

WELCOME

Dear Parents and Students,

Welcome to St. Patrick Elementary School. This is *your school* and we hope you will take a full and active part in all school activities.

This handbook, is designed to answer many of the every day questions you may have pertaining to school operations. It is our hope that you will read and save this handbook to assist you with understanding basic policies and procedures. The staff stands ready to assist you with all aspects of concern for your child's education. If you have a question that is not answered in this handbook, please call the school office at 654-2522.

United in Christ,

Fr. Robert Bauer
Pastor

Ruth Meiring
Principal

ST. PATRICK, Bishop, Missionary

St. Patrick is the patron saint of Ireland. Patrick was kidnapped as a teenager and brought to Ireland as a slave. Later he escaped, returned home, and became a priest. He returned to Ireland as a missionary and bishop. Patrick's faith in God was strong, and he knew he could keep going "spreading God's name everywhere with confidence and without fear." Patrick used a shamrock to explain the trinity and convert thousands with his quiet unassuming manner and gentle way of speaking. By the time he died in 461, Patrick had converted virtually all of Ireland to Christianity and he is a reminder that God speaks to others through each of us.

HISTORY OF ST. PATRICK SCHOOL

Fr. Smulders started the first school in the old log church in 1848. In 1867, a combination school/convent building was erected. On January 1868, three Immaculate Heart of Mary (I.H.M.) sisters arrived from their motherhouse to service the spiritual and education needs of our youth.

When fire destroyed the school/convent in 1909, a convent and new school building were built. Now called the Primary Building, the school holds grades kindergarten – 3, music/art room, religious education office, primary library, and upper elementary library.

As the school's enrollment increased, a second building was erected in 1955. This building presently houses grades 4-8, latchkey, preschool, computer room, and the school office.

In 1998 the last religious sister retired as principal at St. Patrick School and for the first time a completely lay school staff worked under the direction of the pastor.

In 1995 St. Patrick School fulfilled all requirements for accreditation from MANS (Michigan Association of Non-public Schools) and was awarded accreditation based upon the prescribed standards. In the spring of 2001 our school again completed the MANS accreditation process with a self-study and team site visit of certified professionals. Our reaccreditation was approved and continues to be monitored with the submission of an annual school improvement plan, which documents school compliance with all regulations, including its accomplishments and improvements. In 2006 the school applied for reaccreditation and began the self-study. A MANS site team visited our school in December, 2007 as part of the reaccreditation process. In June, 2008 we received notification that MANS has approved our school for continued accreditation. The school improvement plan will address the areas recommended by the site team for improvement.

RIGHT TO AMEND HANDBOOK:

St. Patrick School and principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

Revised: August, 2009

PARENT/STUDENT HANDBOOK

St. Patrick School

2970 W. Labo Road
Carleton, MI 48117
(734) 654-2522 Fax (734) 654-8532
email: saintpatrick@chartermi.net
web site: www.stpats.catholicweb.com

PHILOSOPHY:

We believe in the dignity of each child and the rights of parents as primary educators. We exist because these primary educators desire their children to receive religious formation and academic instruction within the context of a Catholic-Christian faith community.

We believe that the educational and formational process is the shared responsibility of students, family, staff, and community.

We believe that each student should come to understand that his or her gifts and talents should be developed, enjoyed, and used for the service and good of others.

We believe that Gospel values are essential to the formation of our students whom we are educating to become contributing members of a global community.

Reviewed: 2009

MISSION STATEMENT:

Our mission is to:

- Proclaim the Gospel together as a community of faith and service.
- Learn in a supportive environment that promotes integrity, opportunities, and the skills necessary for each individual to achieve his or her fullest potential.

Reviewed: 2009

SCHOOL PRAYER:

Lord God, we glorify your holy name and thank you for calling us, the people of St. Patrick School, to be one in the faith of Christ.

Bless our pastor, principal, director of religious education, and all school leaders who serve in our community. Provide them with wisdom, strength, and courage as they guide us and help our school community to grow.

Bless our teachers and other staff members. Give them understanding, patience, and wisdom as they share their faith and knowledge with the St. Patrick School students.

Bless our students. Protect our youth and keep their families safe. Help them to grow in grace, joy, and knowledge.

Fill our school community with your Spirit of love and help us to be generous in service to others. We ask your divine intercession for protection from all harm so that we may glorify your name and honor the youth you so dearly love.

Heavenly Father, we ask these blessings through your beloved Son, Christ our Lord. Amen.

YEARLY THEME:

CROSS:

Continuously Reaching Out Spiritually and Scholastically

ADMINISTRATIVE PERSONNEL AND SCHOOL FACULTY:

| | | | |
|------------------|------------------------|---------|-----------------------|
| Pastor | Fr. Bob Bauer | | |
| Principal | Ms. Ruth Meiring | Grade 1 | Mrs. Lori Fisk |
| DRE | Mrs. Janice Doederlein | Grade 2 | Ms. Ann Werstein |
| School Secretary | Mrs. Margaret Sroka | Grade 3 | Mrs. Susan Harris |
| Latchkey | Mrs. Joyce Stasa | Grade 4 | Mrs. Janette Monroe |
| | Mrs. Rae Dylenski | Grade 5 | Mrs. Patricia Forsyth |
| | Mrs. Doris Grabetz | Grade 6 | Ms. Bethany Blair |
| Preschool | Mrs. Lisa Kemmerling | Grade 7 | Mrs. Anne Zochowski |
| Kindergarten | Mrs. Stephanie Koziol | Grade 8 | Mrs. Catherine Grinn |

EDUCATION COMMISSION:

The Education Commission serves as a link between the school and the parish council. The principal acts as the school representative on this commission. It also includes the director of religious education and the education commission representative from the parish council. Other parish members or representatives from the school or religious education program may serve on this commission. Reports from this commission are presented at regular parish council meetings.

SCHOOL COMMITTEE:

The School Committee is an eleven-member body that are selected and/or elected to consult in various areas involving the well being of the school. The School Committee meets the first Monday of each month throughout the school year or as needed. Notice of monthly meetings will be listed in the weekly newsletter.

2009-2010 Members:

| | |
|-------------------|----------------|
| Fr. Bob Bauer | Julie Jones |
| Ruth Meiring | Ellen Kopmanis |
| Stephanie Cousino | Karen Laginess |
| Laurie Durbin | Carrie Sestak |
| Michael Howard | Kim Umin |
| Cheryl Johns | |

ST. PATRICK MEN'S CLUB

St. Patrick Men's Club provides funds to support the sports programs at St. Patrick School. The Men's Club members meet regularly on the second Monday of each month to enjoy the monthly activity and plan the details of the sports fundraisers. Every man in the parish over the age of 18 is welcome to attend the meetings and to assist in accomplishing these fundraising efforts. It is the hope of the Men's Club that every student who desires, be able to enjoy and participate in all of the sports programs offered at St. Patrick.

Teams currently participate in the Monroe County Christian Youth Organization (CYO) league sponsored by the Men's Club in the following sports:

| | |
|---|--------------|
| Boys' Basketball and Baseball | Co-ed Soccer |
| Girls' Basketball, Volleyball, and Softball | Cheerleading |

Those interested in boys' football may contact a participating Catholic school in the area for information on joining their team. All students must have a CYO physical before participating in these programs and must abide by the CYO rules and regulations.

ST. PATRICK PARENT/TEACHER ORGANIZATION:

The membership of the St. Patrick Parent/Teacher Organization consists of the parents or guardians of the school students and a school representative. There is no need to "join" -- membership is automatic. The PTO mission is "to provide extra educational programs and activities that promote an atmosphere of learning and community among students, staff, and parents in the school and parish." Membership meetings are held in the fall and spring or as needed.

| | | |
|-----------|------------------|-------------------|
| 2009-2010 | Executive Board: | |
| | Brandi Blaz | Debbie Lambrix |
| | Tammy Borg | Laura Mackenzie |
| | Annette Grodi | Lisa McGrath |
| | Stephanie Koziol | Mary Wickenheiser |

SECTION A – GENERAL INFORMATION

ADMISSIONS:

St. Patrick School admits students of any race, national and ethnic origin to all rights, privileges, programs and activities generally accorded students at that school. It does not discriminate on the basis of race, national or ethnic origin in the administration of its educational policies, admissions, scholarship and loan programs, and athletic and other school administered programs. The school shall request all appropriate records and comply with state laws with regards to admissions including entry age.

Children entering kindergarten must be five years of age on or before December 1. Children entering first grade must be six years of age by December 1.

Prior to enrollment the principal will meet with parents or guardians and student(s) and the most recent report card and/or other evidence of achievement in the last school attended will be reviewed. New students are admitted to St. Patrick School on a conditional basis. To appropriately service each student, an assessment is given by the classroom teacher to each student entering St. Patrick School. Kindergarten students will be given the Brigance Test and students in grades 1-8 will be given an assessment in math and reading. After completing his or her first semester, each new student will be evaluated by the faculty and administration. Depending upon the results of the evaluation, permanent acceptance to this school will be approved or denied. (Archdiocesan Policy #5002)

The following items need to be presented before registration is completed: Baptismal certificate or facsimile copy, certified Birth certificate, health information with up to date physical-verified immunization records, and copy of school records from previously attended school. St. Patrick School will obtain the school records from the previous school.

ARRIVAL AND DISMISSAL ROUTINE:

All parents dropping off or picking up students are to use the GYM PARKING LOT. Students should not be dropped off in front of the primary building or the horseshoe driveway. The horseshoe driveway by the rectory is for BUS TRAFFIC ONLY. Cars should not enter or exit at the horseshoe driveway when buses are stationed for drop off and pick up. If there is a medical need that necessitates your child to be dropped off or picked up closer to the primary building, contact the school office.

Morning Drop-Off:

The right lane (drive closest to the gym) should be used for immediate drop-offs ONLY. If you are going to exit your car for any reason, or your child needs extra time to collect his/her things, please pull over into a parking spot. To avoid congestion, parents should not park in the area between the electrical pole and dumpster to avoid congestion. Students are not to be dropped off before 7:30 a.m., as there is no teacher supervision before this time. When students arrive between 7:30 and 7:40 a.m., they go directly to their classrooms. If the orange cones are out by the office entry when they arrive, students should stop at the office for a tardy slip.

Afternoon Pick-up:

Cars enter the driveway closest to the gym and pull into a parking space facing NORTH. Cars should not back up to leave the parking lot. If there is a car in front of you, please wait for this car to leave and then pull forward. As a courtesy to others, if you will not be leaving immediately, be sure to park behind a vehicle so others may exit without backing up. For student safety, cars should remain outside of the cone area.

Dismissal time is 3:00 p.m. Students exit as a class from the school buildings. Kindergarten and first grade students will be assisted by upper elementary students. If possible, parents should meet younger students at the edge of the parking lot and assist in helping them get to their vehicles safely. Students are to wait in the cone or safe area if their transportation is not there. If an emergency situation detains you, the office should be contacted to inform them of your situation. At dismissal, cars may not enter or exit the bus parking area. Any student still waiting for a ride will return to the school office with the supervising teacher.

Any time your child will be going home in a different manner, i.e. using bus, with a friend, or car rider, you must send a note to your child's teacher. If there is no note (or phone call), the child will be sent home in the usual manner.

Students remaining after 3:00 p.m. for a sports practice/event are not the responsibility of the school since the sports program is supervised by coaches approved by the Men's Club. If time lags between the time school lets out and practice begins, parents/coaches are responsible for making supervision arrangements for that interim of time.

