ourselves to facilitating the process of recovery in any reasonable way.

Therefore, our school pledges to provide firm, yet compassionate support and action to any member of our community who is affected by alcohol and/or drug use/abuse.

Finally, we are aware of the power and allure that alcohol and other drugs hold. We commit ourselves to do everything reasonable to keep our school and events free of alcohol and other drugs. We will deal swiftly and firmly with anyone bringing these substances into our schools or school-sponsored activities.

We have set forth a standard of no alcohol or other drug use for all of our schools. We commit to offer support and assistance to these members of our community who choose to live their lives free of alcohol and other drugs.

#### DEFINITION OF TERMS

**ASSISTANCE COORDINATOR (STUDENT OR STAFF):** The administrator/counselor/professional who establishes and implements the Student Assistance Program in a school or agency. This person develops policy, works with qualified staff and handles referrals and is primary contact person for issues involving student or staff use/abuse.

**CHEMICAL ASSESSMENT:** An information gathering and investigation of the extent of alcohol and other drug use/abuse involvement in a person's life (student, faculty, staff, parent). This assessment will be considered valid when done by a qualified professional specializing in substance use/abuse.

**DRUGS:** This includes: alcohol or alcoholic beverages in any form; illegal drugs including but NOT limited to those substances defined as "controlled substances" anabolic steroids, human growth hormones or other performance-enhancing drugs; substances purported to be illegal, abusive or performance enhancing (look-like); prescription or over-the-counter substances, and tobacco related products.

**DRUG-RELATED PARAHERNALIA:** Any articles used in connection with the consumption or ingestion of alcohol or other drugs, or supporting the ingestion or consumption of said drugs by word or picture.

**LOOK-ALIKE DRUGS:** Any substance which represents a controlled substance in nature, appearance or effect will be treated as a "drug". Imitation controlled substances are those that would lead a reasonable person to believe that the substances are a controlled substance.

**MOOD MODIFIERS:** Substances purchased with or without prescription which alter the mood and functioning of an individual.

**SUPERVISED TREATMENT:** The in- or out-patient treatment programs and services for chemical dependency, provided by trained professional through a hospital or licensed treatment facility recommended based upon the outcome of a Chemical Assessment.

**SUPPORT GROUP:** A small (3-5 member) group which has a common element and concern convened to offer help and affirmation to members while learning and exploring issues of common concern together.

**TREATMENT PROVIDER:** A hospital or licensed agency which administers care and treatment for those with chemical dependency.

In order to ensure the highest possible standards of learning as well as the safety, health, and well-being of students, staff, and families in our community, the Catholic Schools of the Vicariate of Monroe, guided by Christian principles recognizing the dignity of each person, endorse a substance abuse policy which will: aide and encourage students to abstain from the use/abuse of alcohol and drugs, intervene immediately when student use is detected, take corrective disciplinary action when necessary to staff or students, and to work with the involved Treatment Provider to support aftercare for students, staff, and family members.

The Catholic Schools of the Vicariate of Monroe will provide students with information and activities focused on preventing students from using alcohol and drugs. Prevention activities will be within the instructional program, as well as in guidance and counseling, religious programming, athletics, and all aspects of our school family and community involvement. The intervention instituted by our schools will recognize that chemical dependency is a disease and shall be treated as such.

Discipline policies are designed to provide all students with an environment free of alcohol and drugs. Students shall not possess, sell or use drugs, or alcohol, unauthorized medication, or drug-related paraphernalia. Students shall not be under the influence of drugs, alcohol, or look-alike drugs on school premises or at any school sponsored activity. These policies will meet the requirements of the Archdiocese of Detroit, while emphasizing the disease aspect of dependency.

Possessing or using alcohol or drugs, abusive chemicals, or look-alikes, unauthorized medication (prescription or over-the-counter), or drug-related paraphernalia will result in disciplinary action. When violations of the law are involved, law enforcement agencies can be notified. Exceptions to a disciplinary procedure must be reviewed and approved by the official of the schools.

#### STUDENT PROGRAMMING

PREVENTION: The goal of the Catholic Schools of the Vicariate of Monroe is to promote healthy, holy lifestyles for our school communities. To accomplish this, we shall support programs, which instill respect for healthy mind and body. Students will learn how the body functions, how personal habits contribute to good health, and how drugs affect the body. The involvement of parents and other community members is essential for the success of our prevention activities.

