

# Saint Patrick Catholic School

et nolite conformari huic saeculo sed reformamini in novitate sensus vestri ut probetis  
quae sit voluntas Dei  
bona et placens et perfecta.

Do not be conformed to this world but be transformed by the renewal of your mind,  
that you may prove what is the will of God,  
what is good and acceptable and perfect.  
Romans 12:2 (RSV)



## Parent Handbook 2025-2026

2970 West Labo Road, Carleton, Michigan 48117 (734) 654-2522

Website: [www.stpatscarleton.com](http://www.stpatscarleton.com)

Email: [schooloffice@stpatrick.school](mailto:schooloffice@stpatrick.school)

Encounter Jesus ~ Grow in Him ~ Witness to Others

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Vicariate of Monroe County Schools Alcohol and Other Drug Use/Abuse Police

Dear Parents and Students,

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

This handbook is designed to answer many of the everyday questions you may have pertaining to school operations. It is our hope that you will read and save this handbook to assist you with understanding basic policies and procedures. The staff stands ready to assist you with all aspects of your child's education. If you have a question that is not answered in this handbook, please call the school office at (734) 654-2522.

Yours in Christ Jesus,

Rev. Dr. Michael A. Woroniewicz

In Solidum Priest and Moderator, Divine Grace Catholic Parish (Carleton-Maybee)

Mr. Carl Lenze Principal



### **SAINT PATRICK, Bishop, Missionary**

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

### **HISTORY OF SAINT PATRICK CATHOLIC SCHOOL**

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

The school/convent structure was replaced with separate convent and school buildings in 1909. A school fire on May 30, 1926 destroyed this school. Another school was immediately erected on the foundation of the one which had been burned. This school now holds the kindergarten, grades one thru four, our school library and teacher resource room.

As the school's enrollment increased, a second building was erected in 1955. This building presently houses our three and 4 year old Preschool classrooms, Latchkey, the Father Smulder Multi-purpose room as well as grades five thru eight, the school office and the parish office.

The last teaching IHM sister, Sr. Marge Fogarty, left Saint Patrick School in 1994. The last Sister as principal, a sister of Saint Joseph, Sr. Jeanne Lenore Twomey, retired in 1998 and for the first time a completely lay school staff worked under the direction of the pastor with Mrs. Ruth Meiring as the first lay person to serve as principal.

On July 1, 2013, Saint Patrick Parish – Carleton, and Saint Joseph Parish – Maybee, merged and became Divine Grace Parish. Saint Patrick School now operates in conjunction as Divine Grace Parish.

In 1995, Saint Patrick School was awarded accreditation from MANS (Michigan Association of Non-public Schools). In December 2007 a MANS site team visited our school and it was approved for renewed accreditation, and again in 2015. Saint Patrick School continues to be monitored through this association with the submission of annual school improvement plans to document school compliance with all regulations and continued school improvement achievements.

The latest MANS on-site visit from the Archdiocese of Detroit was completed in March 2024. Once again Saint Patrick School was approved for renewed accreditation.

In 2017, Mrs. Ruth Meiring retired after serving Saint Patrick School as a classroom teacher and principal for 20 years. Carl Lenze, the first male principal, took over leadership from Mrs. Meiring in 2017.

In 2023, Saint Patrick School became the second Catholic School in the Archdiocese of Detroit to return to a "Classical Liberal Arts" modality of teaching. Built upon the roots of a traditional Catholic Liberal Education. Our students learn how to think, rather than what to think, in an educational setting based firmly on the teachings of the Catholic Church.

In 2024, Saint Patrick School celebrated 175 years in operation as a school. One of the oldest private schools in Michigan with a deep and rich history. Through all these many years of growth and continual change, Saint Patrick School stands firm as a living testimony to the love of Jesus Christ and the generosity of the thriving Catholic community that supports its school and builds God's kingdom. A community that proves God's Word, "if you build well, you may not live to see its completion, but I will come live there."

Saint Patrick School has always been a place to: Encounter Jesus, grow in Him, and Witness to others!



### **RIGHT TO AMEND HANDBOOK:**

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

### **MISSION STATEMENT:**

Our mission is that everyone in the Saint Patrick School community encounter Jesus, grow as His disciple, and witness to others through a Christ-centered, Catholic, academic environment.