BUS TRANSPORTATION:

Students living in the Airport School District are eligible to ride the Airport bus at no charge. Contact the Airport Department of Transportation at 654-3433 to make the necessary arrangements.

Students are required to cooperate with the bus driver. Lack of cooperation will result in suspension from the bus. Children riding an Airport bus are required to obey the rules established by the Airport School District Department of Transportation.

No student may ride an Airport bus that he or she has not been assigned to unless there is expressed permission granted from the Airport Department of Transportation. If this permission has been granted, a note from the parent must be presented to the St. Patrick School Office and to the Airport bus driver.

COMMUNICATION:

WEEKLY LETTER: Generally, parents will receive a letter every week. Information will be sent home with the oldest child in Grades K-8 in the family envelope on Wednesday. We ask that the envelope be returned to the office THE FOLLOWING DAY. Parents are asked to remove the material and read it thoroughly. DO NOT RETURN ANY FORMS OR OTHER COMMUNICATION IN THE ENVELOPE.

MONTHLY CALENDAR: A monthly school calendar and hot lunch calendar will be sent home in the weekly family envelope.

ANNUAL SCHOOL CALENDAR: This calendar is provided at the beginning of the school year and is found in the back of this handbook. It will include information on scheduled days off and other activities.

GUARDIANSHIP:

Parents are acknowledged to be the child's legal guardians. St. Patrick abides by law in respect to the right of non-custodial parent in regards to access of academic records and other school information given. It is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. In the case of a divorce, the parent with whom the child resides is considered the custodial parent. The child will only be released to non-custodial parents with written permission of the custodial parent.

LUNCH SCHEDULE:

| | | | |
|-------------|---------|--------------|-------------------------|
| Lunch Time: | Grade K | Lunch/Recess | 11:45 a.m. – 12:25 p.m. |
| | Grade 1 | Lunch/Recess | 11:45 a.m. – 12:25 p.m. |
| | Grade 2 | Lunch/Recess | 11:45 a.m. – 12:25 p.m. |
| | Grade 3 | Lunch/Recess | 11:45 a.m. – 12:25 p.m. |
| | Grade 4 | Lunch/Recess | 11:45 a.m. – 12:25 p.m. |
| | Grade 5 | Recess/Lunch | 11:45 a.m. – 12:25 p.m. |
| | Grade 6 | Recess/Lunch | 11:45 a.m. – 12:25 p.m. |
| | Grade 7 | Recess/Lunch | 11:45 a.m. – 12:25 p.m. |
| | Grade 8 | Recess/Lunch | 11:45 a.m. – 12:25 p.m. |

LOST AND FOUND:

A lost and found box is located outside the school office. You or your child may check for any lost articles. Please label your child's outer clothing and uniform clothing with his or her name. This includes hats, mittens, boots, etc. Articles left in the lost and found box are donated to a local charity during the Christmas and summer breaks.

MESSAGES TO STUDENTS:

When the unexpected happens, please call the school office to leave instructions for your child. The messages will be delivered to the students at the end of the school day. Should you need to speak to your child immediately, we will bring him or her to the school office. Forgotten lunches or other items are to be brought directly to the school office. The items will be delivered to the students as soon as possible. Our aim is to limit the amount of classroom interruptions.

PERSONAL ITEMS AND ANIMALS:

Students shall not bring toys, trading cards, athletics items, electronic equipment or any non-essential personal items to school unless authorized by a teacher. St. Patrick is not responsible for lost or stolen items. Animals may only be brought to school with the written consent of both the principal and classroom teacher. Animals must be brought by an adult and remain under the adult’s supervision while at school. No animals from the wild should be captured and brought to school for humanitarian and disease concerns.

TUITION ASSISTANCE:

Parish members are eligible to apply for the Archdiocese of Detroit tuition assistance program when the applications become available in early spring. A parish scholarship form is also available for those needing financial assistance. Monetary awards for these programs will be given to qualifying applicants as soon as the school office has received notification.

TUITION POLICY:

It is expected that the parents abide by the financial criteria that has been adopted by the Budget and School Committees, unless excused by the Pastor. Tuition is paid in full on July 20, 2009 unless using the FACTS Tuition Management Program.

TUITION SCHEDULE 2009-2010:

| <u>IN-PARISH</u> | | <u>OUT-PARISH</u> | |
|-------------------------|---------|-------------------------|---------|
| 1 Child | \$2,605 | 1 Child | \$3,900 |
| 2 Children | \$4,150 | 2 Children | \$5,950 |
| 3 Children | \$5,395 | 3 Children | \$6,930 |
| 4 Children | \$6,185 | 4 Children | \$7,685 |
| Each additional student | +400 | Each additional student | +400 |

Additional non-refundable fees include a \$50 family registration fee, and a \$75 per child book fee, which are paid at the time of registration. Current families will be charged a \$25 late fee if the registration is paid after the April 8, 2009 deadline.

To be considered eligible for the in-parish rate, families must be registered parish members who contribute regularly in the offertory collection.

If tuition and fees are paid in full on or before July 20, 2009, families will receive a \$100 reduction in the above tuition rate. To receive the \$100 “paid in full” discount, the payment envelope must be in the school office, parish office, or postmarked no later than July 20, 2009. Families paying in full after July 20, 2009, but before the beginning of school, are not eligible for the \$100 credit.

Parents who do not pay in full by July 20, 2009, will register in the FACTS Tuition Management Program.

The parish subsidy for St. Patrick School reduces the cost of tuition for all students. Because of this, parents are required to provide six hours of volunteer service at the parish festival in July. Those who do not fulfill this obligation will be charged an additional \$150 in tuition.

A \$100 credit is given to families who recruit new families to St. Patrick School. Contact the school office for specific details.

When checks are returned due to “insufficient funds”, \$20 will be charged for each returned check. This includes all school related activities.

If outstanding money is due to St. Patrick School or Parish, the school reserves the right to:

- Withhold exams and/or report cards.
- Exclude student from sports, extracurricular activities, and graduation.
- Assess late fees.
- Withhold registration for the next school year.

- Seek proactive collection.

SCHOOL SUPPLIES:

It is the responsibility of the parent to replenish their child's supplies throughout the course of the year, when needed. A school supply list is given to each family at the beginning of the year.

SCHOOL HOURS:

Starting Time: 7:35 a.m.

Dismissal Time: 3:00 p.m.

Half-Day Dismissal Time: 11:15 a.m.

SCHOOL PICTURES:

School pictures of the students are taken each year. Purchase of these pictures is optional. Yearbooks are ordered and delivered before the end of the school year. Parents are not obligated to purchase the yearbook.

TEXTBOOKS AND BOOK COVERS:

All books are to be covered at all times. No tape should be used on the inside covers. No contact paper or other sticky materials are to be used. All books, including textbooks, notebooks, spelling books, workbooks, etc. may not be marked or defaced in any way. It is up to the student and parent to pay for the replacement cost of the book should it become lost or damaged.

SECTION B - PROGRAMS AND SERVICES

ATHLETIC PARTICIPATION IN CYO SPORTS:

The goal of athletics at St. Patrick School is to contribute to the development of the Christian person and is organized through the St. Patrick Men's Club. Through the sport programs, guidance that fosters loyalty, self respect, fairness, respect for authority, perseverance, and excellence is emphasized. All students and parents who participate in CYO sports will follow the Athletic Code of the CYO League and parish guidelines.

CAMP STORER:

Grades 5 and 6 attend the YMCA Camp Storer in Jackson, Michigan for one week of outdoor educational activities and classes. Parents who are able to stay at Camp Storer for the entire week may apply to serve as chaperones. Fundraising to help defray camp costs is optional and coordinated by parents.

CURRICULUM:

St. Patrick School carefully follows the curriculum guidelines laid down for elementary schools through the Michigan Standards and the Archdiocese of Detroit Religion Standards for each grade level. St. Patrick is fully accredited with MANS (Michigan Association of Non-Public Schools) and teachers have certification through the State of Michigan.

Our curriculum places emphasis on the development of knowledge, skills, and understanding appropriate to the students in accordance with its stated goals, purposes, and objectives. St. Patrick School curriculum includes:

| | | | |
|----------------|-------------|--------------------|---------------------|
| Religion | Mathematics | History | Phonics |
| Reading | Music | Physical Education | Computer Skills |
| English | Science | Art | Character Education |
| Social Studies | Spelling | Handwriting | |

Goals and Objectives for Curriculum Program:

- **Spiritual Development** – To provide a Christian learning environment and develop students' understanding and love of Christ, self and others throughout a lifelong journey of faith.
- **Intellectual Development** - To create an opportunity for each student to develop his/her full potential as a lifelong learner.
- **Academic Excellence** – To provide each student with the opportunity to strive for academic excellence.
- **Emotional Development** – To provide a Christian learning environment which promotes healthy emotional development.
- **Moral Development** – To provide a Christ centered development, based on the principles of the gospels, to enable the formation of conscience.
- **Social Development** – To assist each student in developing personal relationships and the ability to appreciate diverse views, approaches, and cultures.
- **Physical Development** – To provide students with opportunities for, and an understanding of, the need for physical well-being.
- **Aesthetic Development** – To strive to provide each student with an understanding of, as well as opportunities and means of expressing aesthetic creativity through the arts.

The teacher reviews specific curricula for each class with the parents at the yearly *Back-to-School Night*. Your child's teacher will address any questions you may have regarding curriculum.

Grade Level Content Expectations (GLCE) Parent Guides are available online at www.michigan.gov/glce

COMMUNITY SERVICE:

St. Patrick School recognizes the importance of participation in community service activities. Many opportunities are provided on a school wide as well as classroom basis for involvement in community service projects. Seventh and eighth grade students are required to complete ten service projects before receiving the Sacrament of Confirmation. The religious education director will assist the students in fulfilling their requirements for Confirmation.

FUND RAISERS:

In order to reduce the cost of tuition, St. Patrick school has several fund raisers in which parents are encouraged to participate in each year. Our major fundraisers are the Scrip program, annual auction, magazine and gift sale drive, and annual appeal. These fundraisers, in addition to reducing tuition, helps families “connect” with each other in meaningful activities. Being involved in fund raising projects provide a powerful support for adults.

Fundraisers that cost you nothing extra.

- **General Mills Boxtops for Education** – Earns cash for boxtops from General Mills products.s Some of these are General Mills, Betty Crocker, Progresso, Pillsbury, Green Giant, Totino’s, Old El Paso, Yoplait, and Go-gurt, and Gold Medal brand products. Just cut the boxtop found on the container and turn into the school. Boxtops are worth ten cents or more. These add up quickly.
- **Target Take Charge of Education** – Target donates one percent of purchases made at Target using a Target Visa card. A half-percent is earned when purchases are made at other establishments with your Target Visa card. Call 1-800-316-6142 to receive a Visa card and to designate St. Patrick School as the recipient of your fund raising dollars.
- **Printer cartridge and cell phone recycling** – Empty name brand computer ink cartridges, name brand toner cartridges, and cell phones are brought to the school office. These are recycled and the profit is returned to the school.
- **Meijer Community Rewards** – Families may participate in the Meijer Community Reward Program by registering under the school number (288008). Families that use a debit card, Meijer credit card, or pay by cash will receive tuition credit and the school earns additional funds. Families and friends may be linked through your account to generate additional tuition credit.
- **Great Lakes Scrip Program** – Merchants give a percentage of your purchases to our school. Through the purchase of gift certificates, a school family also receives tuition credit for purchases made. Orders are placed on Friday and may be picked up the following Friday. See the scrip coordinators for details.
- **Busch’s Rechargeable Cards** – By purchasing your initial Busch’s rechargeable card through the school office, a family earns tuition credit each time your card is recharged at Busch’s. Ask the scrip coordinators for details.
- **Abitibi Recycling** - Families may drop off their newspapers, magazines, office mail, junk mail, and other papers in the two yellow and green bins in the school parking lot. Sorry, no cardboard, plastic, or phone books allowed.
- **Spartan UPCs** – Spartan will donate two cents for each UPC code sent in through the school. Spartan products can be found at Busch’s and Hi-Lite Stores.

