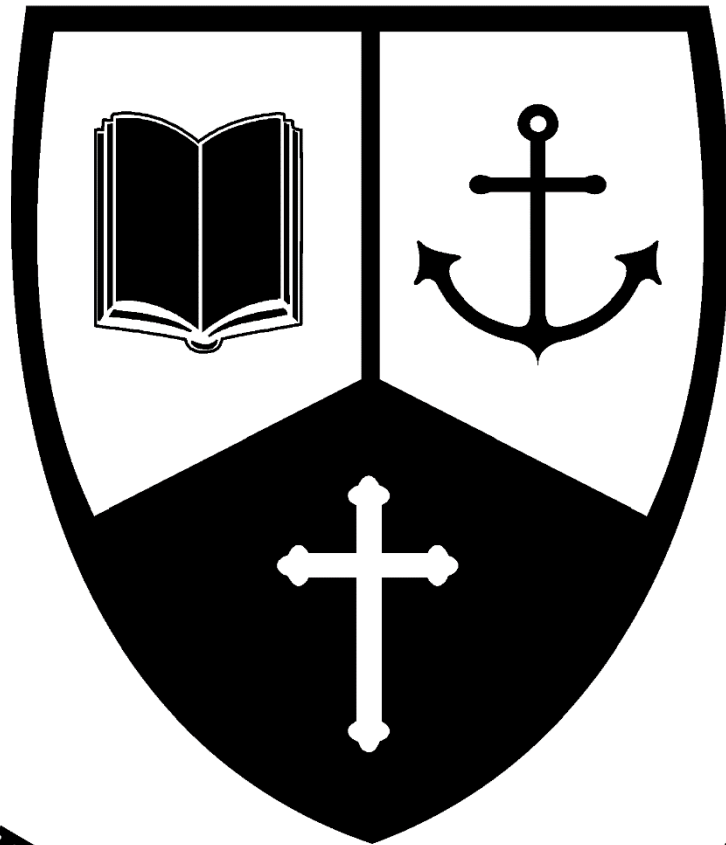


**ST. PAUL CATHOLIC SCHOOL**

**Jubilate Deo**



**ANCHORED IN FAITH SINCE 1887**



# St. Paul Catholic School Handbook of Policies and Procedures 2018-2019 School Year

Monsignor Patrick F. Halfpenny  
Pastor

Mrs. Tina Forsythe  
Principal

St. Paul Catholic School  
170 Grosse Pointe Blvd  
Grosse Pointe Farms, Michigan 48236

School Office: (313) 885-3430  
Parish Office: (313) 885-8855  
School Fax: (313) 885-9357  
Website: [www.stpaulonthelake.com](http://www.stpaulonthelake.com)

<b>I.</b>	<b>ABOUT THIS HANDBOOK</b> .....	<b>1</b>
A.	GENERAL INFORMATION.....	1
B.	PROVISIONS FOR REVIEW.....	1
<b>II.</b>	<b>ABOUT ST. PAUL CATHOLIC SCHOOL</b> .....	<b>1</b>
A.	MISSION.....	1
B.	HISTORY.....	1
C.	PHILOSOPHY.....	2
D.	GOVERNING COMMITTEES.....	2
1.	Parish Council.....	2
2.	Faith Formation Commission.....	2
3.	School Committee.....	3
4.	Teacher Parent Guild (TPG).....	4
5.	Athletic Board.....	4
<b>III.</b>	<b>PROGRAM INFORMATION</b> .....	<b>2</b>
A.	ACADEMIC INFORMATION.....	2
1.	General.....	2
2.	Supplies.....	2
3.	Homework.....	2
4.	Grading Systems.....	3
5.	Scholarship Opportunities.....	4
6.	Reporting to Parents.....	4
7.	Online Reports.....	4
8.	Teacher - Parent Conferences.....	4
9.	School Masses.....	5
10.	Field Trips.....	5
11.	Auxiliary Services.....	5
12.	Library.....	5
13.	Alternative Recess Activities.....	5
14.	Computer Education.....	6
15.	Spanish.....	6
16.	Music.....	6
17.	Art.....	6
18.	Physical Education.....	6
19.	Preschool.....	6
20.	Young Fives.....	7
21.	Extended Day Care.....	7
22.	Standardized Testing.....	7
23.	Religious Education.....	7
24.	Teacher Requests.....	7
B.	EXTRA-CURRICULAR ACTIVITIES.....	8
C.	SPORTS PROGRAMS.....	8
<b>IV.</b>	<b>SCHOOL OPERATIONS</b> .....	<b>10</b>
A.	ADMISSIONS POLICY.....	10
B.	TUITION.....	11
C.	ATTENDANCE.....	12
1.	Hours of Operation.....	12

2.	Early Morning Arrival/Late Afternoon Pick-up.....	12
3.	Tardy Policy .....	12
4.	Absences.....	13
5.	Leaving School.....	13
6.	Returning to School Property .....	13
7.	Extended Vacations .....	13
8.	Suspension.....	13
9.	Authorized Pick-Up.....	14
10.	Visitors.....	14
D.	HEALTH PROMOTION.....	14
1.	Social Worker .....	14
2.	Health Education .....	14
3.	Bicycles .....	14
4.	Skate Boards, Roller Blades, Scooters, Shoes with Rollers, etc. ....	15
5.	Safety Patrol .....	15
6.	Medications .....	15
7.	Emergency Medical Treatment Forms .....	15
8.	Immunization.....	15
9.	Accidents .....	15
10.	Illness.....	16
11.	Lunch Program .....	16
12.	Allergy Policy.....	16
13.	Head Lice Policy .....	16
E.	DRESS CODE .....	17
1.	General.....	17
2.	Girls' Dress Code .....	17
a.	Young Fives to Grade 5.....	18
a.	Grades 6 to 8.....	18
3.	Boys' Dress Code .....	18
a.	Young Fives to Grade 5.....	18
b.	Grades 6 to 8.....	18
4.	Spring/Fall Uniform Policy .....	19
5.	Uniform Exchange.....	19
6.	Gym Uniform .....	19
F.	COMMUNICATIONS .....	19
1.	Parents Who Are Separated or Divorced.....	19
2.	Change of Address/Phone .....	19
3.	Student Directory.....	20
4.	School Newsletter.....	20
5.	Calendars and Menus.....	20
6.	Communications with Teachers .....	20
7.	Messages for Students .....	20
8.	Cellular Telephones, Music Players, Pagers and Miscellaneous Electronic Devices	20
a.	Definition of Electronic Devices .....	20
b.	Possession and Use of Electronic Devices .....	21
c.	Confiscation.....	21
d.	Potential Disciplinary Actions.....	22
e.	Reporting .....	22

9.	School Cancellation.....	22
10.	Fundraising.....	22
G.	TRAFFIC SAFETY RULES.....	22
H.	CODE OF CONDUCT.....	23
1.	Responsibility for Student Conduct.....	23
2.	Student Responsibility.....	23
3.	Parent Responsibility.....	24
4.	School Staff Responsibility.....	24
5.	The Administration.....	24
6.	Categories of Misconduct.....	25
a.	Category A - Minor Infractions.....	25
b.	Category B – Major Infractions.....	26
7.	Removal from School and Other Disciplinary or Corrective Action.....	27
8.	Bullying Policy.....	28
a.	What is “Bullying”?.....	28
b.	What Happens if There is a Charge of Bullying?.....	29
c.	Discipline for Bullying.....	29
9.	Cafeteria.....	30
10.	Playground.....	30
a.	Playground Rules and Policies.....	30
b.	Electronic Devices.....	31
c.	Off-Limit Areas.....	31
11.	Silent Hallways.....	31
I.	CONFLICT RESOLUTION.....	31
J.	EMERGENCY PROCEDURES.....	32
<b>V.</b>	<b>OTHER IMPORTANT POLICIES.....</b>	<b>32</b>
A.	NON-DISCRIMINATION.....	32
B.	ACCEPTABLE USE FOR TECHNOLOGY.....	32
1.	Electronic Information Access and Use for Educational Purposes Policy.....	32
2.	School Responsibility.....	35
3.	St. Paul Catholic School Network Users.....	35
4.	Privileges and Responsibilities of Users.....	36
a.	Privileges.....	36
b.	User Responsibilities.....	36
c.	User Prohibitions.....	37
5.	Safety.....	39
C.	SEXUAL HARRASSMENT.....	39
D.	SAFE ENVIRONMENTS.....	40
E.	WEAPONS.....	40
F.	CONSENT TO USE OF IMAGE.....	41

## **I. ABOUT THIS HANDBOOK**

### **A. GENERAL INFORMATION**

This handbook is a general statement of the policies and procedures in effect at St. Paul Catholic School. Students, parents, teachers, staff and any other individual on school property are subject to these policies and procedures. The handbook is supplemented by the policies and rules contained in the Policies and Rules Handbook for Catholic Schools of the Archdiocese of Detroit, a copy of which is in the school office. Issues regarding the implementation and interpretation of this handbook shall be as determined in the discretion of the Principal or Assistant Principal.

### **B. PROVISIONS FOR REVIEW**

The School Committee shall perform an annual review of the Handbook. During its review, the committee shall consider input provided by parents, students, teachers and staff of St. Paul Catholic School. The School Committee and the Principal retain the right to amend the handbook and parents will be given prompt notification if changes are made.