### **PHILOSOPHY**

Saint Patrick Catholic School, Preschool to Grade 8, gives every child the essential Catholic/Christian foundation to succeed in an ever-changing and challenging world. Maximized faith-filled instruction, delivered in the security of a safe community, develops a happy, well-educated wholesome child with a life-long love of learning.

### **VISION STATEMENT:**

Our vision is that the world be transformed by the joyful witness of our students equipped with faith, knowledge, and the love of Jesus.

### **SCHOOL PRAYER:**

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

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

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

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

*Fill our school community with your Spirit of love  
and help us to be generous in service to others.*

*We ask your divine intercession for protection from all harm  
so that we may glorify your name and honor the youth you so dearly love.*

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

### **SCHOOL MOTTO:**

**Encounter Jesus, Grow in Him, and Witness to Others**

### **ADMINISTRATIVE PERSONNEL AND SCHOOL FACULTY:**

|                           |                              |                 |                        |
|---------------------------|------------------------------|-----------------|------------------------|
| Administrator:            | Rev. Dr. Michael Woroniewicz |                 |                        |
| Principal:                | Mr. Charles Lenze            | Grade 3:        | Mrs. Kathryn Kus       |
| Secretary:                | Mrs. Sierra Grubb            | Grade 4:        | Mrs. Christina Nagley  |
| Director of Religious Ed: | Mr. Tim Bolster              | Grade 5/6:      | Mr. Tim Bolster        |
| Curriculum Director:      | Mrs. Jessica Jones           | Grade 7/8:      | Mrs. Karla Hinkle      |
| Preschool 3:              | Mrs. Geraldine Menna         | Latin Teacher:  | Mr. Alain Pivetta      |
| Preschool 4:              | Mrs. Nikita Newkirk          | Preschool Aide: | Mrs. Amanda Carter     |
| Kindergarten:             | Mrs. Anna Miller             |                 | Mrs. Jennifer Jackson  |
| Grade 1:                  | Mrs. Jessica Jones           | Lunchroom Aide: | Mrs. Laura West        |
| Grade 2:                  | Mrs. Tela Geiger             | Recess Aide:    | Mrs. Tiffany Pedroza   |
|                           |                              |                 | Mr. Kevin Heller       |
|                           |                              | PM Latchkey:    | Mrs. Jennifer Jackson  |
|                           |                              |                 | Mrs. Mary Wickenheiser |

**DIVINE GRACE PARISH EDUCATION COMMISSION:**

The Divine Grace Parish Education Commission serves as a link between the school, other parish educational groups, and the parish council. Currently, the principal acts as the representative of the School Committee to the Parish Council.

**SAINT PATRICK SCHOOL – SCHOOL COMMITTEE:**

The School Committee is an eight-member body that is selected and/or elected to consult in various areas involving the well-being of the school. The School Committee meets the first Monday of each month, year round.

**2025-26 Members:**

Father Michael Woroniewicz (Pastor)  
Carl Lenze (Principal)  
Nicole Jaskot  
Andrew Konyha  
Carly Orris

Kurt Ryder  
Karly Vey  
James Bishop

**SAINT PATRICK PARENT TEACHER ORGANIZATION (PTO):**

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

**2025-2026 Executive Board:**

Carl Lenze  
Megan Langton  
Laura West  
Erin Konyha  
Teacher Representative

**SAINT PATRICK SCHOOL AUCTION COMMITTEE:**

Saint Patrick School holds an annual benefit auction that is a major fundraiser for the school. Families are expected to support this event. All auction funds support Saint Patrick School’s high quality academic, spiritual, and co- curricular programs.

**2025-2026 Auction Committee Chairpersons:**

Julie Jones (General Chair)  
Hillary Lange (General Chair and Live Auction)  
Christie Salenbien, (Solicitations)  
Sierra Grubb (Classroom Projects)

**DIVINE GRACE PARISH MEN’S CLUB:** Divine Grace Parish Men’s Club provides funds to support the youth sports programs of our parish community. The Men’s Club members meet regularly on the second Monday of each month. Every man in the parish over the age of 18 is welcome to attend the meetings. It is the goal of the Men’s Club that every student who desires, be able to enjoy and participate in all the sports programs offered at Divine Grace Parish.