GRADING SCALE:

Letter grades are given a point value. To figure your child’s GPA add together each of their letter grades using the following point value system given in the table above. Divide by the number of subjects that were added together and the resulting number will be your child’s overall GPA.

| Letter Grade | Percent | Honor Points | Comment |
|--------------|---------------------|--------------|---|
| A | 96-100 | 4.00 | Superior Work |
| A- | 93-95 | 3.66 | |
| B+ | 90-92 | 3.33 | High Quality Work |
| B | 87-89 | 3.00 | |
| B- | 84-86 | 2.66 | |
| C+ | 80-83 | 2.33 | Satisfactory Work |
| C | 75-79 | 2.00 | |
| C- | 70-74 | 1.66 | |
| D+ | 67-69 | 1.33 | Unsatisfactory Work |
| D | 63-66 | 1.00 | |
| D- | 60-62 | .66 | |
| U | 0-59 | 0 | No Credit |
| CP | Continuous Progress | | Lower than grade level (not a failure) |
| I | Incomplete | | Additional work must be completed before a letter grade is given. |

GRADING SYSTEM:

Age appropriate grading formulas are used throughout the school. Teachers present an overview of the grading system particular to their grade level students at the *Back to School Night* in September.

1. **Test Papers** are to be signed by a parent when requested by the teacher.
2. **Report Cards** are specifically designed for the needs of each grade level. The amount of class material mastered by the student during a particular quarter is shown by letter grades and check marks. Conduct and effort is shown by satisfactory (S), needs to improve (N), and unsatisfactory (U).

Report cards are distributed as follows:

Kindergarten: Parent Conferences – 1st Quarter, Report Cards 2nd, 3rd, & 4th Quarters

Grades 1-8: Quarterly

Report card envelope should be signed and returned to the classroom teacher as soon as possible.

The explanation given below is to assist in clarifying terminology used on the report card.

Satisfactory Effort

- Participates in class (i.e. discussing, actively listening)
- Submits completed assignments in a timely manner
- Listens to and follows directions
- Submits neat, well organized work

Satisfactory Conduct

- Is quietly attentive in class
- Respects adults, peers, school property
- Is cooperative when working with others
- Displays appropriate behavior in all areas of school life (i.e. playground, washroom, hall, etc.)
- Accepts correction and modifies behavior accordingly
- Wears proper school uniform

Needs Improvement in Effort

- Is frequently inattentive in class
- Occasionally fails to submit assignments or submits late assignments
- Often fails to follow directions
- Is careless in regard to neatness

Needs Improvement in Conduct

- Talks at inappropriate times
- At times is inconsiderate of adults/peers and/or careless with school property
- At times does not follow school rules regarding playground, lunchroom, washroom, etc.
- Must be frequently corrected regarding inappropriate behavior

Unsatisfactory Effort

- Is rarely on task
- Regularly fails to submit assignments
- Does not follow directions
- Submits unacceptable sloppy work

Unsatisfactory Conduct

- Makes little effort to behave properly
- Is disrespectful to adults, peers, school property
- Ignores school rules regarding playground, lunchroom, halls, etc.
- Must be frequently corrected regarding inappropriate behavior and fails to make an effort to modify behavior

3. **Progress reports** will be sent at mid-quarter to all students in grades K-8. Teachers will also monitor and report concerns in effort or behavior.

HOMEWORK:

Homework helps develop good habits and a sense of responsibility. Homework may be of a written, research, or review type work. It is expected to be complete, accurate, neat, and prompt. Parents play an important role in establishing the proper conditions of quiet, consistency in time, and place of study. Parents are encouraged to inspect the student's work before it is returned to school. Your busy schedule should not be a continuous excuse for incomplete homework assignments. If your child is not bringing work home, we strongly advise you to contact the teacher as we do not want students falling behind in their studies.

Suggested length of time spent on homework is as follows:

| | | | |
|--------------|------------|---------|------------|
| Kindergarten | 15 minutes | Gr. 5-6 | 60 minutes |
| Gr. 1-2 | 30 minutes | Gr. 7-8 | 90 minutes |
| Gr. 3-4 | 45 minutes | | |

Each teacher will distribute and post a homework policy at the beginning of the school year.

PROMOTION AND RETENTION:

To promote or retain is a critical decision involving parents/guardians, teachers, and administrator. Careful consideration of all aspects will be weighed for each individual case.

When retention is being considered, parents will be notified well in advance before a final decision is made. When cooperative efforts to improve the child's performance have failed, careful evaluation of the best opportunity for the child's success may indicate the need for evaluative testing through the public schools or a private firm, or as a last resort, non-promotion. The judgment to promote or retain is made by the school. Students will be considered on the criteria listed below.

Students in grades K-3:

Students may be retained if basic reading and math skills have not been mastered. The teacher, consultation with the principal and parents, make the decision.

Students in grades 4-8:

Failure in three major subjects can result in retention. The teachers, in consultation with the principal and parents, make the decision.

ACADEMIC AND CITIZENSHIP HONORS:

QUARTERLY:

Positive reinforcement will be given to students who show care and concern about their academic achievement. This will be accomplished through the use of an Academic Achievement List determined by grade point average (GPA). The criteria is as follows:

A. **ACADEMIC HIGH HONORS:**

Students in grades 4-8 who earn a grade point average (GPA)* of 3.66 - 4.00 will be placed on high academic honors for the quarter in the following subjects: Math, Science, History, English, Religion, Spelling, and Reading.

B. **ACADEMIC SECOND HONORS:**

Students in grades 4-8 who earn a grade point average (GPA)* of 3.00 – 3.65 will be placed on second academic honors for the quarter in the following subjects: Math, Science, History, English, Religion, Spelling, and Reading. **Students receiving the mark of “D” or “U” in these subjects will not achieve academic honors.**

For a student to qualify for Academic Honors, the student may not have an “U” (unsatisfactory) in *Conduct and Effort*.

C. ACADEMIC IMPROVEMENT HONORS

Improvement awards are given after each marking period for any student who has gone up one whole grade in at least one subject and has not dropped any letter grade in any other subjects.

D. CITIZENSHIP HONORS:

For a student to qualify for Citizenship, the student may not have a “U” (unsatisfactory) in conduct and effort.

END OF THE YEAR AWARDS:

A. END OF THE YEAR ACADEMIC HONOR AWARD:

Students in grades 4-8 who have been on and Academic list three (3) out of four (4) quarters will receive an Academic Honor Certificate.

B. END OF THE YEAR CITIZENSHIP HONOR LIST:

Students in grades 1-8 who have been on the citizenship list three (3) out of four (4) quarters will receive a Citizenship Honor Award.

C. END OF THE YEAR ATTENDANCE HONOR AWARD:

Students in K-8 who have been on the attendance honor list all four (4) quarters will receive an Attendance Honor Award.

D. OTHER AWARDS:

Other End of the Year Awards for Academic, Citizenship, and Service will be given based on student achievements throughout the year.

MASS (Liturgy):

Students attend the Mass most weeks on Tuesday at 8:00 a.m., First Fridays, and Holy Days. Parents and friends are welcome and encouraged to come and pray with us at these services.

MUSIC CONCERTS: Students in all grades participate in a winter and/or spring concert directed by our music teachers. It is expected that students be in attendance for these scheduled performances. A student not in attendance may be required to submit a written assignment that will be completed as assigned by the music teacher and/or principal.

PARENT-TEACHER COMMUNICATION:

Teachers will send home information packets at least once a month. Parents are asked to schedule any and all conferences in advance with staff and administration. Each teacher is charged with the responsibility of a group of students during school hours and therefore should not be expected to conduct conferences at that time. Ordinarily, teachers cannot be called to the phone during the day nor should they be called at home unless requested by the teacher to do so. Messages may be left for the teacher at the office. All teachers have an email address posted on the school website for communication as well.

When parents receive a note regarding conduct or work, it is expected that the parents will respond promptly by communicating the plan of action that will be taken to help remedy the situation.

Formal Parent-Teacher Conferences are held at the end of the first quarter in November. Conferences may also be requested by the parent/guardian, teacher, or administrator at any time. An appointment can be arranged with the teacher by leaving a message with the school secretary or contacting the teacher. All teachers make their own appointments.

PARTICIPATION IN RELIGIOUS ACTIVITIES:

All students, Catholic and non-Catholic, who attend St. Patrick School, are expected to participate fully in the religion classes, liturgical and para-liturgical programs.

PROGRESS REPORTS:

Progress reports are given at the midpoint of each quarter to all students in grades K-8. These reports serve as an indication of performance of the student thus far. Parents should contact the teacher(s) with specific questions or concerns. Any student with an “N” or “U” in conduct or effort, will have this noted on his or her progress report.

SCHOOLWIDE REWARDS:

Any student who does not get his/her name written down during the week for conduct or effort problems in the classroom will submit his or her name for a special "good behavior" drawing at the end of the month.

A Principal's Award will be given to one student at each grade level at the Student of the Month Assembly. Students are eligible to have their name selected if they have not received any violation slips for behavior problems at lunch/recess or other behavior problems outside of the classroom.

Each month an academic content area will be chosen for recognition at the Student of the Month Assembly. Students will be chosen from each grade level. One student will be rewarded for effort or academic achievement in the selected area.

SPORTS/CHEERLEADING ELIGIBILITY IN RELATION TO ACADEMIC ACHIEVEMENT:

- A. All Students participating in a sport who attend St. Patrick School must maintain a C- average in the six major subjects. This is the average and not the individual subject grade. (i.e.: A grade of "D" in Math will not be cause of probation if the average of the other subjects brings the overall grade at or above the C-level.)
- B. Eligibility reports are to be made twice each quarter -- at the time of report cards and at mid-quarter.
- C. The six major subjects are defined as religion, reading, science, English, math, and social studies.
- D. The probation period shall be at least one (1) week and longer if needed. Participation in CYO and non-league games is not allowed. Players on probation are encouraged but not required to attend practice. Players and parents must realize that missing practice may have an effect on a player's ability to contribute upon return to the team. Attendance at games in uniform is required.
- E. Eligibility reports will be circulated on a two (2) week basis. This allows a student to raise his/her average during this period. Only one (1) week of this period is spent on game probation. The student may play during the second week.
- F. If at the end of the two (2) week period a student has not improved the GPA to the "C-" level, a conference with the parents will be scheduled in order to define the problem. During this conference a decision will be made regarding an individual's continued participation for the current season. No student will be removed from a team due to academics without a conference, unless a parent elects not to agree to a conference. If this situation arises, the student will be on probation until a meeting is arranged.
- G. Every effort will be made through the normal progress reports to inform parents that a student is in jeopardy. Parents are asked to monitor their children in an effort to understand if and when a problem arises.
- H. The school and the Athletic Department have no jurisdiction over students in schools other than St. Patrick, and attempts to monitor grades is an invasion of their rights. We can only request that parents of these players hold academics in high regard and enforce their own set of values which require acceptable levels of scholarship during periods when they participate in athletics at a school other than their own.
- I. Cheerleading shall be supervised by at least one adult. The same academic standards that apply to sports shall apply to cheerleading.