## **II. ABOUT ST. PAUL CATHOLIC SCHOOL**

### **A. MISSION**

The mission of St. Paul Catholic School is to promote the development of lifelong learners and leaders through an outstanding academic curriculum anchored in our Catholic faith.

### **B. HISTORY**

St. Paul Catholic School is a pre-kindergarten through eighth grade school. The foundation of Catholic education in St. Paul Parish dates back to 1887 when the neighboring Convent of the Sacred Heart opened a free school for the children of the parish. The small, four-room building served as the parish school for nearly 40 years.

In 1926, the parish decided to build its own school. Plans for the high school were soon enlarged to include a new elementary school. The parish purchased property behind the church, and on September 6, 1927 the new St. Paul Catholic School opened its doors. According to Pastor Alonzo Nacy, it was "a parish school second to none in the state or, for that matter, the nation." Despite its large size, parish growth and enrollment soon filled the school to capacity.

In 1951, an addition was built. In 1963, a second addition consisting of eleven classrooms, the gymnasium, and the cafeteria provided St. Paul Catholic School with the excellent facilities it

enjoys today. A kindergarten program was instituted in 1975 and a preschool program was added in 1993. A half-day Young Fives program was initiated in 2003, as well as an extended day care program. In 2004, a full-day kindergarten option was added. The Michigan Association of Non-Public Schools accredits St. Paul Catholic School.

St. Paul Catholic School has continued to grow in stature and service to the parish community, and in 2006, the St. Paul Catholic School was designated a Blue Ribbon School by the U.S. Department of Education.

## **C. PHILOSOPHY**

We believe the purpose of Catholic education is to educate the whole child based on Gospel values and Catholic faith tradition, celebrate the unique God-given talents and inherent self-worth of each child, build a community of faith, and be of service to others. We believe that we are called to:

- Prepare our students for life as active and responsible members of family, church, and society;
- Preserve and teach the doctrines and traditions of the Catholic faith;
- Provide a safe and caring learning environment which fosters academic excellence and nurtures peer relationships;
- Respect the dignity of all, by gaining an understanding of cultural diversity and appreciating global differences;
- Be aware of, and address, not only educational but spiritual, physical and emotional needs of those in our care; and
- Challenge ourselves and our students to look beyond ourselves and our interests.

## **D. GOVERNING COMMITTEES**

### **1. Parish Council**

The Parish Council advises the pastor regarding pastoral issues facing the parish including the pastor's ministries of proclaiming God's word, celebrating the sacraments, caring for the faithful, promoting the mission of the church to the world, and being a good steward of parish resources. The Parish Council is made up of several commissions which report to it and provide more focused advice and guidance. The commission which deals with education matters, including the school and the religious education program, is the Faith Formation Commission.

### **2. Faith Formation Commission**

The Faith Formation Commission is dedicated to the continuous improvement of the quality of education for the school and religious education programs. Its members gather information from the School Committee, the Pastor, the Principal, and other resources and make recommendations to improve education and faith formation across all ages and in the many spectrums of parish

life.

### **3. School Committee**

The School Committee provides the Principal with a group of parents of varied backgrounds who bring multifaceted points of view, educational backgrounds, experiences and expertise to focus on how to provide the best Catholic education.

The School Committee has two primary functions: (1) to provide an advisory body reporting to the Parish Faith Formation Commission; and (2) to develop policies for St. Paul Catholic School. The Principal, in consultation with the staff, implements these policies and recommendations to establish curriculum and develop procedures.

The School Committee consists of up to eleven parents/guardians and the Principal. Any parent interested in serving on this committee can submit his/her name to the school office.

As part of its responsibilities, the School Committee will:

- Plan, set, and revise long and short-range goals;
- Update and revise the School Handbook;
- Address parental concerns within the context of policy;
- Assist with development and marketing of school information to the community;
- Select and facilitate Enrichment Programs;
- Report to the Parish Finance Council on tuition issues;
- Report to the Parish Faith Formation Commission on all other issues;
- Receive reports from the Principal and make appropriate recommendations, policy changes, etc.
- Oversee the Teacher Parent Guild (TPG); and
- Conduct an annual self-evaluation of strengths and weaknesses of the committee.

#### 2018-2019 SCHOOL COMMITTEE MEMBERS

Michael Hindelang, Chair	(313) 884-3465
John O'Shea, Vice-Chair	(313) 530-9534
Therese Gorski, Secretary	(313) 473-8508
Laurie Bilkie-Snyder	(313) 433-1434
Paul Dwaihy	(313) 400-1335
Tom Forbes	(313) 310-2500
Aimee Guthat	(313) 882-5414
Maureen Juip	(313) 952-4500
Sharon Kuchta	(313) 884-8469
Maria Nederhood	(313) 213-0775
Andy Schueneman	(313) 283-6226
Tina Forsythe, Principal	(313) 885-3430
Jim Bartoletti, TPG Representative	(810) 499-2201



Each month, one member of the School Committee is designated as the liaison and his or her name and telephone number are published in the weekly school newsletter. Please feel free to contact the liaison with any questions or concerns you may have. The liaison will try to answer your questions, direct you to personnel who can, or bring those issues to the next School Committee meeting to discuss your matter with the entire committee.

#### **4. Teacher Parent Guild (TPG)**

The Teacher Parent Guild is comprised of thirteen parents/guardians, two teacher representatives, and the school principal. Nominations are accepted in early spring, with members chosen by lottery if there are more nominations than seats available. Monthly meetings are held the first Tuesday of each month.

The function of the TPG is to provide assistance to the School Committee by increasing the educational and enrichment opportunities available to the children at St. Paul Catholic School, primarily by raising money through fundraisers. The TPG decides which fundraisers to hold, solicits volunteers for each fundraiser and, makes funds available to the Principal for use within the school community.

If you have any questions, suggestions or concerns regarding fundraising, please contact one of your TPG board members listed below.

President	Carla Wilder
Vice President	Nicole Wrobel
Treasurer	Allison Bieri
Box Tops	Alaina Marciano
School Committee	Jim Bartoletti
Fundraising	Antoinette Swikoski and Jason Coldicott
Marketing	Heather Shock
Enrichment	Tricia Wood and Sidney Wortman
Hospitality	Elise Hindelang
Secretary	Amanda Petz
Auction Liaison	Gina Buffalino

#### **5. Athletic Board**

The Athletic Board is comprised of Parish members and coordinates Catholic Youth Organization (CYO) sports for both students of St. Paul Catholic School and for students of the parish who attend other schools. If you have any questions, suggestions or concerns regarding CYO sports, please contact one of the Athletic Board members listed below.

Athletic Director: AJ Hakim  
Assistant Athletic Director: Kam Uebbing

Executive Board

Jeff Cook – President  
Dina Desjardins – Vice President  
Mike Stiyer – Treasurer  
Matt Swikoski – Secretary

Board Members at Large

Matt Agnone  
Fernando Borrego  
Paul Boyer  
Jeff Budnick  
Michelle Carion  
Carey Crane

John Doyle  
Dan Dulworth  
Kelly English  
Brad Fox  
Ellen Gormley  
Gerry Kuchta

John O'Shea  
Mike Pyenta  
Larry Reid  
Laura Sullivan  
John Williamson

### **III. PROGRAM INFORMATION**

#### **A. ACADEMIC INFORMATION**

##### **1. General**

Children with abilities ranging from those of the gifted to the slower learner may be found in each grade. Readiness and ability grouping in basic skill subjects will be implemented in St. Paul Catholic School according to an individualized plan. Additionally, a variety of electives are also offered for interested students. The objectives of the individualized plan are:

- To allow for flexible learning situations in order to meet the great learning differences which are encountered among children;
- To provide the critical skills needed to manage the workload placed upon all children to complete an area of work within a prescribed period of time;
- To offer differentiated opportunities for students of all learning levels; and
- To recognize the range of individual capabilities within a classroom, and thereby enhance the possibility of more individualized instruction.

Students may be grouped according to achievement in reading, language arts and math. Groupings are flexible, enabling a student to move from one group level to another during the course of a semester or a year. This move is dependent upon the student's self-motivation, achievement and teacher recommendation.

##### **2. Supplies**

Parents shall ensure that students are provided with the proper supplies for school. Supply lists are given to all students before the start of every school year. Lists are also available on the St. Paul Catholic School website ([www.stpaulonthelake.com](http://www.stpaulonthelake.com)). Parents need to check with their child for replacement needs throughout the year.

##### **3. Homework**

Teachers will assign homework as required. Parents shall ensure that the necessary study time is included in the child's after-school schedule. If your child consistently has no homework, it is recommended to check with their teacher(s) to confirm all work is being completed in the classroom. We ask that you supervise and check your child's work for neatness, completeness, and accuracy. A student is responsible for inquiring about and completing class and homework given during his/her absence. The student has as many days to complete the work as he/she was absent. Unusual situations need to be discussed with the teacher. Note that school work will not be assigned in advance of a planned vacation.

Homework will be assigned on a regular basis and will be expected to be completed on time. Failure to complete homework on time will result in a 10% reduction the first day. The

second day late will result in a 50% reduction, and anything after that will receive no credit.