Instructional programs will assist students in making responsible decisions about the use of alcohol and drugs. Current and accurate information about alcohol and drugs and their effects upon the body is but one component of the prevention program. Other components include instruction and skill development related to self-esteem, goal setting, decision-making, understanding feelings, conflict management, problem solving, refusal skills, and the development of communication skills.

At the elementary level, all disciplines will assume responsibility for providing instruction about the prevention of drug and alcohol use/abuse. Special emphasis will be found in health, science, and religion areas. Teachers will participate in training programs to enhance their skills in the areas included in prevention instructional programs. The Catholic Schools of the Vicariate of Monroe commit themselves to planning and conducting periodic training sessions for teachers, and to encouraging teacher attendance at community planned programs.

Guidance and counseling personnel will assist teachers with the identification of high-risk students. Counselors/administrators will work with students, and families to maximize the efforts of the school for instruction and treatment. Programs will be offered to parents and other community members to ensure that the community is aware and knowledgeable of services available to them and their children.

INTERVENTION: The Catholic Schools of the Vicariate of Monroe have set a strategy aimed at eliminating drug and alcohol use/abuse by students. Full use of the opportunities and services provided by Monroe County Intermediate School district will be utilized, as will any available community resources available to the Catholic Schools members for assessments, referrals and treatment programs. All intervention and discipline situations will be covered by normal rules of confidentiality to protect the dignity of the individual. Specific procedures are as follows:

1. A staff member witnessing the sale, use, possession or distribution of alcohol, other drug or drug-related paraphernalia shall report the incident immediately to the administrator.
2. The administrator shall immediately
  - a) Inform parent/guardian of the event (by phone)
  - b) Establish a parent/guardian conference within 24 hours, or as soon as possible, of the incident, include in this conference counselor, or other professionals at discretion of administrator
  - c) Gather data from staff members (that which can be documents) prior to conference.
3. In the case of a student who is under the influence of alcohol or drugs, has alcohol on his/her breath or who is in possession of alcohol or other drugs or mood modifiers, or having on his/her person drug-related paraphernalia, parents shall be notified and required to remove the student from the school until the conference is held.

The conference will be used to set a course of action to remediate the situation depending on the severity of the offense, the cooperation of the parents, and the attitude of the student. Actions may include, but are not limited to:

- a) Suspension until a parent/guardian conference occurs
- b) Student participation, with parent/guardian approval, in a support or treatment group
- c) Compliance with recommendations of the above specialist regarding treatment.

Failure of parent/guardian to cooperate with procedures will result in expulsion/exclusion of the student in compliance with policy mandates of the Archdiocese of Detroit. Should procedures be followed, a second violation will be handled with the same procedure with the understanding that further violation will result in expulsion/exclusion.

The administrator will provide the parent/guardian with information regarding assessment providers. This administrator will verify that appointments are made with assessment providers. Parent/guardian will assure that a copy of the recommendations from the assessment will be provided to the administrator. If treatment is entered, the administrator and treatment provider will assess progress and assist in re-entry to the school setting.

If the initial situation is presented as a medical emergency, the school will respond as it would in any medical emergency, contacting parent/guardian, ambulance transport, etc.

Procedures for emotional trauma such as suicide threats, and other unusual emotional behavior will be handled by the administrator or counselors who will forward such cases to the appropriate licensed agency.

**DISCIPLINE:** Enforcement of “punishment” for drug/alcohol related situations will be used to assure the safety of all students, while assuring the appropriate treatment for the individual. Parent/guardian and student cooperation in all procedures to determine need and type of treatment is essential. If this cooperation is not forthcoming, the student will be expelled/excluded. If laws are violated, the appropriate law enforcement agency can be contacted by the administrator. Distinction will be made between those seeking help, and those observed violating the law. Students seeking help for use/abuse of drugs/alcohol will be referred to the appropriate agency, support group, or counselor by the guidance/administrative official of the school.

When suspected drugs are found, the item will be secured in an envelope, marked with the DATE, TIME, and LOCATION when/where the suspected drug was found. The envelope will be sealed and initialed, then secured until it can be turned over to the appropriate law enforcement agency.

Students in possession of drug related paraphernalia or who use, possess, or are under the influence of alcohol, narcotics, or other drugs including look-alike drugs during school hours or at school sponsored activities are subject to immediate suspension and/or expulsion/exclusion.