SPECIAL SERVICES:

Some services are provided through the Monroe County Intermediate and Airport School Districts: speech, teacher consultant, physical therapy, academic testing, and physiological testing. You may contact the school for further information.

STUDENT COUNCIL: The Student Council will consist of students in grades 6-8. All students interested in being on Student Council will submit their name in writing. After the slips are blessed by our pastor, he will randomly select the Student Council members. Three students from each grade will be selected.

TESTING:

As a matter of educational policy, standard achievement tests are administered. Archdiocesan directives and guidelines concerning testing will be followed. The principal and teachers will review test results and individual results will be send to the parent/guardian.

The aims of standard achievement tests are:

1. Assess the quality and effectiveness of the total instructional program in the school.
2. Obtain reliable information about the pattern of growth of individual students.
3. Aid teachers in diagnosis and prescription for individual students.
4. Aid guidance counselor in the placement of students for ninth grade as well as into other grade/course placement.

The *High School Placement Test* is available each year for all eighth grade students at the various Catholic high schools.

The *Iowa Standardized Testing Program* is given in October to grades 1, 3, 5, and 7.

The *Michigan Educational Assessment Program (MEAP)* is given to grades 4, 5, 6, 7, and 8 in October.

SECTION C – RULES AND POLICIES

ABSENTEEISM AND ATTENDANCE:

Regular attendance at school without excessive absenteeism or tardiness is clearly very important to the educational process for the student as well as to the development of appropriate life long work habits. When a student is ill, parents are to call the school office before **8:30 a.m.** to report the absence. If calling before school hours, a message may be left on the school answering machine. Requests for homework should be made at that time. Any assignments or books requested for an absent student will be available in the school office after 2:30 p.m.

A dated and signed written excuse giving the reason for the absence should be presented to the classroom teacher when a student has been absent. Excuses should state the reason for the absence. Excuses are also necessary for early dismissal, an appointment, and tardiness. If a student is out for an extended absence (over 1 week), a note of explanation from the doctor is necessary. If a student is late for school, he/she should report to the office before going to the classroom.

Parents are discouraged from taking their child out of school except for family emergencies or doctor appointments. Doctor or dentist appointments will be considered an excused absence if the child returns to the school with a note that is given to the office.

By law, each parent/guardian is responsible to see that any child in his/her charge ages 6-16, is in continuous and consecutive attendance in either a public or non-public school. Since regular attendance is necessary for academic progress, students are expected to develop habits of prompt and regular attendance. The school reserves the right not to assign a grade when a student is absent for twelve (12) or more days in a quarter. An incomplete (I) may be assigned until the work is completed. (Archdiocesan Policy #5003)

ABSENTEEISM AND ATTENDANCE FOR SPORTS ELIBILITY:

A student involved in sports must be in school at least one-half day in order to participate in practice, and at least one-half day in order to participate in an athletic contest. One-half day is defined as three and one-half hours. A student who believes he/she has a special situation must have the approval of the Principal/Athletic Director to have their absence considered excused.

ABSENTEEISM AND ATTENDANCE FOR END OF THE YEAR AWARDS:

For the purpose of end of the year awards, attendance honors will be awarded to students who have been in attendance every school day for at least half of the school day. For the purpose of attendance honors, the student will receive an excused absence if he/she is in attendance at least half of the school day, has a signed and dated note from the parent or guardian requesting early dismissal (stating time and reason). Acceptable reasons are limited to dental/doctor appointments, funeral, or family emergency.

APPOINTMENTS/EARLY DISMISSAL:

At rare times when a student is required to leave class early due to an emergency or doctor appointment, the parent is to send a signed and dated written notice to the teacher. The teacher is to send the student to the office at the appropriate time. The parent meets the student in the school office and signs him/her out. For early dismissal, a parent must report to the office and sign the dismissal form. No student will be released to anyone except the legal guardian or person listed on the emergency form. Should a student be returning to school after an appointment, the student and/or parent must come to the office and sign back in. This is for the security of all children and less disruptive to classroom instruction time.

ACADEMIC HONESTY:

Students are expected to act in a way that reflects strong Christian values. Plagiarism and other forms of cheating will be disciplined by school officials.

CHILD ABUSE AND NEGLECT: State law requires designated persons including school administrators, school counselors, teachers, social workers, and members of the clergy having reason to believe that a child under the age of eighteen years has been abused or neglected, must report the matter promptly to the "Family Independence Agency in the county where the suspected abuse or neglect occurred.

“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 (i) physical or mental injury; (ii) sexual abuse; (iii) sexual exploitation; or (iv) maltreatment. “Child neglect” is defined as failure to provide adequate food, clothing, shelter or medical care.

Within seventy-two hours of making the initial oral report, the reporting person must also file a written report with the FIA. This report must contain the name of the child and a description of the suspected abuse or neglect. If available, the report should also contain (i) the child’s age; (ii) name and address of the child’s parents/guardians and/or person with whom the child resides; and (iii) any other information available to the reporting person identifying the cause of the suspected abuse or neglect and the manner in which the abuse or neglect occurred.

The written report must be mailed to the FIA office in the county where the child resides and a copy of the written report will be faxed and mailed to the Policy Delegate for the Archbishop (Archdiocese) and the attorneys for the archdiocese.

An individual reporting suspecting abuse to the FIA should notify the principal or designate of the report. Note that an individual’s internal report to the principal or pastor does not abrogate the individual’s legal obligation to report. (Archdiocesan Policy #5004)

Persons reporting child abuse cases to Monroe Social Services are granted anonymity. The number of the Children's Protective Services is 734- 243-7400. (The form for the required written report can be downloaded from michigan.gov/fia. Once there, select *Doing Business with the FIA/Forms*.)

COLLECTION OF MONEY:

Money may not be collected from the students for parties and other activities without the permission of the principal. Any money sent to the school should be labeled in a sealed enveloped with the child’s name, grade, and purpose of the money being sent (i.e. field trip, hot lunch, etc.)

CONFLICT-RESOLUTION POLICY:

The authority to suspend/expel is reserved to the Principal with the right of local appeal available to the Pastor by the student. The procedure is as follows:

- The unacceptable behavior is identified as such and communicated to the student and to the parent.
- The student is given reasonable opportunity to improve.
- At the time when unacceptable behavior occurs again, the student will be suspended from class/school until the student/teacher/principal conference can be arranged. Parents will be notified immediately of suspension. During the time of suspension the school will make provision for the continuance of the student’s academic program.
- The reason for suspension/expulsion, the substance of the conference, and the decisions arrived at will be put in written communication to the parents and a copy filed in the school office.

DANCES: Students in grades 7 and 8 may attend dances held at St. Patrick School. Catholic schools in the Monroe Vicariate will also invite our students to attend their dances. 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. Students who attend any Monroe Vicariate dance must show their school identification card to be admitted.

DRESS CODE:

The Dress Code is designed to promote an atmosphere of class that is conservative and conducive to learning. Clothing should be neat, clean, modest, and tasteful at all times. Clothing at no time should be offensive, too tight, or suggestive. The dress code applies to field trips unless otherwise specified. While some unacceptable items are specifically mentioned, this is for clarification and is not intended to be an all-inclusive list. The school administration will make the final decision on appropriate clothing.

Students begin wearing their uniforms on the first day of school. Dates when students may wear other attire than the dress code will be provided in writing through the yearly or monthly school calendar, the school newsletter or a classroom letter.

UNIFORM PURCHASE LOCATIONS: Due to various sizing problems parents encounter, clothing may be purchased at any uniform company or store that meets the acceptable items criteria except for the following:

- Green plaid skirts or jumpers may be purchased only from School Belles
- Green polo shirt and sweatshirt with school emblem are ordered from the school office
- Gym tops (sweatshirt and/or t-shirt) and bottoms (sweatpants and/or shorts) are ordered from the school office.

The school encourages upper elementary students purchase clothing from the St. Mary Catholic Central High School uniform supplier, School Belles, if they will be attending SMCC in high school. Contact the school office if you are interested in purchasing school items approved for SMCC use in high school.

Gym clothing and school emblem polo shirts and sweatshirts must be ordered in advance from the school office. Orders forms are sent out in the family newsletter and are normally processed three times a year, late August, late November and late April. Please plan accordingly.

A used uniform swap is held once or twice a year to help lower the uniform expense for parents. Information is supplied in advance of these exchanges.

1. **BLOUSES/SHIRTS:** **Colors:** Solid white or navy blue. **Style:** Must have a collar. May be knit polo type shirt with buttons, oxford type dress shirt, or turtleneck (no t-shirts, mock turtlenecks, no decorations such as emblems, flowers, lace, etc.) Shirts/blouses must be tucked in, not bloused, and long enough so no area of the midriff is exposed at any time. St. Patrick School green polo shirt with the school emblem can be purchased through the school office. This is the only green shirt permitted.

Sports Team Shirts: Students who participate in a CYO grade school sport may wear their sport tops only the day of a game with their normal school uniform attire. When the game is on a no school day, tops may be worn the day before. V-neck, mesh, or sleeveless sport shirts need to be worn over the required St. Patrick School uniform shirt.

Girl Scout and Boy Scout Uniforms: Students participating in these activities are allowed to wear their uniform on meeting days.

2. **SWEATERS:** **Colors:** Solid Navy blue or solid white. **Style:** Plain, pullover, v-neck, vest or cardigan to be worn over uniform shirt/blouse with the collar visible.
3. **SWEATSHIRTS/FLEECE PULLOVERS:** The St. Patrick green logo sweatshirt or St. Patrick green logo fleece pullover purchased through the school office may be worn as part of the uniform. This is the only sweatshirt allowed. The sweatshirt is to be worn over the uniform blouse or shirt.
4. **PANTS/SLACKS:** **Color:** Navy blue (no washed out gray slacks) or khaki (light or dark shades are acceptable, no white) **Style:** Plain, DRESS type with both side seams sewn in and inside pockets without accent stitching, side tabs, rivets or studs. (No knit, stretch, stirrup, or tight type). Pant legs should be straight with no flairs. No low cut waists are allowed for pants. Cargo pants may not be worn. Corduroys are acceptable providing they meet the above guidelines.
5. **WALKING SHORTS:** **Color:** Navy blue or khaki. **Style:** Plain, DRESS type knee length (no shorter than 1" above the knee). Walking shorts and Capri pants follow the pant/slacks guidelines.
6. **BELTS:** K-3 are not required to wear belts. Grades 4-8 must wear conservative belts with pants, slacks, skorts or shorts that have belt loops.
7. **SKIRTS/JUMPERS:**
Skirts, jumpers, or skorts must be knee-length. If a girls wishes to wear the green plaid jumper or skirt purchased, it **must** be purchased from School Belles only. **Girls may also wear** a dark navy blue or khaki skirt, jumper, or skorts. **Grades K-8** may wear skorts that follow the above guidelines. These may be worn all year.
8. **SHOES:** Dark colored dress shoes with heels no higher than 1". Black or white sport shoes or high top foot apparel may not be worn as a dress shoe. Gym shoes may only be worn on gym days or other days designated by the principal. No open toe shoe, open heel shoe, or sandals are to be worn at any time. Students may bring gym shoes for the noon hour recess.