#### 4. Grading Systems

The St. Paul Catholic School follows the grading scale set forth by the Archdiocese of Detroit, Office of Catholic Schools. Grades are determined by the individual teachers at each grade level. The grading scales are specific to grade levels as follows:

Pre-Kindergarten, Kindergarten, and Grades 1 and 2:

<b>Academic Grade Rubric</b>	
<b>P</b>	<b>Proficient</b>
<b>D</b>	<b>Developing</b>
<b>N</b>	<b>Needs Support</b>

<b>Effort and Conduct Rubric</b>	
<b>A</b>	<b>Excellent</b>
<b>B</b>	<b>Very Good</b>
<b>C</b>	<b>Average</b>
<b>D</b>	<b>Needs Improvement</b>
<b>F</b>	<b>Poor</b>

Grades 3 to 8:

<b>Academic Grade Scale</b>		
<b>A</b>	<b>93%-100%</b>	<b>Excellent</b>
<b>B</b>	<b>83%-92%</b>	<b>Very Good</b>
<b>C</b>	<b>72%-82%</b>	<b>Average</b>
<b>D</b>	<b>60%-71%</b>	<b>Needs Improvement</b>
<b>F</b>	<b>59% and below</b>	<b>Poor</b>
<b>I</b>		<b>Incomplete</b>

<b>Effort and Conduct Grade Scale</b>			
<b>A</b>	<b>Excellent</b>	<b>D</b>	<b>Needs Improvement</b>
<b>B</b>	<b>Very Good</b>	<b>F</b>	<b>Poor</b>
<b>C</b>	<b>Average</b>		

## **5. Scholarship Opportunities**

There are a number of scholarship opportunities available for parents and students of St. Paul Catholic School. Scholarship award determinations are made by the Pastor and Principal with assistance from the school staff. Scholarships are awarded based on financial and other factors. Additionally, some scholarships are renewable for multiple years or for specific grade levels. Contact the School Office for more information on available scholarships.

## **6. Reporting to Parents**

Progress reports are issued mid-quarter. Report cards are issued quarterly. Report cards are a periodic evaluation of a student's progress that includes personal and social adjustment as well as scholastic improvement. It is well to remember that high intelligence is no guarantee of success in classroom achievement; proper motivation frequently is. With emphasis on personalized learning and individualized instruction, there is little chance for children to be deprived of a sense of achievement. They progress at their own rate of speed with much encouragement and motivation from parents, teachers, and classmates. While recognizing limitations, we encourage children to work to the best of their abilities and develop their unique talents.

## **7. Online Reports**

Current progress reports for all students in grades 3 to 8 are available online through our web-based reporting system. Grades are updated weekly, and parents are encouraged to monitor their child's progress regularly.

## **8. Teacher - Parent Conferences**

Formal conferences will be scheduled in November. The teachers are happy to meet with parents concerning their children outside of class hours, and are available almost every school day. Parents can call the school (313-885-3430) or email the teacher to schedule an appointment. **Parents are not to go to any classroom at any time during the day without first coming to the office for a pass.**

## **9. School Masses**

Community is celebrated at Mass throughout the year. Each class of grades Young Fives to 8 typically attends Mass twice a week, including special All-School Masses, for which different grades prepare the liturgy. Parents and parishioners are invited to attend the liturgical celebrations, which are announced in the church paper as well as the school newsletter. Grades Young Fives to 8 also attend Mass on Holy Days.

## **10. Field Trips**

Field trips, as cultural experiences, are encouraged at all grade levels. Forms with details are sent home prior to the trip. Parent/guardian written consent is required prior to participating in the field trip. All children who participate in field trips must have basic health care insurance. Please see the office for information about affordable health care insurance. Any parents/guardians who wish to accompany students on field trips as chaperones or drivers must first complete a criminal background check and attend a Protecting God's Children Workshop as discussed in detail in Section V(D) (Important Policies-Safe Environments).

## **11. Auxiliary Services**

A special-education teacher is available to support students with needs outside of the regular curriculum. Parents and teachers may request evaluation of a student at any time. Limited services are available from the Grosse Pointe Public School System in certain areas, i.e. speech development, teacher consultant, PT and OT services, etc. Parents of children eligible for these services will be notified. Specific details will be worked out on an individual basis.

A social worker is also available to support students, as discussed in detail in Section IV(D).

## **12. Library**

The library contains over 8,000 volumes providing curriculum support for all grade levels. Students are introduced to a variety of literature and authors through story times, presentations, and videos. The students also learn the skills necessary to effectively research a variety of information resources, both in print and in electronic formats, such as encyclopedias, almanacs, and atlases. In addition, students in grades 6 to 8 may use the library daily during their lunch period for quiet study.

## **13. Alternative Recess Activities**

Students in grades 6 to 8 may participate in elective courses as an alternative to recess. The students are able to select from a wide selection of offerings taught by teachers and parent volunteers. The students then participate in the elective courses after lunch in lieu of recess. The students will have the option of going outside every day.

#### **14. Computer Education**

Each class is scheduled to use the computer room one period per week. Students gain an understanding of how a computer works and its applications. Classroom instruction is enhanced with software used in the computer labs, as well as through tablet computers and other resources made available to the teachers.

#### **15. Spanish**

Students are exposed to Spanish culture and language one period per week. Spanish has its roots in Latin from which many other languages, as well as many words in the English language, are derived. The Spanish program gives students the opportunity to appreciate Spanish culture and to use a foreign language. The focus of the program in the primary grades is to enjoy using a foreign language in conversation, songs, stories, and games. Intermediate students begin to learn Spanish grammar concepts such as the agreement of nouns, articles, and adjectives in gender and number, and present-tense verb conjugation. There is an elective Advanced Spanish course offered to grade 7 and 8 students.

#### **16. Music**

Students attend music class one period each week. They learn to recognize and to appreciate differences in musical forms and types, as well as learning music vocabulary and theory.

#### **17. Art**

Art education includes an introduction to esthetics, different media, a variety of tools, awareness and appreciation of the environment, creative experimentation and art production. Students are introduced to many different styles of art and artists.

#### **18. Physical Education**

The focus of weekly physical education classes is the formation of lifelong attitudes regarding health, fitness, and the productive use of leisure time. The acquisition of basic athletic skills and basic sporting skills is an integral part of the program. If a student cannot participate in physical education classes, the parent/guardian must provide a written excuse from the student's physician acceptable to the Principal or Assistant Principal prior to the student being excused from the class.

#### **19. Preschool**

St. Paul Catholic School is dedicated to fostering the early development of a child's personal foundation to reflect a positive self-image, self-discipline, and an enthusiasm for learning. Large and small motor skills are developed as well as an attitude of cooperation, respect for others, and an appreciation for the world around them. In keeping with Christian values, the individual dignity and freedom of each child and his/her family are always respected.

## **20. Young Fives**

The Young Fives program is a transition year between preschool and kindergarten. It is intended for children who are not ready to start the regular kindergarten program (either because of a late birthday, developmental delays, or the need for a growth year).

## **21. Extended Day Care**

The extended daycare programs are an available service for enrolled students of St. Paul Catholic School. The Lakers Club is for students in preschool, Young Fives, and half-day kindergarten. Before and after school care is also available for Young Fives and full-day kindergarten through grade 8. A family registration fee is due at the time of registration. See the School Office for further details and fee schedule.

## **22. Standardized Testing**

During the first two weeks of October a series of standardized tests are administered to students. Students in grade 1 will take the Cognitive Abilities Test (CogAT). Students in grades 2, 4, 6 and 8 will take the Iowa Test of Basic Skills (ITBS). Students in grades 3, 5 and 7 will take the CogAT, the ITBS and the Archdiocesan religious education test. Results of the tests will be sent to parents by the end of November. Parents are welcome to review their children's records at any time in the office.

## **23. Religious Education**

The Religious Education department works in conjunction with the faculty and administrative staff to prepare Catholic students for the sacraments of Reconciliation, Eucharist and Confirmation. During the course of preparation, the students and their families are encouraged to participate in a variety of events and service opportunities. Parents will receive detailed information about these events throughout the year.

## **24. Teacher Requests**

It is the policy of St. Paul Catholic School to allow parents to make a confidential request for a particular classroom placement as well as to let the administration know your concerns regarding placement with, or separation from, other students. All requests must be in writing, sent to the principal via email or in a sealed envelope at the time you register your child for school for the following year. All requests must be received by May 1. Late registrants may not make requests. All requests will be carefully considered, but not all requests can be honored. The school administration is responsible for ensuring that all classes are balanced as far as size, numbers of boys and girls, ability levels, behavior, etc. Concerns for individual children must be balanced with the needs of the school as a whole.



## **B. EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities vary from year to year. The following are some of the extra-curricular activities currently offered to students:

- Altar Servers
- Band
- Chess Club
- Choir
- Cub Scouts/Boy Scouts
- CYO Sports
- Daisies/Brownies/Girl Scouts
- Destination Imagination
- F.O.G. (Following Our God) Jr. High Youth Ministry
- Forensics
- Gymnastics
- Jr. High Leadership Council
- Lego Club
- National Junior Honor Society
- Safety Patrol
- School Musical
- Science Olympiad
- Service Projects

## **C. SPORTS PROGRAMS**

These are general guidelines for the sports program at St. Paul Catholic School. Deviations from these guidelines may occur from year to year based on the number of coaches available, the number of players available, the fields available, etc.