**Saint Patrick School encourages all fathers of our students to join the Men’s Club. It is a great place to make friends and to become involved in the many activities of our school and Divine Grace Parish.**

**CYO SPORTS:** The Monroe County Christian Youth Organization (CYO) sports program offers the following sports:

- Boys’ Basketball and Baseball,
- Girls’ Basketball, Softball, and Volleyball

All students must have a CYO physical before participating in these programs and must abide by the CYO rules and regulations.

## SECTION A – GENERAL INFORMATION

### ADMISSIONS:

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

Children entering Preschool 3 must be three (3) years of age as of September 1, of the academic year. Children entering Preschool 4 must be four (4) years of age as of September 1, of the academic year. Children entering kindergarten must be five (5) years of age as of September 1, of the academic year.

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

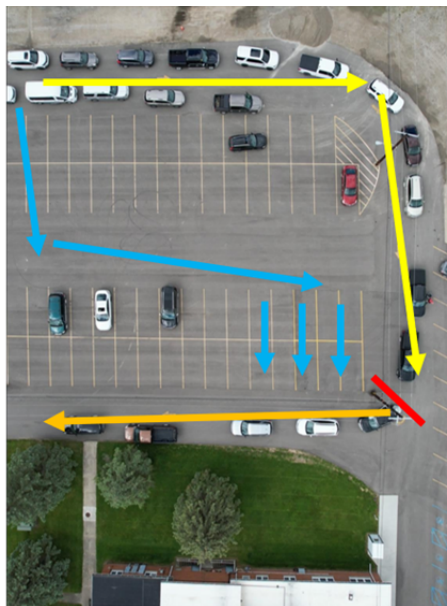
(Archdiocesan Policy #5002)

The following items need to be presented before registration is completed:

- Baptismal certificate or facsimile copy
- Certified Birth Certificate (appropriate guardianship papers where applicable)
- Health information with up to date physical-verified immunization records including health appraisal and vision
- Signed release to obtain school records from a previously attended school

### ARRIVAL AND DISMISSAL ROUTINE:

- **Parents dropping off or picking up K-8 students** are to use the gym parking lot. K-8 students should **NOT** be dropped off in front of the primary building or the horseshoe driveway.
- **Parents dropping off Pre-K students** may use the parking lot in front of the primary building. Cars should enter and exit using the horseshoe driveway for drop off and pick up.
- If there is a medical need that necessitates special accommodations for your child in regard to arrival/dismissal, contact the school office.



### MORNING DROP OFF:

Parents should enter the gym parking lot using the north entrance forming one line. Slowly move forward along the ball field. If you are walking your student in,, follow the blue lines to park. Stop at the red line to let your student out toward the gym. Students are not to be dropped off before 7:15 a.m. Latchkey is available in the morning between 7:00 – 7:15 a.m. Those utilizing Latchkey should proceed to the gym. Students need to be registered in the Latchkey program to utilize this service. Students who arrive after 7:30 a.m. but before morning chapel ends should go directly to the gym. Students who arrive after morning chapel should go directly to the office to be signed in.

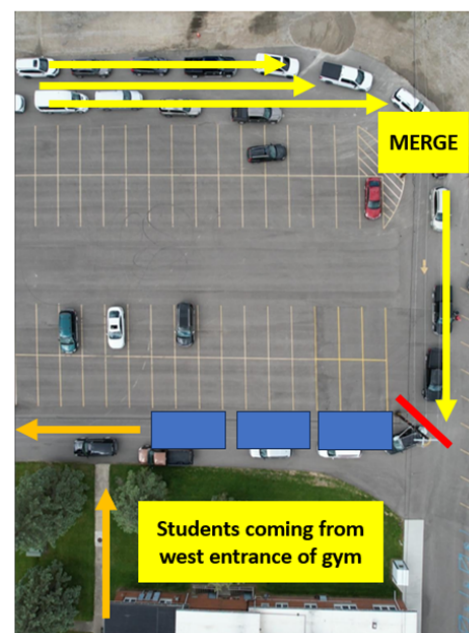
### AFTERNOON PICK-UP:

Parents enter the gym lot in two or three rows. Please do not block Exeter Road. Vehicles should merge as they turn near the ball field forming one line along the fields. Slowly move forward along the ball fields as directed by our teachers. Three cars at a time will pick up children in the pickup area as directed by teachers. Students will be directed by a teacher to move from the gym

to their car once traffic has stopped. When signaled by a teacher, three cars will slowly move into the exiting area and exit the lot onto Exeter Road.. Vehicles should only move as directed by teachers.

Dismissal time is 3:00 p.m. Students exit as a class from the school buildings and will wait in the gym with their class to be called outside when your vehicle reaches the pick-up area (blue rectangles.)

If an emergency detains you, the office should be contacted regarding your situation. Any student still waiting for a ride will be brought into the school office by the supervising staff.



When your child is going home in a different manner, i.e., using bus, or with a friend, or grandparent, uncle or aunt, you must send a note to your child's teacher or call the school office. If there is no note or phone call, the child will be sent home in the usual manner. Students remaining after 3:00 p.m. for sports practice/events are not the responsibility of the school. If time lags between the time school lets out and practice begins, parents/coaches are responsible for making supervision arrangements for that interim of time. Contact the school office for information regarding Latchkey services that are available.

### **BUS TRANSPORTATION:**

Airport School District provides transportation for students living in their school district. *First Student* is the provider of this service and there is no charge. For more information or to use this service, contact the *First Student* transportation office at 734-654-3433.

Children riding a *First Student* bus are required to obey the rules and cooperate with the bus driver. Lack of cooperation will result in discipline up to and including suspension from the bus. No student may ride a *First Student* bus that he or she has not been assigned to unless there is expressed permission granted from the transportation office. Written notification from the parent should be given to Saint Patrick School and the *First Student* driver as to the approved change.

### **COMMUNICATION:**

**School Email:** The easiest way to contact a staff member at Saint Patrick School is through our school email. Most staff use their last name @stpatrick.school. Most staff read their email daily.

School Office email:

- Principal: [principal@stpatrick.school](mailto:principal@stpatrick.school)
- Secretary: [schooloffice@stpatrick.school](mailto:schooloffice@stpatrick.school)
- School Committee: [schoolcommittee@stpatrick.school](mailto:schoolcommittee@stpatrick.school)
- Parent Teacher Organization: [pto@stpatrick.school](mailto:pto@stpatrick.school)
- Athletic Directors: [stpatrickschoolathletics1848@gmail.com](mailto:stpatrickschoolathletics1848@gmail.com)

**FAMILY ENVELOPE:** The family newsletter will be sent home electronically and should be read thoroughly. Any information that cannot be sent electronically will be sent home with the oldest child. When you receive an envelope, it should be returned the following day after removing the material. Any returned forms or other communication should be individually marked and sent directly to the school office and not sent back in the family envelope. Most forms are available on the school website.

**FACTS MESSENGER:** This alert notification system for phone, text and email contact will be used with parents when school is canceled, delayed, or other information is needed to be shared.

**FACTS SIS:** This online school management system allows parents to access their child's academic progress. Parents can access FACTS at <https://factsmgt.com> and select the Family Portal Login. There is also a FACTS app for use on smart devices.

**ANNUAL SCHOOL CALENDAR:** This calendar is provided at the beginning of the school year and is found in this handbook. It will include information on scheduled days off and other activities. Because of the publishing of this handbook, the calendar dates are subject to change.

**MONTHLY CALENDAR:** The monthly school calendar will be published on the FACTS Family Portal and sent home both physically and electronically.

### **FUNDRAISING AND SERVICE REQUIREMENTS:**

#### **SERVICE REQUIREMENTS**

**Kindergarten - Eighth Grade Families** -- The parents/guardian will be required to perform a total of fifteen (15) hours of service for Saint Patrick Catholic School. Two of these hours are REQUIRED for auction. Your service hours will be required to be recorded on your Facts Family Portal.