9. **SOCKS**: Must be worn every day and be navy, tan or plain white socks. Appropriate nylon stockings and/or tights are permitted.
10. **GIRLS GRADES K-8 MAKE-UP**: Only clear pink nail polish is permitted. No face or eye make-up is allowed. Only concealer may be used for facial blemishes.
11. **HAIR**: No unnatural hair colors or fad styles that draw attention to the individual is permitted.
12. **JEWELRY**: Jewelry should be conservative and no excessive paraphernalia or iridescent colors are permitted. Boys are not permitted to wear earrings.
13. **JEAN DAY**: Only **jeans** are allowed on *Jean Day*. There should be no holes in jeans. Only acceptable and appropriate t-shirt slogans/pictures are permitted on these dress down days. Gym shoes are permitted on these days. Cargo pants, sweat pants, tank tops, and other leisure clothing are not acceptable.
14. **DRESS-UP DAY**: Appropriate dress clothes only. No short, sleeveless, or low-cut attire is permitted. Clothing that exposes the midriff or middle/lower back is unacceptable. No jeans, sweats, t-shirts, or gym shoes are permitted. Open toe shoes, open heel shoes, or sandals are not to be worn at any time.
15. **GYM UNIFORM**: The required gym uniform for grades K-8 is to be purchased through the school office. In addition to gym shoes and white ankle-high socks, the uniform consists of a white or green top (t-shirt or sweatshirt) and a green bottom (sweat pant or shorts). When sweat pants are worn, students are required to wear shorts under them as a precaution in the case of overheating. This also offers greater flexibility with variations in temperature from morning to afternoon. If a student is not in proper gym clothing, the student will not participate in gym class, and a failure grade will be given for that day in gym. Clothing **MUST** be appropriate for outside weather. If gym day falls on a day that requires professional dress, students are required to wear the appropriate clothing and then change for gym. For safety, students should not wear gym shoes that are zipper or slip-on. Gym clothes should not have holes, slits on side seams, or be unhemmed.
16. **OUTSIDE WINTER CLOTHING**: All students have outdoor recess most school days. Students should be dressed adequately for outdoor play. In the winter, snow pants, warm jackets, hats, gloves, boots, etc. are necessary. Students without appropriate attire for snow play, which includes snow pants and boots will be restricted to the pavement area or inside recess.

Students will be issued a uniform/dress code violation when they fail to comply with these rules. It is the responsibility of the student to bring this home and return it to the school with the parent's signature.

Violations are cumulative for each semester.

- 1st and 2nd offense: Uniform dress code violation slip signed by parents and returned to school.
- 3 or more offenses: Parent is informed of student violation either in writing or by phone and the student will receive a denial of recess or other privileges. This may include removal from class until the student is in compliance, detention or suspension. The parent is also asked to meet with school administration to develop a plan to eliminate reoccurrence of the problem.

FALSE FIRE ALARM, BOMB THREAT, OR TAMPERING WITH FIRE ALARM SYSTEM:

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade six or above makes a bomb threat or similar threat directed at a school building, other school property, or a school related event, then the school shall suspend or expel the student from the school for a period of time as determined at the discretion of the school.

(Archdiocesan Police #5007)

FIELD TRIPS:

Field trips of educational value are planned for each grade. Students must return their *Medical Treatment Release Form* and parent permission field trip form, signed by their parents, to the homeroom teacher before being able to participate in a specific field trip. **No hand written permission slips will be accepted.** A new field trip form must be filled out if

there are any changes, as a form becomes invalid if it is altered. Students who do not have parent/guardian approval for participating in a class field trip must attend school during regular school hours for the given day.

Students will be excluded from a class trip if there is any doubt on the part of the supervising teacher, in consultation with the principal, that they will not be able to assume personal responsibility for representing themselves and St. Patrick School in a positive manner. Students will jeopardize participation in future class field trips by giving evidence on any class trip of poor conduct or lack of respect or cooperation.

Siblings are asked not to attend field trips, as parent chaperones need to give their full attention to the school children in their care. Furthermore, siblings are not permitted to ride any bus providing transportation for St. Patrick students.

FIELD TRIP VOLUNTEER DRIVERS:

Many field trips require the use of volunteer drivers and private passenger vehicles. Drivers must be over twenty-one years of age and are required to complete a *Volunteer Driver Information Sheet* and provide proof of insurance at least one week prior to driving students on any field trip. This form is available in the school office or on the school website and needs to be completed annually when there are any updates or changes in the policy or coverage dates during the school year. A copy of the driver's license and auto insurance policy are required to be kept on file with this form. The minimal, acceptable liability for privately owned vehicles is \$250,000/\$500,000. It is recommended that parents carry expanded coverage of \$500,000 CSL. The additional coverage is considered appropriate protection and, generally, is inexpensive to purchase. Vehicles being used must have a working seat belt for each student transported in the vehicle. It is the responsibility of the driver to be certain that students are properly buckled whenever the vehicle is in motion. While driving, it is preferred that you leave the radio off and avoid playing music. If you choose to play music, refrain from playing music or radio stations that others may find offensive and do not promote Christian values. Unless a sufficient number of chaperones or drivers are available, the trip will not take place. (Archdiocesan Policy #6002)

FIELD TRIP CHAPERONES:

At times adults are needed to supervise the behavior of our students at social gatherings or on field trips. We are grateful to those adults who are willing to serve as a chaperone so these special events can take place. A chaperone needs to model correct behavior and abide by school rules and any special rules set up for that particular event by the teacher or facility being visited. Chaperones should stay with their assigned group to supervise students' safety and behavior and be available to assist in any unexpected student needs. Chaperones are expected to monitor student behavior and remind students of appropriate behavior if needed. Chaperones are encouraged to address specific concerns to the supervising teacher(s). When bus transportation is being provided, chaperones are expected to ride the bus with their group. It is important that chaperones have their group in the correct location at the assigned time.

SCHOOL RULES AND REGULATIONS:

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents, and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive, or abusive atmosphere, including such activity in online postings on social-networks such as *Myspace*, will be disciplined, up to and including expulsion.

Good order is a necessary and desired prerequisite to learning. We hope to work with your child in a climate conducive to enthusiastic inquiry yet ordered to a degree beneficial to all. In order to accomplish this, heavy emphasis will be placed on a sense of individual responsibility for one's actions and parental cooperation. 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. The principal or pastor reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices, or procedures.

BEHAVIOR GUIDELINES:

1. Be respectful, courteous, and kind to everyone at all times.
2. Be truthful and responsible for all actions and follow school procedures.
3. Be punctual and well prepared for class.
4. Come dressed appropriately and ready to work and play well.
5. Treat school property and the personal property of others with respect.
6. Electronics (radios, cameras, recorders, Game Boys, beepers, electronic games, MP3 player, iPod, laser pointers, or devices of any kind) are to remain at home. These items will be confiscated and may be picked up at the school office by the parents.
7. Personal computer disks or CD software may not be brought to school or used in the computer lab.

8. Any type of game or action which could endanger the safety of another child is not permitted. This includes tripping, pushing, kicking, grabbing another student's clothing, etc.
9. Students are not to engage in plagiarism or other forms of cheating.

PLAYGROUND RULES:

1. Safe play is required. Contact sports and chasing games are not permitted.
2. Candy, gum, or food is not permitted on the playground.
3. Be respectful of equipment.
4. Play nicely with others in the designated areas.
5. Follow instructions of supervisors.
6. The whistle marks the end of the period. All play stops immediately at this time and play equipment should be returned to the cart.
7. Throwing of snowballs, dirt, rocks, etc. is unacceptable.
8. Hard balls of any kind may not be brought to school.
9. Make the choice of reporting problems rather than adding to them.

LUNCHROOM RULES:

1. Enter in a line and go quietly to assigned table.
2. Eat in a respectful manner and do not take or share another's food.
3. Remain seated while in the lunchroom.
4. Each student will clean his or her area at the table, including disposing of one's garbage properly.
5. Silence is expected when the lights are turned off.

RESTROOM RULES:

1. No loitering.
2. No loud talking. Whispering is permitted.
3. No throwing of water or papers.

CLASSROOM RULES:

Each teacher will establish with the students a classroom set of rules and consequences at the beginning of the school year. These rules and consequences will be posted in the classroom. Teachers are encouraged to send a copy of these classroom rules and consequences to the parents and have a copy signed by the parents/guardians.

OFF CAMPUS RULES:

The administration of St. Patrick Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This includes students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive, or abusive atmosphere, including such activity as online postings on social networks (i.e. *Myspace*).

DISCIPLINARY ACTION:

The conduct code prohibits students from engaging in behavior that will endanger or threaten to endanger the safety of others, that will damage property, or that will impede the orderly conduct of the school program.

Hopefully, the occasion to impose serious penalties will rarely, if ever, occur. However, if flagrant violations of school regulations take place or if repeated indifference to correction is demonstrated, appropriate disciplinary action will be taken, including possible suspension or expulsion. Offenses warranting such penalties would include, but not be limited to:

1. Smoking, drugs, or drinking alcoholic beverages on the school premises at any time.
2. Stealing, cheating, foul language, fighting, or any similar unbecoming conduct: any behavior that is detrimental to the good health or welfare of others.
3. Deliberately destroying or damaging school property.
4. Insubordination (e.g. verbal abuse to principal/teacher).

Such offenses are prohibited whenever and wherever they occur, whether that be on school grounds or on school buses or during school sponsored field trips or in connection with school related events and activities or directed against students enroute to or from school or done with intent to disrupt or impede the orderly conduct of any school activity. Student actions directed against any person, whether adult or minor, on school property or at any location

where a school related event or activity is held, shall be disciplined in the same manner as if the action had been directed against school staff or students.

Disciplinary action shall be applied with care and reserve. In every disciplinary action, the school shall use its published discipline code, which is in accordance with the Archdiocese of Detroit School Policies and Rule Manual.

The published discipline code will be used as the first point of reference for each disciplinary action taken by the school. In taking disciplinary action toward a student, the principal, teacher, monitor, or other appropriate staff member will take into consideration the seriousness of the offense, amount of harm or danger to person, property, and the frequency of inappropriate behavior.

Conduct report:

Conduct report is direct notification or communication to the home which informs the parent/guardian that the student is not following established guidelines at school and/or school sponsored activities. Parent/guardian is expected to discuss the incident with the child, sign the form, and return it to the teacher the following day.

Corrective Action Plan:

Corrective Action Plan is a document written by a staff member which specifies which steps will be taken in order to help a student overcome inappropriate behavior. It is signed by the student, parents, and staff member.

Disciplinary probation:

Disciplinary probation is a specified period of time in which a student is given the opportunity to prove that he or she will comply with school rules and regulations. During this period, the student is in attendance at regular classes and school activities.

Exclusion:

Exclusion is the temporary removal of a student from classes, lunch privileges, and school sponsored activities. Student is provided a place in school, and supervised, so he or she can keep up with class work and have lunch. The severity of the offense will determine if the student can submit work for credit and/or take tests. At this time, the student is also excluded from ALL school activities. In-school suspension is included in this category.

Detention:

Detention is a school wide discipline tool used to handle repeated or major classroom problems or problems outside the classroom. Detentions will be served with a teacher either before or after school. Parents will be notified before a student serves a detention. A detention may be rescheduled because of illness or previously scheduled medical appointments. Absolutely no exceptions will be made for athletic practices or extracurricular activities. During detention, the student sits quietly and may not do homework or other activities. Detention times are as follows: Grades 1-3 fifteen (15) minutes, Grades 4-5 thirty (30) minutes, grades 6-8 forty-five (45) minutes).