The St. Paul Athletic Club sponsors CYO and non-CYO Sports Programs. These programs are open to all St. Paul Catholic School students and children who attend the St. Paul Religious Education Program. Members of neighboring Catholic parishes not offering a particular sports program may be permitted to participate in sports programs at St. Paul Parish as space is available and with the permission of their pastor/athletic director. Please see the St. Paul Athletic Program Policies for further information and guidelines.

Registration for fall sports is in April, registration for winter sports is in September, and registration for spring sports is in January. A fee per sport is charged. There is a \$25 administration fee for all athletes who leave a team within the first week. No refund will be given after the completion of the first week of practice. There is a yearly family Booster Fee which families are encouraged, but not required, to contribute to.

Each student must have a physical exam in order to take part in a sport. Forms may be picked up from the school office.

Team Formation Guidelines: The main goals of the sports programs are to develop strong Christian student athletes, to build successful and competitive teams while providing a positive learning environment, and to prepare the student athletes for the next level of competition. With these goals in mind, the following team formation guidelines are generally followed (however the circumstances of a given season sometimes require departures from these guidelines):

- Players who register by the deadline will generally be given the opportunity to play as long as there are enough players to form at least one team. It is our policy to create as many teams as necessary; however, the number of teams may be limited because of gymnasium, court, and/or field availability. Coaching availability may also have an impact on the number of teams that may be formed. Eligibility of those signing up after the deadline depends on availability;
- At the fifth and sixth grade level, the #1 team will be comprised of the top sixth grade athletes based on skill level. A fifth grader will only be nominated to move up if he/she is a candidate for a starting position. The #2 team will be comprised of the top fifth grade athletes based on skill level. If there are any remaining fifth and sixth graders not making either of these teams, they will be combined to form additional teams. Numbers will be adjusted each year based on the number of participants at each grade level;
- At the seventh and eighth grade level, building a competitive team is a priority. The top athletes who are expected to get significant playing time, regardless of age (but almost always among the seventh and eighth graders), will be chosen for the #1 team. The #2 team will be made up of seventh graders and any eighth graders not making the #1 team. Playing time at this level is based on the coach's discretion as he/she will strive for strong, competitive lineups and rotations;
- The optimal number of players on each team is as follows: volleyball – 12, soccer – 18, basketball – 12, baseball – 15, softball – 15; and
- Teams are created based on coaches' evaluations. Any questions, concerns, or comments regarding these policies and guidelines should be directed to the athletic director.

The following sports are generally offered by season and grade:

- Fall
  - Soccer  
Girls and boys 5, 6, 7 and 8
  - Volleyball

- Cross Country  
Girls, 5, 6, 7 and 8
- Tennis  
Girls and boys 4, 5, 6, 7 and 8
- Cheerleading  
Boys 5, 6, 7 and 8  
Girls 4, 5, 6, 7 and 8
- Winter
  - Basketball  
Girls and boys 5, 6, 7 and 8
  - Intramural Basketball  
Girls and boys 3 and 4
- Spring
  - Softball  
Girls 5, 6, 7 and 8
  - Baseball  
Boys 5, 6, 7 and 8
  - Track  
Girls and boys 4, 5, 6, 7 and 8
  - Tennis  
Girls 5, 6, 7 and 8
  - Lacrosse  
Girls and boys 5, 6, 7 and 8

Please contact the athletic director through the school office or through the athletics web page [www.StPaulLakers.org](http://www.StPaulLakers.org) with questions regarding sports currently offered.

#### **IV. SCHOOL OPERATIONS**

##### **A. ADMISSIONS POLICY**

Admission will be given according to the following priority:

- 1st - Currently enrolled students and siblings
- 2nd - In-parish students
- 3rd – Students from neighboring parishes which do not operate schools
- 4th - Other students

All students and their parents must support the philosophy and policies of St. Paul Catholic School. All students must take the religious education courses offered at their grade level.

Student acceptance and placement will be determined on an individual basis considering past scholastic and citizenship records. In addition, students applying for grades 2 through 8 will be tested in language arts and mathematics before admission. Test results will determine grade level of entry. Students with previous discipline problems in other schools may be accepted on probation and at the discretion of the Principal.

A child entering the preschool program must be age three for the 3-year-old preschool program, or age four for the 4-year-old preschool program, on or before September 1 of that year. A child entering kindergarten must be age five on or before September 1 of that year. A child entering first grade must be age six on or before September 1 of that year.

Registration takes place in the spring of each year for children entering all grades in the fall. All returning students must re-register in the spring for the next school year.

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

## **B. TUITION**

Tuition policy and fees are determined by the Parish Finance Council. Different tuition rates apply to contributing parishioners and non-parishioners. In order to receive the "parishioner in parish" rate, families must be registered in St. Paul Parish and are strongly urged to contribute to the parish envelope collections by December 31 of the current school year. At registration in the spring, a non-refundable deposit of 10% of the annual tuition for each student is due. The remaining tuition payments are to be made to the Parish business office according to the annually published schedule. All tuition and fees for the current year must be paid before registration is accepted for the following year.

The St. Paul Catholic School tuition policy is as follows:

- Tuition assistance is available on a case by case basis to help families who are experiencing temporary difficulties. Interested families should contact the pastor or the principal directly;
- St. Paul Catholic School's operating budget is dependent on the income derived from tuition and fees and the subsidy from the Parish. In order for the school to operate on its tight budget, it is essential that every student's tuition and fees be paid in full and on time;
- If, during the course of the school year, a student's tuition and fees are not paid according to the established schedule, then the parents/guardians will be notified that unless the situation is remedied the student will not be permitted to continue at St. Paul Catholic School;
- If at the end of the school year there is an unpaid balance for a student's tuition and fees, he or she will not be permitted to register for the next school year until this

situation is remedied;

- For students who leave St. Paul Catholic School with unpaid tuition or fees, their records will not be released until full payment has been made. Eighth graders in this situation will not be permitted to take final exams or participate in graduation ceremonies. St. Paul Catholic School will take whatever steps it deems appropriate to collect unpaid tuition and fees;
- A delinquent situation is to be remedied by full payment of the balance due. However, in cases of temporary financial setbacks or problems, it may be possible to remedy a delinquent situation by a payment plan mutually agreed upon by the parents/guardians and the Pastor; and
- If a family leaves the school partway through the year, a portion of tuition they have already paid may be refunded at the discretion of the Principal.

## **C. ATTENDANCE**

Good attendance at school is essential to successful current performance, and to future educational and occupational endeavors. Students who exhibit good attendance generally achieve at a higher rate and enjoy school more. Students are expected to be in school every day on time. School starts at 7:50 a.m. and ends at 3:15 p.m. unless otherwise notified.

### **1. Hours of Operation**

- All Day Kindergarten – Hours are 7:50 a.m. to 3:00 p.m.
- Young 5's – Hours are 7:50 a.m. to 11:10 a.m.
- Morning Kindergarten – Hours are 7:50 a.m. to 11:10 a.m.
- Morning Preschool – Hours are 8:15 a.m. to 11:00 a.m.
- All Day Preschool – Hours are 8:15 a.m. – 3 p.m.
- 1<sup>st</sup> Grade through 8<sup>th</sup> Grade – Hours are 7:50 a.m. to 3:15 p.m.

### **2. Early Morning Arrival/Late Afternoon Pick-up**

Students shall be in line and waiting for the teachers to pick them up at 7:50 a.m. There is no supervision for students before 7:40 a.m. If it is necessary for your child to arrive at school before 7:40 a.m., arrangements must be made to send them to Extended Daycare. Students who have not been picked up by 3:30 p.m. are instructed to return to the office. If a parent cannot be contacted, then the child will be sent to Extended Daycare and the parents will be charged the appropriate fee.

### **3. Tardy Policy**

Students not in the classroom at 8:00 a.m. will be considered tardy. Students entering between 8:01 a.m. and 11:15 a.m. will be marked tardy. Students entering after 8:01 a.m. must first report to the office for a tardy slip. Students entering after 11:15 a.m. will be marked 1/2 day present. Students who leave before 12:30 p.m. will be marked as 1/2 day present. Habitual tardiness will

be subject to the Code of Conduct infractions. There is no exception to the tardy policy for days on which Mass is held.

#### **4. Absences**

Please report all absences to the school (313-885-3430) before 8:00 a.m.. A message must be left with the office personnel or on the answering machine giving the name of the student, grade, homeroom, reason for absence, and name of the caller. If a student is absent without a message, the school will call home by 8:30 a.m.. A written excuse from a parent or guardian must be presented to the teacher when the student returns to school. A student who misses more than 12 days in a quarter will not receive a grade for that quarter unless the principal has previously granted permission. If a student will be, is, or has been absent for an extended period, the parent/guardian must provide a written excuse from the student's physician acceptable to the Principal or Assistant Principal in order to maintain student status. The number of days absent will equal the number of days that the student is allowed to make up work. For example, if the student misses three days of school then he/she has three school days to make up the missed work.

#### **5. Leaving School**

Requests for dismissal from class for appointments should be a rarity. Such requests, when made, however, must be submitted upon arrival at school, in writing, and addressed to the teacher. A parent or guardian must sign the student out at the school office. A parent or guardian must come into the school office to pick up a student who is leaving early.