**First Offense:**

The administrator:

1. May notify appropriate law enforcement/juvenile agency if circumstances warrant
2. Shall notify parent/guardian of the situation and set an immediate conference with them
3. Shall suspend the student for violation of policy for appropriate number of days with expulsion pending
  - a) An assessment is required within five days (by licensed provider) and report made to administrator
  - b) Parent/guardian and student must agree to fulfill the recommendations of administrator to be readmitted. If student or parent/guardian refuse to agree, expulsion/exclusion will occur.

Second Offense:

The administrator shall implement step #1 and 2 above. Expulsion/exclusion may occur.

Distributing/Selling of narcotics, alcohol or other drugs or look-alikes shall result in expulsion/exclusion. Paraphernalia associated with drugs sold or distributed, shall be treated as possession/sales of alcohol, drugs or look-alikes (see above).

EXTRA-CURRICULAR ACTIVITIES

Students in extra-curricular activities may forfeit the privilege of participation. Guidelines which apply to all students exist in the athletic handbook for the league and the school.

MAKE-UP WORK

The right to make-up assignments missed during a suspension and to be granted credit for that work shall be determined by the administrator after a review of circumstances. When make-up work is permitted, it shall be the responsibility of the student to take the initiative to obtain assignments. It will be the responsibility of the instructor to give and correct assignments. IT WILL NOT be the responsibility of the instructor to provide additional instruction.

AFTERCARE

Primary aftercare responsibility for students returning from a treatment program rest with the parent/guardian the student, and the treatment program. School staff will work cooperatively with these to facilitate the after care plan.

**SEXUAL, RACIAL, ETHNIC HARASSMENT POLICY**

It is the policy of the Archdiocese of Detroit and St. Mary School to make every effort to provide an educational environment as well as a work environment, free from all forms of harassment. Each individual faculty, staff member, student, or others who are in a working relationship with the school, is entitled to work/attend school in an environment free from discriminatory practices, including sexual, racial, ethnic and other forms of illegal harassment. All will be held to standards of conduct which ensure that the school is free from harassment.

All students are expected to treat all persons, including each other, with respect and dignity. Accordingly, racially, sexually, or ethnically inappropriate behavior will not be tolerated by the St. Mary School community. Inappropriate behavior means unsuitable touching, gestures, or/and language of an offensive nature, directed toward faculty, staff, or students. Specific examples include, but are not limited to, the following:

- Touching another individual in a sexually explicit or arousing way;
- Making obscene gestures or engaging in other actions of a suggestive or degrading nature;
- Making insulting, disparaging, or otherwise offensive comments about another individual's physical characteristics or attributes;
- Suggesting through words, gestures, or in writing that another individual student, and/or members of that individual's family, are involved in inappropriate sexual activity, or that their lifestyle is in anyway inferior due to ethnic or racial customs;
- Deliberately taking any action, through the use of drawings, notes, sounds or any other means, calculated to cause another individual shame or embarrassment; and
- Requesting, suggesting, and/or inviting any form of sexual activity between oneself and another individual.

Racial, ethnic or sexual harassment is completely contrary to and unacceptable in a Catholic educational environment and will not be tolerated. Such behavior will result in disciplinary action, up to and including expulsion from school.

Any individual who believes that he or she has been subject to harassment should promptly report this to the Principal. An investigation will be undertaken and appropriate action taken.

## **ELECTRONIC INFORMATION ACCESS AND USE FOR EDUCATIONAL PURPOSES**

St. Mary Catholic School encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use For Educational Purposes Policy (this "Policy") to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- (a) "PEDs" means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants ("PDAs").
- (b) "School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) "School Electronic Information" means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.
- (d) "School Equipment" means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.
- (e) "School Networks" means all School voice and data systems, including, without limitation, the School's Internet, intranet and extranet systems.
- (f) "School Systems" means the School Equipment and the School Networks.
- (g) "Users" means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- (h) "User Equipment" means electronic devices that are continuously intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax

machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's [policies/handbook/manual]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/ handbook/manual]. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an “as is, as available” basis.

### **School Responsibility**

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User’s access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors’ access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User’s access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children’s Internet Protection Act.