Suspension:

An in-school suspension means that the student will spend a half or full day in a supervised room in the school building. An out-of-school suspension means that the student will serve the suspension at home. Suspension is the temporary dismissal of the student from school. Decision to suspend shall follow only after other means of motivation have failed and/or attendant circumstances necessitate this extreme disciplinary action. All class work, quizzes, tests, etc. given at this time will not be credited although the work must be completed and turned into the respective teacher(s) before the student will be allowed to return to class. The student is also suspended from all school activities.

Expulsion:

Expulsion is the permanent dismissal of a student from the school. It shall be implemented either after repeated attempts (including suspensions) to correct serious violations of the school code of conduct have failed and/or when the offense demonstrates extreme non-compliance with school rules/state law. When a student is suspended or expelled, he or she may not participate in any school related functions after school. This includes dances, sports, practices, etc.

Communication between the school and parent(s)/guardian(s) of any student involved in any disciplinary action will occur. Disciplinary action forms may be completed and temporarily placed in the student's file. At the time of withdrawal or expulsion, the form is removed before the records are transferred. In cases of expulsion, the Office for Catholic Schools should be notified by the principal.
(Archdiocesan Policy #5006)

HAZING:

State law prohibits hazing activities of educational institutions and provides penalties. Hazing is defined by law as an intentional, knowing or reckless act that was directed against an individual that could endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation in, or maintaining membership in any organization.

Student Disciplinary Code of Conduct

The discipline at St. Patrick Catholic School aims to form Christian character through Gospel values; Respect for God, Respect for Self, Respect for Others, and Respect of Property.

| Minor Behavior Misconduct | Intermediate Behavior Misconduct | Major Behavior Misconduct |
|--|--|---|
| Any school, classroom, playground, or lunchroom rules that are not being followed. | Disrespect Towards Others: Eye rolling, intimidating stare, leering, shunning, gossiping, mean or rude gestures, | Intimidation: Threats of emotional or physical violence, harmful gossip, rumor spreading, etc. |
| Throwing objects: papers, erasers, etc. items that aren't an extreme safety hazard) | Cheating (on homework, test, etc., includes changing or copying one or more answers etc.) plagiarism | Possession or Being under the Influence of Controlled Substances: Alcohol, tobacco, & other drugs |
| Running in classrooms, hallways, or sidewalks | Moderate Physical Contact: Hitting, pushing, shoving, grabbing, slapping, pinching, kicking and play fighting | More Severe Physical Contact: Punching (closed hand), spitting on others, and similar behavior that might or has injured others |
| Unnecessary physical contact, horseplay | Defiant, loud, or disrespectful behavior, poor sportsmanship, gambling | False activation of alarms or bomb threats |
| Being in hallways, bathrooms, or at lockers during non-designated times | Entering the desk, locker or book bag of someone else | Weapon Possession: This includes but is not limited to knife, pocket knife, or gun |
| Disrupting lunch room, recess, or assembly | Destruction of personal, school or parish property (Restitution will be arranged) | Harassment: Racial, ethnic, sexual, religious, or other forms of severe harassment |
| Littering, spitting on the ground | Deceitful behavior | Inappropriate use of technology |
| Food or drink in unapproved areas, chewing gum, | Throwing objects: rocks, sharp items, etc. that pose an extreme safety hazard | Refusing to follow supervising staff directions, argumentative behavior, and/or leaving school grounds |
| Bringing personal items without teacher/administrator permission: Radios, iPods, mp3 players, toys, laser pointers, video games, trading cards, cologne/perfume, etc. (Item will be held by teacher or in the office until the end of the day. | Teasing: Inappropriate language, Name calling, swearing, offense language rumors, planned exclusion, written notes, yearbook entries or other verbal or written references that would humiliate, hurt others feelings, or make them feel bad about themselves | Falsifying information, forgery of signature, lying, stealing, arson, graffiti, vandalism (Restitution will be arranged) |
| Consequences will be determined by the nature, frequency and seriousness of the misconduct | | |
| Warning, responsibility form and/or written assignment, exclusion, student conduct referral, detention (repeated violations) | Student conduct referral, conference, responsibility form, exclusion, written assignment, counseling with appropriate social agency, detention, disciplinary probation, suspension | Student conduct referral, responsibility form, reentry conference, suspension, legal action, counseling with appropriate social agency, police referral/report, disciplinary probation, expulsion |
| Students who receive three (3) detentions in one quarter will have a one-day in-school suspension. Cheating on assignments/tests or plagiarism will result in reduced or loss of credit for assignment and additional consequences | | |

The St. Patrick Catholic School Student Disciplinary Code of Conduct is in accordance with the Archdiocese of Detroit School Policies and will be used as the first point of reference for each disciplinary action taken.

Most discipline is handled by the teacher or a staff member. More serious problems are presented to the principal. The principal is authorized in all cases to impose appropriate student discipline up to and including expulsion. Any unusual disciplinary situations will be handled by the principal.

ILLEGAL SUBSTANCE:

**VICARIATE OF MONROE CATHOLIC SCHOOLS
ALCOHOL AND OTHER DRUG USE/ABUSE POLICY:**

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 students. We commit to offer support and assistance to those 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-alike); prescription or over-the-counter substances. Michigan's Department of Community Health maintains a list of banned substances based on the policies of the NCAA. This list can be found quickly by googling "NCAA banned substances".

DRUG-RELATED PARAPHERNALIA: 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 that 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 looked-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 officials of the schools.

STUDENT PROGRAMMING:

PREVENTION: The goal of the Catholic Schools of the Vicariate of Monroe is to promote healthy, happy, holy lifestyles for our school communities. To accomplish this, we shall support programs that 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, and 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 documented) 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 remedy 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/exclusion of the student in compliance with policy mandates of 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. The 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 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 license 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 #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, narcotics, 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 student athletics 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 rests with the parent/guardian, the student, and the treatment program. School staff will work cooperatively with these to facilitate the after care plan.

(Archdiocesan Police #5009)

LIBRARY LENDING POLICY:

In keeping with the school's mission to help the student develop independence with responsibility, students may borrow St. Patrick School library books. Books that are not returned must be paid for before a student may take out another library book. Unpaid library book fees must be paid before report cards are distributed at the end of a quarter. Reference books such as encyclopedias, dictionaries, etc. are to be used in the library/classroom only and may not be checked out.

LOCKERS AND DESKS:

A desk and/or locker is provided for each student. These items remain the property of St. Patrick Catholic School and are loaned each year for student use. No locks will be placed on student lockers. **Lockers and desks may be opened by school personnel at any time.** Students may not enter the locker or desk of someone else. It is expected that the locker and desk will be kept neat and clean, inside and outside. There are to be no stickers, tape, or markings from a pen, pencil, marker, etc. There will be random inspection throughout the school year for the condition of his/her locker and/or desk. The student is responsible for the condition of his/her locker and desk at the end of the year. Anyone whose locker and/or desk is not cleaned out will be asked to come in during summer to complete this task. St. Patrick School will not be held responsible for any items lost or stolen from student lockers or desks.

MAKE-UP ASSIGNMENTS DUE TO STUDENT ABSENCE:

Teacher instruction is imperative for student understanding. Students are given ample time to make up work upon their return to school. Returning students must check with the teacher to be sure they have received all their missing assignments. Assignments are to be completed and turned in within the same number of days absent (i.e. If absent five school days, he/she then has five school days to make up the work). Student/parent should make arrangements with the teacher for any missed testing. All missing assignments and tests are the responsibility of the student.

All work not turned in will be averaged into the student's grade as zero(s). Failure to complete work will result in a lower grade or failing grade.

Because regular school attendance is very important, families are not encouraged to vacation during the school year. However, if necessary, please note the following:

- Assignments will not be given in advance.
- It is the student/parent's responsibility to obtain a list of missed work upon their return.
- Completed work must be in compliance with the absentees as stated above.
- Final exams/report cards/awards will not be given in advance.

PARTIES:

Surprises affect the educational process and may also create conflict with previously scheduled activities. Contact the teacher before sending any treats to school.

In consideration for the wellness recommendations set by the State of Michigan, St. Patrick School has approved a wellness policy that encourages healthy food. Please contact the teacher regarding birthday celebrations in the classroom. If healthy beverages are sent in, they should be in individual containers. A list of healthy party ideas will be given to parents. Contact the school office if another copy is needed.

Students may donate a book for the class library on their actual birthday. Their name will be placed in the front of the book to acknowledge this gift to the class.

Students bringing in items for classroom parties must have enough treats/cards for the **whole classroom** and not just for a few individual students.

Private parties: Invitations to parties and social activities are not to be passed out at school unless all students in the classroom will be receiving one.

PICTURE PHONES:

Recent advancements in the technology of cellular phones and PDAs equipped with digital cameras capable of storing or transmitting images have caused some national concern. 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.

STUDENT CELL PHONES:

If a student possesses a cell phone, it must remain turned off and left in his/her book bag at all times. Cellular phones are not permitted anywhere else in the school building, parish grounds, buses, or on field trips. If a student owns a camera/video cell phone, he/she is not allowed to video camera and/or take pictures on the parish grounds before, during, or after school. Use of a cell phone will result in disciplinary action (detention, suspension, expulsion, and/or appropriate legal action) and the phone will be kept in the school office until parent notification and arrangements for the return of the phone are completed. St. Patrick Catholic School will not be responsible for lost or stolen cell phones. The administration reserves to conduct a cell phone search if there is reasonable suspicion of misconduct or violation of school rule.

QUESTIONING STUDENTS: Catholic schools in the Archdiocese of Detroit shall cooperate as legally required with community agencies which serve the best interest of the students. The agencies which require full cooperation are:

- (1) Family Independence Agency; the local child protection agency is empowered to investigate reports of suspected child abuse and/or neglect. The school shall provide an appropriate environment for the child and agent to meet. Any interrogation within the school building shall be in the presence of the principal or designee unless expressly excluded by FIA.
- (2) Police department and other investigative agencies. Requests may be received from police officers or other governmental investigative agents to have students released into custody and/or to interrogate students within the building. The school shall provide a proper environment for the child and officer to meet. Any interrogation within the school building shall be in the presence of the principal or designee. Parent(s) or guardian(s) will be contacted to be present or to have consent prior to any interrogation. Information regarding the student other than verifying the enrollment and attendance of the student shall not be released without the written permission of the parent/guardian.
- (3) Private investigators, lawyers, or representatives of insurance agencies are NOT governmental agents. When they wish to interrogate or obtain information about students, the principal shall notify the Office for Catholic Schools which shall seek and provide Archdiocesan legal counsel as necessary. No information or access should be given unless directed by the office for Catholic Schools or legal counsel.
(Archdiocesan Policy #5013)

SEXUAL HARASSMENT POLICY:

It is the policy of the Archdiocese of Detroit and St. Patrick School to make every effort to provide an educational environment as well as a work environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff and students at St. Patrick School, as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and St. Patrick School are open to and respect the complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet of St. Patrick School. Each individual faculty, staff member, student, or others who are in a working relationship with the school, are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct which ensure that the school is free from sexual and other forms of illegal harassment.

St. Patrick School will neither tolerate sexual harassment nor will it tolerate reprisals against any employee, student or other persons who make a sexual harassment complaint. Any faculty or other staff member who violates this policy will

be subject to disciplinary action, including termination of employment. Any supervisor or faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

DEFINITION OF SEXUAL HARASSMENT - STUDENT RELATIONSHIPS:

Sexual harassment refers to sexual behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be either conduct or communication. Actions that seem harmless or amusing to some may be offensive to others. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct or communication of a sexual nature when: (a) submission to such conduct is made in explicit or implicit term or condition of any aspect of an individual's education or school related pursuits, or (b) submission to or rejection of such conduct or communication is used as a factor in decisions affecting the individual's education, or (c) such conduct is intended or has the purpose or effect of interfering with an individual's education or creates an intimidating, hostile or offensive educational environment.