#### **6. Returning to School Property**

Students may not return to school property after dismissal, unless they are attending an official school function, such as sports practice or a regularly scheduled club meeting.

#### **7. Extended Vacations**

St. Paul Catholic School respects the right of parents to take their children out of school for non-scheduled vacations, but strongly advises against it. The school's vacation periods are generous in both number and length and parents are expected to observe those dates. Schoolwork missed may be made up on the student's return to school. Parents have a duty to share in the responsibility of seeing that the student follows through in completing missed assignments. School work will not be assigned in advance. The number of days absent will equal the number of days that the student is allowed to make up work. For example, if the student misses three days of school then he/she has three school days to make up the missed work.

#### **8. Suspension**

The Principal may suspend a student for serious infractions of school regulations for a specified limited time (1-3 days). The absence due to suspension is considered an unexcused absence.

Parents will be notified immediately when a student is suspended.

A meeting with the student, parents, teachers, and the Principal may precede reinstatement. Additional information is provided in Section IV(H) (Code of Conduct).

### **9. Authorized Pick-Up**

Students will only be released to legal parents/guardians or to individuals listed on the emergency card.

### **10. Visitors**

All visitors to the school are required to enter through the school office, sign in with the front desk, and to wear a visitor badge at all times on the premises.

## **D. HEALTH PROMOTION**

There are three components to school health:

- Health services
- Health education including safety
- Promotion of a healthy environment

In accordance with the mission statement of St. Paul Catholic School, these areas of health promotion are an important component of a student's educational process.

### **1. Social Worker**

The social worker serves as a support for students, teachers, and parents. He/she meets with individuals or groups as the need arises. The social worker is also a resource person for information on various learning-related or social problems, and acts as a liaison with the Grosse Pointe Public School System for remedial or behavioral instruction.

### **2. Health Education**

Health education is an integral component of the physical education program at St. Paul Catholic School. Fifth through eighth grade students may participate in this program. Values and morals are those of the Catholic Church. Parent involvement is expected.

### **3. Bicycles**

Students riding bicycles to school are to park them in the racks provided. All bicycles must be walked on school grounds. They are never to be ridden during the lunch period or anywhere on school grounds. The school does not assume responsibility for any damages to bicycles parked

on the premises. All bicycles must be locked.

#### **4. Skate Boards, Roller Blades, Scooters, Shoes with Rollers, etc.**

Children are not allowed to ride skate boards, roller blades, scooters, roller shoes, or any similar items anywhere on the school grounds.

#### **5. Safety Patrol**

Students on the Safety Patrol are to be at their posts 10 minutes prior to and after school. They must be shown the respect due them in their position by parents and students. They must be worthy of this respect by their own conduct, punctuality, respect, and responsibility for others. Parents are expected to encourage this responsibility.

#### **6. Medications**

It is the responsibility of parents and/or guardians to inform the Principal and appropriate teachers if a student has any medical need that requires regular or periodic attention during school hours. If prescription or over-the-counter medicine must be taken during school hours, the medication must be brought to the school office in its original container, along with written confirmation from the prescribing physician as well as a signed permission/release form. These forms are available in the school office. A student may not keep any medication in his/her possession during school hours, **EXCEPT INHALERS USED FOR ASTHMA OR AN EPINEPHRINE AUTO-INJECTOR, SUCH AS AN EpiPen**. In this case, a signed note from the physician and parent must be on file in the office. The note must indicate that the student is trained to self-administer the medication when necessary and at safe intervals. It is the responsibility of the parent to notify the school of all allergies.

#### **7. Emergency Medical Treatment Forms**

Parents must fill out a form for each child.

#### **8. Immunization**

State laws and the Wayne County immunization code prohibit a child from entering school without the required immunizations. All immunizations must be up to date and will be reviewed yearly to comply with the state law.

#### **9. Accidents**

First aid will be administered only for minor cases (cuts, bumps, and bruises), and as an emergency treatment until the injured student is placed under medical care. In all cases where the injury is serious, or when the exact nature and extent of the injury are in question, the school will make every effort to speak to the parent or the person designated on the emergency card. If the parent or responsible party is not available, the case will be referred to the physician listed on



the student's emergency treatment form, or if the physician cannot be reached, the nearest hospital. Parents will be notified immediately in all cases of injury or illness when medical treatment is required, in order to facilitate the appropriate medical attention. If parents are not available, the student may be transported by emergency vehicle and will be accompanied by a school staff member.

## **10. Illness**

If a student becomes ill during the day, the parent or responsible party will be contacted. If they are not available, the student will be cared for according to the instructions listed under "Accidents."

When a teacher sends a sick child to the office, a person designated by the Principal will evaluate that child who will then notify the parents or responsible party. If a child has been sent home for an elevated temperature, vomiting, or diarrhea, this student must not return to school until the student's temperature returns to normal and there has been no vomiting or diarrhea for 24 hours.

If a student has a communicable disease such as influenza, persistent cough with a cold, chicken pox, strep throat, etc. (refer to health form), this student must not return to school until released by a physician or until he/she has been symptom-free for 24 hours according to the guidelines of the Wayne County Health Department Disease Control Division.

## **11. Lunch Program**

St. Paul Catholic School offers hot lunches which meet all of the criteria for the National School Lunch Program. Information regarding the lunch menu and the cost and process for purchasing hot lunch and milk may be found in school newsletters and by contacting the school office. Parents may drop lunch bags or boxes off on the bench outside of the cafeteria during school hours. The Food Service Director will ensure that no child goes hungry at lunch time.

## **12. Allergy Policy**

Please refer to the food allergy handbook which is available in the school office and on the school website. All classrooms are "no nuts allowed." Nut products are allowed in the cafeteria, except at the allergy table.

## **13. Head Lice Policy**

Any student with live head lice may remain in class until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to school after successful treatment and, if needed, examination by school administration. Any student with no live lice, and with nits farther than ¼" from scalp, will be allowed in school. When a case of lice is found in a classroom, parents of all students in that grade will be notified via letter asking them to check all of their children for head lice. Routine screenings for head lice will NOT be conducted.

## **E. DRESS CODE**

### **1. General**

“School Sanctioned” refers to a specific style of clothing that has been approved by the School Committee as appropriate for the St. Paul Catholic School Dress Code. The implementation and interpretation of the Dress Code shall be as determined in the discretion of the Principal or Assistant Principal.

Apparel with logos is available through Connie’s or through Lands’ End at the website [www.landsend.com/school](http://www.landsend.com/school).

Girls’ kilts and jumpers are only available through Connie’s ([www.shopconnies.com](http://www.shopconnies.com)) and Schoolbelles ([www.schoolbelles.com](http://www.schoolbelles.com)). All other non-logo uniform apparel (shorts, slacks, belts, etc.) may be purchased only from Lands’ End and Connie’s, or be French Toast brand (sold through Costco and other stores). Dockers, Polo, Hilfiger, and similar brands are NOT permitted.

- All students must keep themselves clean and neat at all times;
- All uniforms must be kept clean and neat and must be of appropriate length and size;
- Jumpers and kilts must be knee length;
- All shirts must be tucked in;
- Shoes shall be black, navy, or brown. Shoes must be closed at the heel and toe. Athletic or ballet shoes, boots, and sandals are not permitted;
- Boys must wear black, white, khaki, or navy blue socks, without logos;
- Girls must wear black, white, or navy blue socks, without logos. Girls may wear black, white, or navy blue tights as an alternative to socks;
- Jewelry, other than religious medals, is not permitted;
- No makeup or colored nail polish may be worn;
- Hair shall be neat and clean. Unusual or extreme hairstyles or colors are not allowed. Bleached, streaked or highlighted hair is not allowed. Boy’s hair should be above the ears and eyebrows and not touching their shirt collar. Excessive, large or distracting hair accessories are not allowed. Hair bows shall be under 4 inches;
- All students must wear appropriate outer clothing (boots, coats, hats, gloves, rain gear, etc.) to and from school and during recess;
- We expect students to wear appropriate clothing on FREE DRESS DAYS, for all programs presented on stage, etc. Tight jeans or leggings are not appropriate clothing for Free Dress Days or school programs. Follow directives sent home for specific activities; and
- The Lands’ End navy fleece jacket with logo is approved for wear during the school day, with the school uniform.

### **2. Girls’ Dress Code**

The girls' regulation uniform consists of the following for girls of all grades:

- Shirt/Blouse: Long or short sleeved white blouse with a collar or turtleneck, School Sanctioned long or short sleeve white knit shirt with St. Paul logo (purchased from Lands' End), or white turtleneck;
- Plain white tee shirt may be worn under shirt/blouse; and
- Non-uniform slacks may be worn under the jumper or kilt to and from school and at recess.

**a. Young Fives to Grade 5**

- Jumper: Must be the School Sanctioned jumper;
- Shorts may be worn under the jumper, as long as they do not hang below the hem of jumper;
- Sweater: School Sanctioned navy blue cardigan/crew neck sweater or School Sanctioned navy blue sweatshirt with St. Paul logo

**a. Grades 6 to 8**

- Kilt: Must be a School Sanctioned kilt
- Shorts may be worn under kilt, as long as they do not hang below hem of kilt
- All kilts must be worn with a silver kilt pin
- Sweater: School sanctioned navy blue cardigan, school sanctioned navy blue crew neck sweater, or School Sanctioned navy blue sweatshirt with St. Paul logo

**3. Boys' Dress Code**

The boys' regulation uniform consists of the following for all grades:

- Short or long sleeve light blue oxford cloth button down shirt (with logo from Lands' End); or School Sanctioned long or short sleeved white knit shirt with St. Paul logo;
- Plain white tee shirt or turtleneck may be worn under shirt; and
- Belt: plain black, navy or brown belt for grades 1 to 8 only.