**Preschool and Young Five Families** -- The parents/guardian will be required to perform a total of five (5) hours of service for Saint Patrick Catholic School. Two of these hours are REQUIRED for auction. Your service hours will be required to be recorded on your Facts Family Portal.

- Non-paid activities which include but are not limited to -- chairing or assisting at school fundraisers or events, PTO, school committee, chaperoning field trips, fish fry, auction, rummage sale, St. Patrick Day breakfast, classroom assistance, office assistance, recess, etc.
- Hours volunteered at sporting events will NOT be counted towards your required service hours.
- School administration will make final determinations as to acceptable activities for service.
- Service hours need to be recorded on Facts Family Portal by April 30th, 2026.
- Service time needs to be performed between July 1 and April 30 of the current school year.
- Youth service time may not be counted in this service requirement.

- Other family members may not fulfill this requirement unless special arrangements have been approved by the pastor and school administrator because of hardship.

For those not completing the required amount of school service hours, a fee of \$25 for each unfulfilled service hour will be charged. A fee of \$75 for each unfilled auction hour will be charged.

Service fees will be assessed and billed onto your FACTS account in May 2026. A late fee of \$25 will be added if not paid by the last day of school.

In the event that a family is billed for unfulfilled service hours and that invoice goes unpaid, student records will not be released to families who are leaving Saint Patrick School.

## **FUNDRAISER REQUIREMENTS**

Saint Patrick Catholic School fundraisers help to support the cost of educating each child at Saint Patrick. Parents/Guardians are required to participate in purchasing or selling auction raffle tickets.

**Kindergarten - Eighth Grade Families** are required to purchase/sell \$200 worth of auction raffle tickets. Failure to purchase/sell tickets will result in a \$250 fundraiser fee. This requirement is a PER family.

**Preschool Families** are required to purchase/sell \$100 worth of auction raffle tickets. Failure to purchase/sell tickets will result in a \$150 fundraiser fee. This requirement is a PER family.

Fundraising fees will be assessed and billed to your Facts account in January 2026. If not paid by March 1st, a \$25 late fee will be added.

Participation in the Rise Right Scrip program is **strongly recommended**. Each family is requested to participate in the program. Please contact our SCRIP coordinator, Andrew Konyha [aakonyha@hotmail.com](mailto:aakonyha@hotmail.com). Scrip purchased in the summer prior to the current school year are applied to this total. The SCRIP season ends in the first week of June. Any SCRIP purchased after the Saturday after the first Friday of June will apply to the next school year.

## **GUARDIANSHIP:**

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

## **HOT LUNCH:**

Hot lunch is available each full day for purchase through Airport Community Schools. A family's order should be placed by 9:30am on the day of service. To order, you will use the Meal Magic Family Portal for Airport Community Schools. Meal Magic payment options include paying online or by check issued to Airport Community Schools and dropped off at the school office. If a student is absent or leaves school early, the ordered lunch must be canceled by 10:00am or you will be charged for the meal.

## **LUNCH/RECESS SCHEDULE:**

### **Lunch Time:**

Grades: K, 1, 2, 3

Grades: 4, 5/6, 7/8

11:45 am – 12:05 pm

12:05 pm – 12:30 pm

### **Recess Time:**

Grades: 4, 5/6, 7/8

Grades: K, 1, 2, 3

11:45 am – 12:05 pm

12:05 pm – 12:30 pm

## **LOST AND FOUND:**

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

## **MESSAGES TO STUDENTS:**

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

## **PERSONAL ITEMS AND ANIMALS:**

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

**SCHOOL SUPPLIES:**

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

**SCHOOL HOURS:**

|                          |            |
|--------------------------|------------|
| Starting Time:           | 7:30 a.m.  |
| Dismissal Time:          | 3:00 p.m.  |
| Half-Day Dismissal Time: | 11:00 a.m. |

**SCHOOL PICTURES:**

School pictures of the students are taken each fall. Yearbooks will be purchased at a later date. Parents are not obligated to purchase school pictures or yearbooks. On *Picture Day*, students may wear dress appropriate non-uniform clothing. No short, sleeveless, or low-cut attire is permitted. Clothing that exposes the midriff or middle/lower back is unacceptable. Hats should not be worn.