### **St. Mary Catholic School Network Users**

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

### **Privileges and Responsibilities of Users**

#### **Privileges**

Subject to the terms of this Policy, Users have the privilege to:

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

## User Responsibilities

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

**Users are prohibited from:**

- using the technology for a “for-profit” business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

**ELECTRONIC INFORMATION ACCESS AND USE FOR EDUCATIONAL PURPOSES  
DECLARATION**

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

**Users Signature:** \_\_\_\_\_

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

(If you are a student of the School, a parent or guardian must also read and sign this Policy)

As the parent or guardian of this student, I have read this Policy. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

I hereby give permission to issue a membership account to my child.

As the parent or guardian of this student, I have read this Policy and understand that this access is designed for educational purposes.

**Parent/Guardian Signature:** \_\_\_\_\_

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

## **NOTICE FOR DIRECTORY INFORMATION**

Dear Parents:

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that St. Mary Catholic School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, St. Mary School may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with School's procedures. Examples include:

- The annual yearbook
- Student directory
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, local news media and yearbooks.

If you do not want St. Mary Catholic School to disclose directory information without your prior written consent, you must notify the School in writing by September 9, 2009. St. Mary Catholic School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Grade level

If you have any questions regarding directory information, please do not hesitate to contact Mrs. Melody Curtis at 734-241-3377. Thank you.

## INDEX

<b>Parent/Student Handbook Agreement</b>	1
<b>Mission Statement &amp; Philosophy for Catholic Schools</b>	2
<b>St. Mary School Mission Statement &amp; Philosophy</b>	2
<b>School Staff and Email Addresses</b>	3
<b>Advisory Council</b>	4
<b>Parent Club</b>	4
<b>Admissions</b>	4
Non-Discriminatory Policy	4
Enrollment	4
Registration Procedures	5
Student Records	5
Custodial and Non-Custodial Parents	6
<b>Health Services &amp; Medication Policies</b>	6
Accidents	6
Administration of Medication	6
Emergency Medical Forms	7
Illness in School	7
Immunization Requirements	8
Child Abuse/Neglect	8
<b>Withdrawal/Transfer</b>	8
Withdrawal	8
Transfer Students	8
<b>Tuition</b>	9
Tuition Refund	9
<b>Faith and Worship</b>	9
Prayer	9
Sacraments	9
Catechesis of the Good Shepherd	9
<b>Curriculum</b>	10
Academic Honors	10
Principal's Award	10
Grading	10
Homework	10
Intervention Assistance Team	11
Mid-Quarter Reports	11
Parent-Teacher Conferences	11
Promotion, Placement, Retention	11
Report Cards	11
Eighth Grade Algebra	11
General Music	12
Physical Education	12
Religious Education	12
Outdoor Education	12
Technology	12

Visual Arts	12
<b>Attendance</b>	12
Absenteeism	13
Excessive Absences	13
Appointments/Early Dismissal	13
Assignments During Absences	13
Personal Convenience Absences	13
Tardiness	14
Truancy	14
Written Notice	14
<b>Athletics/Eligibility</b>	14
<b>Code of Conduct</b>	16
Code of Conduct Violations	18
Bus Conduct	19
Middle School Dances	19
Accusations	19
Confidences	19
Gang Culture	19
Harassment, Bullying and Abuse	19
Search and Seizure	20
Weapons/Explosive Materials/Pornographic Materials	20
Procedures for Suspension or Expulsion	20
<b>Dress Code</b>	21
<b>General School Information</b>	22
Birthday Celebrations	22
Cell Phones	22
Change of Address or Phone	22
Emergency Operation Plan	23
Emergency Closing, Weather and Epidemics	23
FERMI Emergency Plan	23
Field Trips	23
Fundraising	24
Jeans Day	24
Latchkey	24
Library	25
Lost and Found	25
Lunch Program	25
Lunchtime in the Cafeteria	25
Lunch Schedule	25
Money	25
Office Hours	26
Parent Communications	26
Parent Concerns	26
Parent Code of Conduct	26
Recess	26
School Day	26
Visitors	26
<b>Right to Amend</b>	26
<b>Asbestos and Radon</b>	27

<b>Pesticides</b>	.....	27
<b>Code of Conduct for Volunteers</b> (Archdiocese)	.....	27
<b>Weapons</b> (Archdiocese)	.....	28
<b>Alcohol and Other Drug Use/Abuse</b> (Vicariate of Monroe)	.....	29
<b>Sexual, Racial, Ethnic Harassment</b> (Archdiocese)	.....	33
<b>Electronic Information Access/Use for Educational Purposes</b>	.....	34
Declaration	.....	39
<b>Notice for Directory Information</b>	.....	40