**a. Young Fives to Grade 5**

- Pants: School Sanctioned navy blue uniform twill pants
- Sweater: School Sanctioned navy blue vest or crew neck sweater (Lands' End) or navy blue sweatshirt with school logo

**b. Grades 6 to 8**

- School Sanctioned khaki uniform twill pants

- School Sanctioned navy crew neck sweater (Lands' End) or navy blue sweatshirt with school logo

#### **4. Spring/Fall Uniform Policy**

A “summer school uniform” may be worn from August through October 15th and from April 15th through the end of the school year. The “summer school uniform” will consist of:

- School Sanctioned shorts in either khaki or navy – available from Lands' End and Connie's;
- The present uniform shirt or blouse. See above;
- Black, white, khaki (boys only), or navy blue socks, without logos
- Uniform school shoes; and
- Plain belt – black, navy or brown.

#### **5. Uniform Exchange**

There is a uniform exchange room at school where parents may trade in clean, gently used uniform clothing for clean, gently used uniform clothing in another size.

#### **6. Gym Uniform**

The gym uniform worn by students in grades 4 to 8 must be purchased through Lands' End. Appropriate athletic shoes must be worn.

### **F. COMMUNICATIONS**

Ongoing communication between the home and the school is essential to effective schooling. Please check with your children to see if any information has been sent home. We like to keep you informed, but the students often forget the notes. Please remind them. Please visit the school website which contains school information, including staff e-mail addresses.

#### **1. Parents Who Are Separated or Divorced**

St. Paul Catholic School makes every effort to communicate with all parents. Communication from the school office that is sent home is available through the website. In addition, special arrangements can be made for non-custodial parents or guardians. Please discuss any necessary special arrangements with the office assistants.

#### **2. Change of Address/Phone**

Please report any change in student's and/or parent's address or phone number (home or office) to the school office as soon as possible so that the records may be kept up to date.

### **3. Student Directory**

This roster contains names, addresses and phone numbers of students and parents. It is published every fall.

### **4. School Newsletter**

Each week the St. Paul Catholic School newsletter (newsletter) is emailed to all families, a paper copy is sent home with each student, and it is posted on the website. The newsletter contains a letter from the Principal, pertinent reminders, news, requests and other information. Other fliers or information of interest only to certain classes may also be attached. This is the main source of communication and information provided from the school to St. Paul Catholic School families.

### **5. Calendars and Menus**

Monthly calendars and lunchroom menus are sent home with the newsletter at the beginning of each month. The annual school calendar is posted on the website and can be downloaded and/or printed.

### **6. Communications with Teachers**

While teachers may not leave class for phone calls, a message may be left in the office for the teacher and your call will be returned within 1 business day. You may also contact the teacher via e-mail for a speedier response. Teachers will send home their email addresses at the beginning of the school year. Teacher and staff email addresses are available on the website. Meetings can also be arranged before or after school or during planning periods. Parents are not to go to any classroom at any time during the day without first going to the office for a pass. This is a safety issue for the school.

### **7. Messages for Students**

Parents are requested not to call the school for delivery of messages to students except in cases of emergency. Items brought to school for students, such as clothing, books, etc., must be brought to the school office. They will be sent to the student's classroom. Lunches are to be placed at the lunch drop-off outside the cafeteria doors.

### **8. Cellular Telephones, Music Players, Pagers and Miscellaneous Electronic Devices**

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of our school. This policy governs the possession and use of electronic devices on school premises, during school hours, at school-sponsored events and on school transportation.

#### **a. Definition of Electronic Devices**

For purposes of this policy, “electronic devices” means privately-owned, wireless and/or portable electronic handheld equipment, and includes all existing and emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture, image recording, sound recording, information transmitting, receiving or storing, mobile communication, or entertainment, such as:

- Cell phones (iPhone, Blackberry, smartphones, etc.);
- iPod, iPads;
- Walkie-talkies;
- MP3 players;
- Compact DVD players;
- Kindle/e-readers;
- CD players;
- Video games; and
- Electronic organizers.

#### **b. Possession and Use of Electronic Devices**

Students may possess and use electronic devices at school subject to the following:

- Use of electronic devices during the school day, including pass-time between classes and lunchtime, is prohibited. All devices must be completely powered down, turned off and kept in a student backpack or turned into the office;
- Use of electronic devices on school-provided buses or private cars during a school activity/field trip is prohibited because of the potential distraction and unsafe environment;
- Electronic devices shall not be used in any way to threaten, humiliate, harass or intimidate school-related individuals, including students, employees, and visitors or in violation of Federal, State or local laws;
- Students may use electronic devices before school begins (first bell) and after the final bell of the school day so long as they do not create a distraction or disruption; and
- Use of camera and audio recording functions of electronic devices outside of school and at school events may not be used to pose a threat to the personal privacy of any individual, may not be used to exploit personal information of any individual, and may not be used to compromise the integrity of St. Paul Catholic School’s educational programs and reputation.

#### **c. Confiscation**

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as

soon as the employee's duties permit.

The electronic device will be released to the student's parent or legal guardian after the student has complied with any other disciplinary consequences imposed.

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized use of an electronic device. If devices are loaned to or borrowed and misused by non-owners, the owner of the device will be responsible, along with the misuser, for the misuse and any policy violation(s).

#### **d. Potential Disciplinary Actions**

Violation of this policy can result in one or more of the following disciplinary actions:

- Prohibition from possessing an electronic device at school or school-related events;
- Confiscation of the device for increasing periods of time for subsequent violations;
- Failure of citizenship grade;
- Removal of privileges for extra-curricular activities;
- Loss of honor privileges or recognitions;
- Suspension;
- Expulsion; and
- Notification of law enforcement authorities.

#### **e. Reporting**

Individuals who wish to report a violation of this policy should contact the Principal or Assistant Principal.

### **9. School Cancellation**

Parents will be notified of school cancellation or late start due to weather or building problems by announcements sent to Fox 2 News, WWJ 950 Radio, WJR 760 Radio and WDIV Local 4 News. The information will also be sent to all families via an email notification.

### **10. Fundraising**

All sales of goods or services must be pre-approved by the Principal.

## **G. TRAFFIC SAFETY RULES**

Your cooperation at arrival and dismissal times will ensure the safety of ALL children. Discuss these rules with your children so that all may observe the proper traffic rules each day. Nothing shall be more important than the safety of the students. If other people pick up your children,

please direct them in the proper traffic safety rules for St. Paul Catholic School.

- Always yield to Safety Patrol;
- There is no parking anywhere around the perimeters of the school during drop-off and dismissal times;
- Parking is allowed around the school perimeters between 8:15 a.m. and 2:30 p.m. and after 3:30 p.m. EXCEPT in yellow curb areas;
- No parking is permitted in the yellow curb areas;
- Parents must not drop off or pick up students on Grosse Pointe Boulevard between Lee Gate Drive and the Grosse Pointe Academy;
- Students must exit/enter vehicle on the curbside, never from the second lane;
- After your children exit your vehicle, whenever possible, do not pull out into the through traffic lane. Follow the vehicle in front of you to the nearest exit area;
- Parents wishing to walk their children into school must park their vehicles in the parking lot and cross at designated crosswalks;
- At dismissal time, "standing" is allowed in the curb lane only; and
- Please refrain from cell phone use during drop off and pick up.

**\*\*\* NO DOUBLE PARKING AT ANY TIME \*\*\***

## **H. CODE OF CONDUCT**

This guide covers the conduct of students, parents, guardians, staff, administrators, volunteers, and all other individuals on school property adjacent to the school and school sanctioned functions and field trips. This Code of Conduct was adopted by the School Committee and approved by the St. Paul Catholic School Administration. The implementation and interpretation of this Code shall be as determined in the discretion of the Principal or Assistant Principal. Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the Principal or Pastor to be detrimental to the school community.

### **1. Responsibility for Student Conduct**

Many people share the responsibility for student conduct. Each student is primarily accountable for his or her own conduct and this obligation increases as students grow older and mature.

Discipline within the school is the responsibility of the school staff and Administration. With the cooperation of students, parents, and others, the staff seeks to maintain an environment that is safe, orderly, and conducive to study.

### **2. Student Responsibility**

Students are expected to:



- Attend school regularly;
- Be punctual;
- Devote their energies to learning under the direction of the total school staff;
- Obey laws, school policies and regulations;
- Respect the health, safety and rights of others;
- Safeguard the educational facilities;
- Reflect Christian values and behavior;
- Not engage in any name calling, threats, bullying, intimidation or other conduct or communication through words or graphic images conveyed through any printed, electronic, or other medium, including such activities in on-line postings or social networks, that has the purpose or effect of creating a hostile, humiliating, offensive or abusive atmosphere, pertaining to students, family members or parish or school staff, whether on or off campus, but in any case connected with campus; and
- Treat members of the faculty and administration with respect.