Examples of sexual harassment:

- Sexual innuendoes
- Jokes of a sexual nature
- Sexual propositions, sexually suggestive pictures or cartoons
- Foul and obscene language, jokes or gestures
- Unwanted and unnecessary physical contact
- Unwelcome comments about appearance

Sexual harassment by a teacher or teacher aide or member of the clergy directed at a student also may constitute child abuse that must be reported by law. See Archdiocese of Detroit Policy #5014.

OTHER FORMS OF ILLEGAL HARASSMENT:

Other forms of illegal harassment refers to any verbal or physical conduct or communication that shows hostility or aversion toward another based on race, color, religion, national origin, gender, age, disability or other legally protected status when the conduct or communication is intended to or has the effect of interfering with the individual's education or creates an intimidating, hostile or offensive educational environment.

Other forms of illegal harassment by a teacher or teacher aide or member of the clergy directed at a student also may constitute verbal child abuse that must be reported. See Policy #5004 Child Abuse/Child Neglect Reporting. (Archdiocesan Policy #5014)

REPORTING HARASSMENT:

The school will delegate a person to answer questions and disseminate information about the policy, investigate complaints and take appropriate corrective action. Any student who feels that he or she has been a victim of sexual or other form of illegal harassment, should bring the matter to the immediate attention of the delegated person.

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible. Subject to direction from an outside agency investigating possible child abuse or neglect, and will take appropriate corrective actions when warranted. Any faculty, staff member, student or other person, in a working relationship with St. Patrick School who is determined to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment or expulsion from school. (Archdiocesan Policy #5014)

STEROID POLICY:

Possession or use of any performance-enhancing drug is not permitted and shall subject the student to the same penalties that St. Patrick School has established for possession/use of tobacco, alcoholic beverages and illegal drugs. Michigan's Department of Community Health maintains a list of banned substances based on the policies of NCAA.

TARDINESS:

Starting time for school is 7:35a.m. The tardy bell will ring at 7:40 a.m. Students arriving after this time will be considered tardy and will need to pick up a tardy slip at the office. Where frequent tardiness is noted, the teacher and/or administrator will confer with the parents/guardian to remedy the problem.

TECHNOLOGY: St. Patrick School provides all students with relevant technological opportunities because technology has an ever increasing permanent role in society. All students and parents are required to sign an Electronic Information Access and Use for Educational Policy form each year to assure that students act in a respectful and responsible manner.

TOBACCO POLICY:

Possession or use of tobacco is not permitted at this school. Students who violate this policy will be subject to suspension and/or expulsion.

TRANSFERS AND WITHDRAWALS:

If a student withdraws from school, the cumulative record is forwarded to the receiving 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 must be forwarded to the receiving school.

If your child does not attend St. Patrick School for the entire school year, tuition is prorated on a quarterly basis. Book and registration fees, however, are non-refundable. In case of expulsion, there will be no tuition refunded. (Archdiocesan Police #5016)

TRUANCY:

In case of parent truancy, state law requires that contact is first made with a parent or legal guardian. If efforts to persuade the parent(s)/legal guardian(s) to return the child to school fail, the school is required by state law to notify the superintendent or intermediate superintendent of the public school district in which the school is located. (Archdiocesan Police #5017)

USE OF THE TELEPHONE:

Any student using the school phone because of forgotten items will be charged twenty-five (25) cents per call. Students may not call home for gym clothes or clothes for special dress days. If there are two or more unpaid telephone calls, no further calls will be allowed until payment is made. Responsibility to have all needed items should be emphasized both at home and school.

VANDALISM:

All incidents of illegal entry, theft of property, vandalism or damage to school property should be reported to the school principal who should fully and appropriately respond to the incident. (Archdiocesan Police #5018)

WEAPONS POLICY:

State law required the reporting of possession of a "dangerous weapon" to the local law enforcement agency. The law also requires that the student's parent or guardian be notified. "Dangerous weapon" includes a firearm, dagger, dirk, stiletto, knife with a blade over three inches long, pocket knife opened by a mechanical device, iron bar or brass knuckles.

State law calls for permanent expulsion of a student, subject to limited reinstatement for possession of a dangerous weapon.

Definitions:

- (1) A **weapon** is any object that can be used to threaten or injure another. It includes, but is not limited to "dangerous weapons" as defined above.
- (2) School premises includes the school building, and the adjacent grounds including but not limited to parking lot, playground, student lockers, busses, church. Immediate vicinity of the school means within 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, pockets (student empties his/her own pockets), book bag, purse, lunch container, locker, 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.

When a body search is conducted, it shall be in the principal or pastor's office or other appropriately private place. Such a search should be conducted by a law enforcement officer.

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 (permanent dismissal).

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 student 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 superintendent's office will in turn notify appropriate offices in the archdiocesan central services.

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 that 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.

(Archdiocesan Policy #5019)

VOLUNTEERS, PARENTS, AND OTHER VISITORS:

Volunteers are an essential part of our school environment. Some of the areas where parents regularly volunteer include classroom helpers, library assistants, clubs and competitions, and the talent show. Volunteers in our school are required to complete a "Criminal Background Check", undergo the "Protecting God's Children" training workshop, and complete the Orientation Guide for Volunteers.

All volunteers, parents, or visitors should sign in at the office before visit the classroom, going on a field trip, or attending other business on school property. When you are finished for the day, please sign out. This is important for the safety of our students and staff as well as insurance requirements.

Volunteers are not allowed to check student work or record grades or test scores.

For everyone's safety, we must ask that younger children and preschoolers be left at home while you are volunteering. When the school invites younger siblings to special events such as Halloween parties, please sign them in at the office too.

In order to avoid any disruption of your child's classroom, arrangements should be made with your child's teacher before hand if you wish to observe a classroom. If you are waiting for your child at the end of the day, you are asked to wait outside the school office.

Volunteers doing copying, cutting, or other activities that do not require student contact will find any necessary items in the appropriate teacher's inbox located in the computer room of the upper elementary building. When finished, please leave the finished work in the computer room.

If you need to speak with your child's teacher about your child's performance, positive or negative, please do not use your volunteer time as conference time. Schedule time when the supervision of our students will not be affected. This includes field trips.

Your time here is important to us and we appreciate your help. We could not achieve all that we do without our volunteers but it is important that we follow the safety procedures mentioned above.

All requests for student visitors from other schools must go through the school office and be initiated by a parent.

SCHOOL SUPERVISION:

St. Patrick School will ensure that students are adequately supervised by adults during the entire time they are on the school premises. This includes instructional areas, school grounds, and buildings during recess and lunch, school-sponsored after school and/or overnight activities, school buses, and bus zones in accordance with local public school district regulation if public school buses are used. School administration, faculty, and adult volunteers share in the responsibility of providing adequate supervision of students.

(Archdiocesan Police #5015)

SECTION D - STUDENT HEALTH AND WELLNESS

ACQUIRED IMMUNODEFICIENCY SYNDROME (HIV/AIDS):

Members of the school community suffering of all serious communicable diseases or blood borne pathogens including HIV/AIDS shall be treated with dignity and compassion. Continued functioning within the school community shall be dependent upon best available information from treating physicians or local health department.

A. General

1. All cases of HIV/AIDS shall be reported to the health department.
2. Under the direction of the health department and/or the primary care physician and Infectious Disease Committee comprised of the parent/guardian, (an advocate if an adult), principal primary care physician, school or public health nurse and pastor/chaplain shall convene to review the status of the case. Status issues include but are not limited to the following:
 - o Universal precaution instruction/awareness;
 - o Identification of an ongoing contact person knowledgeable about HIV/AIDS to work with the school.
3. A student/adult with HIV/AIDS is allowed to attend school unless she/he exhibits risk behaviors (biting, sexual conduct, et.) that may affect other members of the school community.
4. If it is necessary to exclude a student/adult from the school community because symptoms of illness (e.g. uncoverable sores, lack of bowel or bladder control) may cause the possible infection of others, the principal shall confer with the primary care physician, parent/guardian or advocate.
5. The parent/guardian should be made aware of communicable diseases (e.g. measles, chicken pox, etc.) to protect the person with HIV/AIDS.

B. Sanitation/Hygiene

1. Catholic schools in the Archdiocese of Detroit shall annually comply with the mandates of the occupational safety and health administration (OSHA) with respect to the standards on blood borne pathogens.
 - a. Use routine and standard procedures to clean up blood or other body fluids. Latex gloves, disinfectant (bleach is best) and leak proof bags should be readily available.
 - b. Hand washing after contact with body fluids is a preferred work practice control.
2. Universal Precautions should be practiced.
3. Engineering controls must be in place for maintenance, disposal, housekeeping, and spill clean-up as outlined in the OSHA standard on blood borne pathogens.

(Archdiocesan Police #5001)

COMMUNICABLE DISEASES AND BLOOD BORNE PATHOGENS:

St. Patrick School complies with all state and local law and health department regulations regarding communicable diseases. The recommendations of the local health department shall be followed and shall include reporting to the appropriate agencies.

(Archdiocesan Policy #5005)

EMERGENCY FORMS:

Emergency forms are required for each student. These are to be filled out the first week of school each year and returned to the school office where they are kept on file. We ask parents to keep us informed of any changes in information such as phone numbers, addresses, doctors, or parties to be contacted if parents are not available. Students will be released only to the individuals listed on this form.

HOT LUNCH/MILK:

Hot lunch is provided daily by Sodexo Food Service in cooperation with Airport Community Schools. A monthly calendar and payment envelope will be sent home through the family envelope. Parents are asked to pay in advance if at all possible, with checks made payable to *Airport Community Schools*. Milk is included with the purchase of a hot lunch, or can be purchased by those bringing their own lunch. Questions regarding the hot lunch account balances should be directed to Sodexo. Free and reduced lunches are available to families *who qualify* under the guidelines of the federal government. Application will be sent home to all families at the beginning of the school year.

If a student forgets to bring a lunch, he or she will be allowed to call home. If a parent is unavailable to bring the student's lunch, he or she will be allowed to purchase a hot lunch from foodservice.

ILLNESS AND IMMUNIZATIONS:

Michigan law requires compliance with certain physical examinations and student immunizations. In addition schools shall follow the regulations of the local public school district and/or the local governing health department with regard to health observations, physical assessments, screening tests, and immunization requirements of students and students newly entering their schools.

Michigan law requires all students enrolled in a Michigan school to have a certificate of adequate immunizations or they will be excluded from school premises until proof is presented or a waiver is signed.

The Michigan Department of Education, in cooperation with the Michigan Department of Community Health, is required by law (2005 PA 240, MCL 380.1177a) to develop and make available to schools information on Meningococcal Meningitis. The vaccination itself is not required but parents of 6, 9, and 12th graders must be sent a Meningococcal Meningitis information sheet. This information sheet can be found at the end of this handbook.

Parents are required to report all absences to the school office if their child has a communicable disease (i.e. Chicken pox, Mumps, Measles, Scarlet fever, Strep throat, Pink eye, Head lice, Fifth disease, etc.). The school office is required by the State to report all communicable diseases to the local health department.

It is the responsibility of the parents/guardians to call the school office to report an absence for **each day** that the student is absent.