**TEXTBOOKS AND BOOK COVERS:**

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

**TUITION ASSISTANCE:**

Parish school families with students in grades K-8 are eligible to apply for the Archdiocese of Detroit tuition assistance program when the applications become available in December. A local tuition assistance form is also available for those needing financial assistance for students in grades K-8. Families who apply for the local tuition assistance must also apply for the Archdiocese of Detroit tuition assistance program.

**TUITION POLICY:**

It is expected that the contract parents sign through FACTS during enrollment be upheld. Tuition is paid in full the first week of July unless using the FACTS Tuition Monthly Payment Management Program. Failure to pay tuition will result in not being able to register for the following school year. If a difficulty emerges and you are unable to make payment, please contact the principal.

# SECTION B - PROGRAMS AND SERVICES

## ATHLETIC PARTICIPATION IN CYO SPORTS:

The goal of athletics at Saint Patrick School is to contribute to the development of the Christian person and is organized through the Divine Grace Parish Men's Club. The sports program provides guidance that fosters loyalty, self-respect, fairness, respect for authority, perseverance, and excellence. All students and parents who participate in CYO sports will follow the Athletic Code of the CYO League and parish guidelines. At least one adult must be available to supervise students during practice. Sports are held either on the Saint Patrick campus or another vicariate parish sponsoring a sport not available at Saint Patrick parish. Sports include soccer, football, volleyball, basketball, softball, and baseball.

## CAMP STORER:

Grades 5 and 6 attend the YMCA Camp Storer near Jackson, Michigan for either a full or partial week of outdoor educational activities and classes. Parents who can stay at Camp Storer for a duration of the time may apply to serve as chaperones. The cost of camp is the chaperone's responsibility. Information sessions for students, parents, and chaperones will be held shortly after school starts. Chaperones must comply with Camp Storer and Archdiocese of Detroit rules and guidelines. Fundraising to help defray camp costs is optional and coordinated by parents.

## CURRICULUM:

Saint Patrick School offers an academic program that provides a gradual coordinated and personalized process of learning. The faculty's daily commitment is toward enabling the individual student to become a well-educated and integrated Christian in an educational environment which fosters faith, knowledge, and service.

Saint Patrick School carefully follows the curriculum guidelines laid down for elementary schools through the Archdiocese of Detroit ([www.aod.org](http://www.aod.org)) and National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools. Additional information can be found at the [www.catholicschoolstandards.org](http://www.catholicschoolstandards.org).

Alongside these curriculum guidelines, Saint Patrick School incorporates the modality of the Institute of Catholic Liberal Education, of which we are a member school. Our curriculum aims at directing students toward that which is True, Beautiful, and Good. The intention is to teach students "how to think" so that they will think truly, and act rightly – This was the goal of the ancient Romans, and the Greeks. It was the educational model of the Christians of the Middle Ages, and of the founding fathers of the United States of America. The religion curriculum uses the guidelines found in the Archdiocese of Detroit Religion Standards for each grade level.

Saint Patrick is fully accredited with MANS (Michigan Association of Non-Public Schools) and teachers have and/or work toward certification through the State of Michigan.

Saint Patrick School curriculum includes Religion, Grammar, Math, Latin, History, Geography, Science, Literature (Reading), Spelling, Writing, Vocabulary, and Cursive.

To this curriculum Saint Patrick School provides Art, Music, Physical Education, and Technology provided by Airport Community Schools.

Goals and Objectives for Curriculum Program:

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

Teachers are committed to using best practices in education and employ a variety of techniques in classroom instruction. Subject areas are often combined into an integrated unit of study.

## COMMUNITY SERVICE:

In keeping with the school philosophy, we acknowledge our responsibility to help those who are less fortunate than us. As a result, Saint Patrick School promotes participation in community service activities. Many opportunities are provided school wide as well as a classroom basis for involvement in community service projects. Seventh and eighth grade students are required to complete

service projects before receiving the Sacrament of Confirmation. The religious education director will assist the students in fulfilling their requirements for Confirmation.