### **3. Parent Responsibility**

Parents and guardians are expected to:

- Assure regular and punctual attendance of their children;
- Establish and maintain appropriate communication with the school and teacher;
- Assume responsibility regarding conduct of their children at school;
- Assist in resolving behavioral and academic problems;
- Provide positive encouragement to students and reinforcement to the school;
- Maintain students in proper uniforms as set forth in the Dress Code;
- Follow the rules contained in this Handbook;
- Drop off their children at the correct door or location to begin the school day; and
- Treat members of the faculty and administration with respect.

### **4. School Staff Responsibility**

Teachers, social worker, administrators, custodians, and other school employees have the obligation to:

- Help maintain and encourage proper student conduct;
- Make efforts to stop misconduct;
- Report serious persistent violations;
- Assist students who are having problems;
- Follow the rules delineated within this Handbook;
- Differentiate to meet students' academic needs; and
- Treat members of the school community with respect.

### **5. The Administration**

- Carries out the policies of the Pastor and the School;
- Initiates procedures for the proper establishment, maintenance, management and operation of the school;
- Supervises all operations of the school;
- Exerts control for the protection of the school programs, school environment, health, safety, and due process;
- Imposes and supervises discipline; and
- Treats members of the school community with respect.

## **6. Categories of Misconduct**

The Administration may invoke and determine suspensions, and may take other steps intended as disciplinary or corrective action, regarding cases of misconduct on school premises, in school vehicles or at school functions.

Misconduct shall be regarded as those actions which do or may interfere materially or substantially with the operation of the school by endangering the health and safety of any person, by infringing on the rights of others, by causing disruption of educational programs or discipline, by causing loss or destruction of facilities, and actions which are otherwise in violation of laws, school policies and regulations, and school or classroom rules.

Acts of misconduct in any of the following categories will result in disciplinary, corrective and/or legal action against a student. Police assistance will be called for as needed in serious matters. Many acts listed are violations of state law and city ordinances as well as school regulations.

The following general categories are not intended to be all-inclusive.

### **a. Category A - Minor Infractions**

- Uncooperative with school personnel;
- Improper identification;
- Improper dress and appearance;
- Irregular attendance;
- Excessive tardiness;
- Violation of classroom rule;
- Violation of general school rules;
- Gambling;
- Malicious mischief;
- Use of profane, indecent or immoral language;
- Disrespect or insubordination;
- Dishonesty - includes cheating and making false statements to accuse or defend others, or to benefit oneself;

- Acts of misconduct that can clearly be interpreted to be in defiance of school authority that occur immediately before, after, or during school hours on property adjacent to the school premises;
- Unauthorized distribution or posting of communication materials.
- Possession of pornographic materials;
- Possession of inappropriate materials;
- Unauthorized sale of any material in the school or on the school grounds;
- Use or display of cellular telephones, pagers and/or two-way radios on school property or at school functions; and/or
- Inappropriate conduct, which includes, but is not limited to, bullying.

Possible Disciplinary or Corrective Actions for Minor Infractions:

- Reprimand, detention for work projects, counseling, temporary suspension, parent notification or conference.
- Repeated minor infractions may result in any or all of the following:
  - All or part of initial corrective action above;
  - One day suspension with parent conference;
  - Suspension or exclusion from the school program, ceremonies, or activities;
  - Reassignment of schedule;
  - Probationary status with written terms; and/or
  - Referral for special assistance.

**b. Category B – Major Infractions**

- Arson - the intentional setting of a fire;
- Assault - physical threats or violence to persons;
- Battery - harmful striking of other persons, fighting;
- Burglary/ larceny- breaking and entering; stealing, concealing or selling of stolen school or personal property;
- Explosives - possessing, using, bringing to school or placing on school property;
- Coercion - obtaining money or property by violence, forcing someone to do something against his or her will by force or threat of force;
- Weapons - possession or use of dangerous or potentially dangerous objects (See Archdiocesan Policy);
- Vandalism - property damage;
- Trespassing - being present in an unauthorized place or refusing to leave when legally ordered to;
- Interference - interfering with administrators, teachers or other school personnel by force, intimidation, or boycott;
- Initiating a false alarm;
- Initiating a bomb threat;
- Smoking or possession of tobacco products;
- Drinking or possessing alcoholic beverages;

- Using, selling, or possessing any and all narcotics, or substances which may interfere with the normal thought process, or may result in erratic, disorderly, abnormal, or irresponsible behavior; and/or
- Violating sexual harassment policy.

Possible Disciplinary Action for Major Infractions:

- One to three day suspensions with parent conference and/or any disciplinary action listed for use in minor infraction;
- Extended suspension with parent conference at school, with conditions established in writing for student readmission; and
- Expulsion.

## **7. Removal from School and Other Disciplinary or Corrective Action**

Reasonable efforts will be made by staff to solve student conduct problems within the school setting. If, in the Principal's judgment, this cannot be done, removal of a student from school attendance may be necessary and will be implemented according to the following stipulations:

- **Temporary Suspension** - Temporary suspension may be invoked up to three days and will include a parent contact or conference prior to the return of the student. Temporary suspensions may be invoked for minor infractions of school rules. Readmission may include a probationary period of stated duration and specified conditions.
- **Extended Suspensions** - Extended suspension may be for longer periods of time and will terminate as specified upon the fulfillment of stated conditions. It will also include a parent conference at the school prior to the student's return. Extended suspensions will be invoked for serious infractions of school rules. Readmission may include a probationary period of stated duration and with specified conditions.

NOTE: A student returning from suspension is required, through his or her own initiative, to make up work or study class materials covered during such absence for his or her benefit in handling future class work and examinations successfully. No credit is given for the work.

- **Expulsion** - Expulsion, i.e. permanent exclusion, may be ordered by action of the Board of Review (see below), upon recommendation by the Principal. It may be invoked in instances where continued presence of the student is not appropriate due to the gravity of the conduct, the seriousness of the act, or where the protection of the rights of others or the good of the education program may require it.
- **Board of Review** - A Board of Review shall be available for disciplinary hearings to act upon recommendations by the Principal for expulsion, and shall consist of the Assistant Principal, faculty members from the division in which the child is not a

student, the Chairperson of the School Committee, and an additional member of the School Committee selected by the School Committee Chairperson and Assistant Principal.

## **8. Bullying Policy**

St. Paul Catholic School prohibits any bullying of a student. All students are protected under this policy, and bullying is equally prohibited without regard to its subject matter or motivating animus. Students, staff, and parents/guardians are reminded that obedience, respect for authority, respect and consideration for faculty, staff, fellow students, aides, volunteers, and visitors must be the norm for all attitudes and behaviors. Proper conduct in the classroom and elsewhere is essential if students are to achieve the maximum academic advantage and benefit for their efforts. A proper physical atmosphere for learning must likewise be maintained for the greater benefit of all

The bullying policy of St. Paul Catholic School is based on Roman Catholic principles and ideals, and recognizes the dignity and worth of each student. St. Paul Catholic School will encourage compassionate behavior between students and all others. On the other hand, when it is necessary to use corrective measures, the action taken is to be based on an understanding of the student and the particulars of the situation as well as on school guidance procedures.

The immediate objective of school discipline is to maintain an effective learning atmosphere. The ultimate objective of school discipline is student growth in abilities, attitudes, and habits essential for acceptable and self-controlled mature behavior.

St. Paul Catholic School expects proper and mature behavior from all students. The Administration will communicate these expectations and our bullying policy to students, staff, parents, faculty, Administration, and all others who are within our supervision and who are involved with the student. Parents/guardians and/or students shall acknowledge receipt of this policy as set forth in the St. Paul Catholic School Handbook. There shall be active monitoring of the policy's implementation throughout the school year. The policy will be reviewed annually. St. Paul Catholic School prohibits retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying.

### **a. What is "Bullying"?**

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

The definition of bullying has three major components:

- First, it is aggressive behavior that involves unwanted, negative actions;
- Second, bullying typically involves a pattern of behavior repeated over time; and
- Finally, it involves an imbalance of power, strength, or numbers.

**b. What Happens if There is a Charge of Bullying?**

- Acts of bullying should be reported promptly to any staff member, coach, extracurricular program moderator, or school administrator. Reports may be either verbal or written. All reports must be forwarded to school administration within 24 hours;
- School administration will document the reported incidents;
- There will be a prompt investigation by the school administration, either the Principal or the Assistant Principal, or both;
- Parents of both the victim and the perpetrator of the bullying will be notified promptly;
- Appropriate discipline of the student(s) shall occur if the allegation is found to be valid as determined by the Administration; and
- All verified incidents will be reported to the Pastor and to the School Committee.

**c. Discipline for Bullying**

St. Paul Catholic School will discipline students who are determined to have bullied another student. Our progressive discipline regime is intended to deter future unacceptable behavior and encourage compassionate behavior towards others.

Philosophy of Punishment: Deterrence of unacceptable behavior is best achieved when discipline is based on the following elements:

- Certainty - If a student bullies another, then it is certain that the student shall receive punishment;
- Immediacy - The student's punishment will occur swiftly after the bullying occurs;
- Severity - The student's punishment will be appropriate to the seriousness of the bullying and/or the frequency of that student's bullying behavior.

Types of Discipline: The type of discipline can vary from informal admonishment to expulsion based on the seriousness of the bullying event and/or the frequency of that student's bullying.