If a child has complications due to an illness or injury, special arrangements must be made for the student to be excused from any part of the daily routine such as gym, recess, etc. A signed and dated note from the parent stating the reason and limits of participation is required. If non-participation will be for more than one or two days, a doctor slip should be provided stating the limitation and time frame.
(Archdiocesan Police #5011)

IMMUNIZATION REQUIREMENTS:

INCLEMENT WEATHER AT SCHOOL:

In the winter, students will be outside if the temperatures is 15 degrees Fahrenheit or higher with the wind chill taken into consideration. This is the general rule; it will be a day-to-day call. See dress code for appropriate winter clothing requirements. If school is already in session when a severe thunderstorm watch or warning is issued, the school will stay open. Staff will take safety precautions. If a tornado watch is issued, students will remain in school and staff will take safety precautions. In a tornado warning, all students and staff members will remain in the building and take shelter in designated areas. Students may be detained beyond the usual dismissal time. Students will be released to parents/guardians or other designated adults upon request.

INJURIES AND/OR ILLNESS AT SCHOOL:

If a child is seriously injured or becomes ill at school, parents will be notified immediately. It is the parents' responsibility to be sure all information on the emergency card is current.

LOCAL WELLNESS POLICY:

St. Patrick School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

MEDICATION:

It is the responsibility of parents and/or guardians to inform the principal and appropriate teachers if a student is subject to any medical need that requires regular or periodic attention while at school.

School personnel will not dispense or administer any medicine to the students. If prescription or non-prescription medicine must be taken during school hours, the principal or his/her designee will supervise the taking of the medicine by the student, following the Archdiocese of Detroit Policies and Guidelines below.

Under the Archdiocese of Detroit School Policies and Guidelines, only prescription medication, in the original container, with specific dosage times falling during the school day will be dispensed in the school office. To dispense medication, we must have the following on file:

1. A signed, permission release form from the parent/guardian.
2. A signed physician's order for all medications including prescription and non-prescription indicating drug name, dose, time, and method of administration/duration (length of time for medication to be dispensed).
3. To avoid errors, it is the responsibility of only one school administrator or designee to supervise the taking of medication. An additional adult shall be present whenever medication is taken so two adults witness the taking of medication. A record of date and time the medication is taken and who was present should be kept.
4. All medicine should be clearly labeled with the student's name and dosage on the container. School should supervise only the taking of medication that has appropriate written approval and instructions for dispensing.
5. Top priority is given to the security of the medication.

2000 Public Act 10 requires as a condition to permitting the student to possess and use a metered dose inhaler or dry powder inhaler for the relief of asthma symptoms while at school or on school sponsored activities. A written approval from the student's physician and parents, which allows the student to possess and use the inhaler is required. The building administrator must receive a copy of this written approval and must notify each of the student's classroom teachers of this situation. A school may request that an extra inhaler be on hand in the office, but the school may not require parents to provide an extra inhaler. A filled prescription is the same as a doctor's order and should be accepted by the school, along with the parent's part of the form, if it is clear that the medication needs to be taken during school hours. No drug substance should be in a student's possession except an inhaler and emergency allergy Epipen. All medication, prescription or over the counter, is subject to the policy on dispensing medication and the release form, including the doctor's approval and parent's liability waiver.

Parents may administer medicine to their own child at the school office.
(Archdiocesan Policy #5010)

PESTICIDES:

As required by the Michigan Department of Agriculture, parents have the right to be informed of any pesticide application made to the school grounds or buildings. An *Advisory to Parents* form is sent home at the beginning of the year with the Student-Parent Handbook. This allows you to receive prior notification when pesticides are applied. Please return this form to the school office to receive prior notification.

SNACKS/WATER BOTTLES: Studies show that food in the stomach helps the brain function better. We encourage all students to eat a healthy breakfast before coming to school. Students may also bring a small healthy snack for the morning. To encourage an adequate supply of liquids, students may bring water bottles to use during the day. Please do not send in pop, juices, etc. in the water bottles.

VISION AND HEARING TESTS:

These tests are provided each year to selected grades by the Monroe County Health Department. Kindergarten students are required by the Health Department to have a vision test before entering kindergarten.

PREGNANT STUDENTS: The Church's teachings affirm and support human life. Policies developed by St. Patrick School will therefore safeguard human life and support the pregnant student in a sensitive and loving manner. Adopted policies include (1) An uninterrupted academic educational program supported by counseling for one or both parties. (2) Support for the student by enhancing her self-esteem and self-concept, both for her sake and that of the unborn child. (3) Address pregnancy in the same context as any other physical conditions that may impact school attendance and participation in activities such as physical education, athletics, etc. (Archdiocesan Police #5012)

PROTECTING GOD'S CHILDREN:

The Archdiocese of Detroit has required criminal history background checks of all church personnel, both employees and volunteers, who have contact with children, elderly people and people with disabilities. The Archdiocese has mandated that these checks begin on September 2, 2003. All employees and volunteers are also required to attend and participate in a workshop. The aim of this workshop is to educate church employees and volunteers to be more aware of the possibility of sexual abuse in the various groups with which they work. This massive undertaking is in the keeping with the implementation of the Archdiocese of Detroit's *Policies and Procedures Regarding Sexual Abuse of Minors by Priests, Deacons, and other Church Personnel*. These policies, procedures, and related materials can be found on the web and are available for download at www.aodonline.org, select *Inside the Archdiocese, Policies and Procedures*. For more information call 313-237-5947. You may go online to view the schedule of upcoming workshops or register for a workshop by visiting www.virtus.org.

SCHOOL ACCIDENT INSURANCE:

All students are covered by *Student Assurance Services* under the plan with the Michigan Catholic Conference. Forms for additional insurance coverage are sent home at the beginning of the school year. This additional insurance supplements a family's existing coverage or assists if there is no health insurance.

SECTION E – EMERGENCY PROCEDURES

EMERGENCY PHONE CHAIN:

Each family will receive a phone chain list. The principal activates this chain when there is a need to contact all families. You are asked to call the family to the right of your name. If you are unable to reach that family, call the next one on the list to keep the chain going and continue to try to reach the first family you called. The chain ends with the last name on the farthest right side of each row. The phone numbers with only four numbers should be preceded with “654”. The office should be notified if you change your phone number so the chain can be updated. You are asked to use the current school year’s chain as the list changes from year to year.

FIRE, TORNADO AND SHELTER-IN-PLACE (LOCKDOWN) DRILLS:

Each school shall comply with the Michigan Statutory Requirements and the local fire departments with regard to fire/exit drills, fire safety, fire warning and alarm systems, fire extinguishers, and avoidance of fire hazards. (Archdiocesan Police #6003).

State law requires fire, tornado, and shelter-in-place (lockdown) drills every year. Students are taught how to respond to potential emergencies in school with regular practice drills. Visitors and volunteers who are in the building when a drill takes place need to follow the safety directives as well. Exit routes are posted in each room for fire and tornado emergencies. (Archdiocesan Policy #6004)

WEATHER CANCELLATION OR DELAY:

If school is closed or delayed because of inclement weather, the principal will begin the parent emergency phone chain. Generally, we follow the decision of the Airport School District with announcements made on local radio and TV stations. Airport Schools also offers Honeywell Instant Alert for cancelled school. You may register by accessing the Airport Public School website at www.acspublic.com.

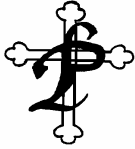
NUCLEAR EMERGENCY:

Detroit Edison in cooperation with the Monroe County Office of Civil Preparedness and the Emergency Management Division of the Michigan Department of State Police have designed the following procedures in case of a nuclear emergency.

1. Schools have their own evacuation plans, so do not attempt to pick up your child(ren) at St. Patrick School.
2. St. Patrick students would be transported by bus to Lincoln Middle School in Ypsilanti Lincoln School District. This school is located beyond the emergency zone, and would act as a "host" school for St. Patrick children, where parents are to pick up their children. (See MAP#1 attached.)
3. After 8:00 PM the host school will be closed and remaining students moved to Milan High School. (See MAP#2 attached.) "Authorization for Student Pick-Up" forms will be sent home the first week of school and must be returned immediately.

MAP #1

MAP #2



St. Patrick School

July 1, 2009

Dear Parents and Guardians:

The safety of the school environment where your children spend their day is a top priority. In view of heightened security measures throughout our country, we have met with representatives of Monroe County's local school districts, parochial and independent schools, the Monroe County Intermediate School District, community law enforcement agencies, and the Monroe County Emergency Management Division and have made preparations to respond appropriately to an external threat.

The federal government has established the Homeland Security Advisory System to oversee procedures that will protect citizens throughout our nation. When our country is under a high alert (*orange*), we are asked to be alert, but the business of everyday life should continue as usual. In the case of a severe alert (*red*), we are asked to increase security measures; however, the schools will not close unless directed to do so by the Emergency Management Division. Likewise, if a severe alert is announced during evening hours when school activities are taking place, these activities will not be cancelled unless the Emergency Management Division requires cancellation.

If a severe alert *is* declared, do not panic. Stay as calm as possible.

We want to let you know how you can help us in the event of an emergency. Please follow these guidelines:

1. First, ensure your own safety.
2. Know that your children are safe and sheltered in place; do not come to school.
3. Do not call school; this will tie up emergency lines that must remain open.
4. Listen to the radio or television for current information and instructions. The media, websites, and specific hotlines will be activated for communication. If possible, you may wish to log on to your school district's website. (airport.k12.mi.us)
5. If your child's stay at school is extended beyond the regular time, you will receive information about the place and time you can pick up your child.

All school districts throughout Monroe County have current and up-to-date safety plans. Your children are surrounded daily by professionals who have dedicated their lives to helping their students; in the event of an emergency, you can count on these caring individuals to keep your children secure.

Our best preparation for any situation is a well-informed community and a coordinated response by local emergency and school officials. We feel that we have taken every opportunity to make these preparations. You can be assured that your children's safety at school is our foremost priority; our school will continue to be the safe haven they have always been. Thank you for your cooperation as we take these precautionary actions on behalf of our children.

Sincerely,

Reverend Robert Bauer
Pastor

Ms. Ruth Meiring
Principal



St. Patrick School

July 1, 2009

Annual Notification to Parents, Students and Employees:

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). The law requires all schools, K-12, to be inspected to identify any asbestos containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our school.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos materials. The primary concern arises when these materials begin to deteriorate or become damaged.

The inspection of our school is complete and some asbestos containing materials were identified in our building. The materials are distributed in various locations and include floor accessible to building occupants or students.

Our Management Plan has been drafted and is on file for your review, if you so wish, at the school office at 2970 W. Labo Road, Carleton. It outlines in detail the methods we will use to maintain the materials in a safe manner. Copies of individual building inspection reports are on file at the parish administrative offices as well.

Ruth Meiring
Principal



St. Patrick School

July 1, 2009

Dear Parents,

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that St. Patrick School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, we may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance, in writing. The primary purpose of our school directory information is to allow us to include this type of information from your child's education records in certain school publications. Examples include:

- The annual yearbook
- Student-family telephone directory
- Honor roll or other recognition lists
- Graduation programs and graduate lists on our website

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, local high school, or publishers of student yearbooks.

If you do not want St. Patrick School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by Friday, September 11, 2009. This would include notifying us if your telephone number OR home address is unlisted. If you do not give permission, this may exclude your student from our school publications such as honor roll lists or the yearbook. **If you are giving permission, you do not need to respond to this letter in any way.** We have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Parent electronic mail address (for school use only)
- Photograph
- Honors, graduation, and awards received
- Date and place of birth (given only to the State of Michigan for aid purposes)
- Dates of attendance
- Grade level

If you have any questions regarding directory information, please do not hesitate to contact me.

Sincerely,

Ruth Meiring
Principal

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