#### **EXTENDED DAY CARE (LATCHKEY):**

A before and after school extended day program is available for K-8 students who attend Saint Patrick School. Regular hours for this program are 7:00 a.m. – 7:15 a.m. and 3:00 – 6:00 p.m. Registration and other information are available in the school office. There is a \$35 registration fee. The extended day for Preschool students is also available after Preschool hours from 2:45 p.m. - 6:00 p.m.

#### **FACTS GRADEBOOK- Online Grade Posting:**

Our middle school aged students will have access to view their current grades on FACTS. You can also do so by logging in to FACTS through the Family Portal, where you completed your registration. Go to [www.factsmgmt.com](http://www.factsmgmt.com) and click on “Log In Here.” Select “FamilyPortal Login” under “For Families.” Enter our District Code: SPC-MI. Enter your username & password. Select the “3 Horizontal Lines” on the top left. Select “Student” → “Grades.” On the right hand side, you will “Select a Class.” If the teacher has input grades, you will see the detailed classwork, homework, and test grades. If you have questions about grading, please contact your student's teacher.

#### **FUNDRAISERS:**

In order to reduce the cost of tuition, Saint Patrick School has several fundraisers in which parents are encouraged to participate in each year. Our major fundraisers are the Scrip program, annual auction, rummage sale, the annual appeal, the Divine Grace Parish Festivals and various others. These fundraisers help keep our school running and are a great way to help families “connect” with each other in meaningful activities.

Fundraisers that cost you nothing extra.

- **Raise Right Scrip Program** – Participating merchants give a percentage of your purchases to our school. Through the purchase of gift certificates, a school family also receives tuition credit for purchases made. For more information contact the school office.
- **Kroger’s** – By linking Saint Patrick School to your Kroger card, a donation is made back to the school every quarter.
- **Paper Recycling** – Families may drop off their newspapers, magazines, office mail, junk mail, and other papers in the two yellow and green bins in the school parking lot.

#### **GRADING SCALE (Grade K-2)**

Students in grades K-2 will use the standard-based report card with: P-Proficient, D-Developing, N-Needs Support

#### **GRADING SCALE (Grade 3-8):**

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

| Letter Grade | Percent             | Honor Points | Comment                                                                                                                                                                 |
|--------------|---------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A            | 93-100              | 4.00         | Superior Work                                                                                                                                                           |
| B            | 83-92               | 3.00         | High Quality Work                                                                                                                                                       |
| C            | 72-82               | 2.00         |                                                                                                                                                                         |
| D            | 60-71               | 1.00         |                                                                                                                                                                         |
| F            | 0-59                | 0            | No Credit                                                                                                                                                               |
| CP           | Continuous Progress |              | Lower than grade level (not a failure)<br><div style="border: 1px solid black; padding: 2px; display: inline-block;"> Satisfactory Work<br/> Unsatisfactory Work </div> |
| I            | Incomplete          |              | Additional work must be completed before a letter grade is given.                                                                                                       |

#### **GRADING SYSTEM:**

Age-appropriate grading formulas are used throughout the school. Teachers will provide an overview of the grading system particular to their grade level.

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

Report cards are distributed at the end of each Quarter (See the School Calendar for dates.)

**Progress reports:** Academic progress reports are available at any time using the FACTS online service. Progress reports when

needed are given at the midpoint of each quarter for students in grades K-8. These reports serve as an indication of the performance of the student thus far. Parents should contact the teacher(s) with specific questions or concerns.

### **HOMEWORK:**

Homework helps develop good habits and a sense of responsibility. Homework may be of a written, research, or review type work. It is expected to be complete, accurate, neat, and prompt. Each teacher will distribute and post a homework policy at the beginning of the school year. Parents play an important role in establishing the proper conditions of quiet, consistency in time, and place of study. Parents are encouraged to inspect the student's work before it is returned to school. A busy schedule should not be a continuous excuse for incomplete homework assignments. The below times may not include any unfinished classwork. Suggested length of time spent on homework is as follows:

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

This is in addition to the 20 to 30 minutes of daily reading that is suggested and requested for each day. At the lower levels K-3, this reading is very heavily dependent upon parental oversight and involvement. 4th - 8th will have weekly bible verse memorization and Baltimore catechism reciting that could extend the time above. Students working consistently over the amount suggested should contact the teacher for assistance or guidance.