Here is a sample of the progressive disciplinary actions that may be taken, among others:

- Informal admonishment of the student;
- Informal admonishment of the student with teacher's note home to parent/guardian;
- Written admonishment to student and written notice of it to parent/guardian;
- Elimination of the privilege of participating in some or all extra-curricular activities, in conjunction with, or apart from, any other punishment;
- In-school suspension with written notice of it to parent/guardian;
- Suspension from one-half day to three days based on seriousness and/or frequency of bullying; and/or
- Expulsion.

## **9. Cafeteria**

Respect must be shown to cafeteria volunteers as well as to classmates. Students will sit at assigned tables. Coats are to be placed on back of chairs. Lunch and milk/a la carte lines should be orderly. Students may not cut in line, save places for people, push or shove while standing in line. Students are not allowed to return to their classrooms or lockers during lunchtime. Students may not borrow money or exchange food. Students may not leave the cafeteria without permission from an adult. Students are responsible for cleaning up tables, chairs and the area under and around tables. Students should put trays, garbage and liquids in designated places. Students should remain at assigned tables until called by teacher/supervisor. Chairs should be pushed in before leaving cafeteria. Students should walk to dismissal door and line up until supervisor leads them to the playground.

## **10. Playground**

Playground supervisors are in complete charge of the students during lunch recess. Students are to show them the same respect that they have for their classroom teachers and each other. The attitude and actions of the students while on the playground must reflect the Christian values that they are taught both at school and at home. Courtesy and concern for others shall be the rule, and not the exception.

### **a. Playground Rules and Policies**

The Playground Supervisor may prepare an additional list of rules that applies to all students. Neither this policy nor the Playground Supervisor List is meant to be an exhaustive list, nor does it address every area of concern. Our major purpose in reminding students and parents of these policies is to provide each child with a safe activity time.

- Respect for others must be shown at all times;
- Students may not bully others;
- Students may not throw sticks, stones, mud, ice, snowballs, or handfuls of snow;
- Students may not climb on or tunnel under snow piles;
- Students may not kick, punch, shove, spit, engage in name-calling, the use of foul language or obscene gestures;
- Students may not bring food or drink outside;
- Students may not tackle or force a person to the ground in any way when playing football, soccer, etc.;
- Students must remain on the playground at all times;
- Students must return all equipment to the barrel;
- Roughhousing and violent games are prohibited;
- Playground personnel must be obeyed at all times; and
- Students must report to a parent if they need to leave the play area.

## **b. Electronic Devices**

As discussed elsewhere in this Handbook, electronic devices are not permitted on the school property, including the playground. Electronic Devices found on students, will be confiscated and kept in the office until claimed by a parent. Baseball bats, lacrosse sticks, field and ice hockey sticks, as well as any other kind of stick (tree branches or otherwise) are prohibited.

## **c. Off-Limit Areas**

The following areas are off limits for all students during lunch recess:

- Columbarium;
- Church, Rectory and surrounding grounds;
- Parish office and grounds;
- Bike racks (during school hours);
- Lakeshore Road and area near lake;
- Office side of school and in front of school;
- Grass in front of the first and second grade windows;
- Behind the shrubs; and
- Near parked cars.

Parents and teachers must remind and communicate these rules to the students regularly. Discipline Referral Forms and Incident Forms will be filled out and discussed with the Principal as needed.

Additional rules and policies may be adopted and enforced as the need arises.

## **11. Silent Hallways**

St. Paul Catholic School maintains a policy of silent hallways from 8:00 a.m. through 3:05 p.m.. This respects the rights of all students to learn in a calm, disciplined environment.

## **I. CONFLICT RESOLUTION**

The following is a guideline to be used to address an issue or concern within the school community:

- The issue or concern must be first discussed with the person(s) most directly involved. (Classroom concerns discussed with teacher, school policy discussed with Principal, etc.);
- If not satisfied with this response, an individual may contact the next level of Administration (Principal, if teacher previously contacted, or Pastor, if Principal previously contacted);



- A joint meeting of all persons involved may be beneficial if the issue or concern is not settled in step #2 (parent, teacher, and Principal or parent, Principal and Pastor);
- If contacted, a staff person from Archdiocesan Officer of Catholic Schools may serve in a consultative manner;
- The Pastor makes the final decision; and
- 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.

## **J. EMERGENCY PROCEDURES**

Please refer to the Emergency Operations Procedures Manual which is available in the office. The manual covers procedures for situations such as: weapons, severe weather, intruders, lockdown, fire and illegal substances.

## **V. OTHER IMPORTANT POLICIES**

### **A. NON-DISCRIMINATION**

St. Paul Catholic School assures equal and fair treatment to all students and employees and is committed to a policy of non-discrimination in relation to race, color, religion, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972); height, weight, marital status, political belief or handicap (Section 504 of the Rehabilitation Act of 1973). St. Paul Catholic School is an Equal Opportunity Employer.

### **B. ACCEPTABLE USE FOR TECHNOLOGY**

#### **1. Electronic Information Access and Use for Educational Purposes Policy**

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

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

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

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

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

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

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

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

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

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

School Systems.

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

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

## **2. School Responsibility**

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

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

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

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

## **3. St. Paul Catholic School Network Users**

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

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

#### **4. Privileges and Responsibilities of Users**

##### **a. Privileges**

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

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

##### **b. User Responsibilities**

Users are responsible for:

- Using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School;
- Attending appropriate training sessions in the use and care of School Systems;
- Seeking instruction for the use of any available technology with which they are not familiar;
- Adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School;
- Refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization;
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes;
- Students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult;
- Having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School

Systems;

- Material received, created or distributed using School Systems;
- Maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts that facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account;
- Preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format;
- Awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems;
- Using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made or any personal information provided while using School Systems;
- Financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access;
- Any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so at their own risk; and
- Abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

### **c. User Prohibitions**

Users are prohibited from:

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

Please refer to the Electronic Information Access and Use for Educational Purposes Policy Declaration to be signed by the parent/guardian and students.

## **5. Safety**

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives or comes across threatening or inappropriate materials shall immediately bring them to the attention of a teacher or administrator.

### **C. SEXUAL HARRASSMENT**

Policy 4003 of The Archdiocese of Detroit, as amended by St. Paul Catholic School;

It is the policy of the Archdiocese of Detroit and St. Paul Catholic School to make every effort to provide an educational environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff and students at St. Paul Catholic School, as well as others who may be in a working relationship with the school.

Both the Archdiocese of Detroit and St. Paul Catholic 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. Paul Catholic 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 that ensure that the school is free from sexual and other forms of illegal harassment.

St. Paul Catholic School will neither tolerate sexual harassment nor will it tolerate reprisals against any employee, student or other person for making a sexual harassment complaint. 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 would not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

Sexual harassment refers to sexually inappropriate 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. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.



The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any faculty, staff member, student or other person in a working relationship with St. Paul Catholic 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 for exercising 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 exclusion from school.

#### **D. SAFE ENVIRONMENTS**

St. Paul Catholic School is committed to providing a safe environment and fostering continuous improvement in every aspect of our school and parish community. We intend to create a community of informed adults who model appropriate behavior, are vigilant to the warning signs of abuse, and take action to prevent abuse and improve safety.

The Archdiocese mandates that criminal history background checks be conducted for all employees and volunteers who have unsupervised contact with a child, the elderly, or a person with disabilities. The Archdiocese also requires all volunteers to participate in the Protecting God's Children program. The Volunteer Criminal Record Form (I-Chat) can be found in the General Office. Information will be published in the school newsletter as to when the Protecting God's Children program is being offered.

All adults over the age of 16 who are paid or volunteer personnel shall:

- Have a criminal history background check and have been provided with the Pastoral or Volunteer Code of Conduct before starting work in any capacity; and
- Participate in a Protecting God's Children workshop before having contact with children.

These requirements apply to all employees and volunteers, including school staff, room parents, office volunteers, lunchroom or playground supervisors, coaches, field trip chaperones or drivers, and any other volunteers who may potentially have contact with children.

#### **E. WEAPONS**

Students are prohibited from bringing weapons to or having weapons in school, on the school premises or in the immediate vicinity of the school.

**DEFINITIONS:** A weapon is any object, which can be used to threaten or injure another. It includes, but is not limited to: guns of any kind, nature or description; knives with blades over

3"; open pocket knives; chains; karate sticks; brass knuckles; sling shots; sharpened instruments of any kind; ammunition etc. A "firearm" means any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

School premises include the school building and the adjacent grounds, e.g. parking lots and playgrounds and student lockers.

Immediate vicinity of the school means within a one-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 vicinity of the school shall be immediately excluded from classes pending an investigation. Any teacher, school employee, or school volunteer who has any information regarding a violation or suspected violation of this rule shall report all such information to the Principal who will take appropriate action including the application of policies and rules relating to expulsion and suspension.

Any student found to be in violation of this policy and rule is subject to permanent expulsion.

A student who interferes with or otherwise obstructs the search and questioning in this policy and rule shall be subject to disciplinary action including the possibility of expulsion.

## **F. CONSENT TO USE OF IMAGE**

By applying for admission to St. Paul Catholic School, the parent(s) or other guardian(s) of the student, for themselves and on behalf of each student, consent to the use of any image of the student by St. Paul Catholic School.