### **LITURGY AND PARTICIPATION IN RELIGIOUS ACTIVITIES:**

All students, Catholic and non-Catholic, who attend Saint Patrick School, are expected to participate fully in the religion classes, liturgical and para-liturgical programs. Students attend Mass most weeks on Friday at 11 a.m., First Fridays, and Holy Days. Parents and friends are encouraged to come and pray with us at Mass and other liturgical celebrations. Students are also expected to attend Sunday Mass with their families as regular participation in community worship is a vital part of our Catholic faith.

### **MUSIC CONCERTS:**

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

### **PARENT-TEACHER COMMUNICATION:**

Parents and teachers work together as partners for the well-being of our students. Parents are encouraged to be in close contact with school personnel, especially in terms of questions or concerns about student progress. The overall goal of an excellent educational experience is only attainable through teamwork. Teachers will send home information packets as needed. Parents are asked to schedule any and all conferences in advance with staff and administration. **Ordinarily, teachers cannot be called to the phone during the day nor should they be called at home unless requested by the teacher to do so.** Messages may be left for the teacher at the office. All teachers have an email address posted on the school website for communication. The school utilizes a student web-based management system that allows parents access to student grades and a class website.

When parents receive a note regarding conduct or work, it is expected that the parents will respond promptly by communicating the plan of action that will be taken to help remedy the situation. When parents contact teachers or the school office with notes, permission slips or other communication, please be sure they are in a sealed envelope labeled with correct identifying information.

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

Escalation of Concern for parents should be as follows:

1. Initially, any issue should be directed to the teacher first.
2. Principal Administrator
3. School Committee

### **PRESCHOOL:**

A three- and four-year-old Preschool program is available at Saint Patrick School. Registration and other related information are available in the school office.

### **PROMOTION AND RETENTION:**

To promote or retain is a critical decision involving parents/guardians, teachers, and administrators. Careful consideration of all aspects will be weighed for each individual case. When retention is being considered, parents will be notified well in advance before a final decision is made.

When cooperative efforts to improve the child's performance have failed, careful evaluation will be made, with use of Light's Retention Scale. This scale considers 19 factors across various categories to help determine if retention might be more helpful or harmful to a student's success and/or may indicate the need for evaluative testing through the public schools or a private firm, or as

a last resort, non-promotion. The judgment to promote or retain is made by the school, in consultation with the parents.

Students in grades K-3:

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

Students in grades 4-8:

Failure in three major subjects can result in retention. In consultation, the teacher, principal, **and parents** make the decision.

#### **SACRAMENTS:**

- Second graders receive the sacraments of Reconciliation and Holy Eucharist for the first time. Reconciliation occurs in winter and First Communion in the spring.
- Eighth graders are given the opportunity to receive the sacrament of Confirmation each year in the spring.

Receiving sacraments are significant events in a young Catholic's life. Students are not required to receive any sacrament. Students who do not receive the sacraments at the times designated for their class may prepare individually. Those who prepare individually for a sacrament will need to plan with the pastor. Students attend Mass weekly and can receive the sacrament of Reconciliation during the school year.

#### **SPORTS ELIGIBILITY IN RELATION TO ACADEMIC ACHIEVEMENT:**

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

#### **SPECIAL SERVICES:**

Some services are provided through the Monroe County Intermediate and Airport School Districts such as speech pathologist, teacher consultant for visually impaired, orientation and mobility specialist, physical therapist, occupational therapist, academic testing, and psychological testing. You may contact the school for further information.

#### **SPECIAL SUBJECTS (Exploratory Classes):**

Saint Patrick School collaborates with Airport Community Schools to provide exploratory classes each year such as art, music, computer skills and technology, and physical education.

#### **STUDENT COUNCIL:**

The Student Council consists of students in grades 4-8. All students submit their names in writing to their classroom teacher. Students will vote and select one representative for each ten students in a class. A president and vice-president will be selected by a grade 4-8 student vote. Voting will be held at the beginning of each school year.

#### **TESTING:**

As a matter of educational policy, standard achievement tests are administered. Archdiocesan directives and guidelines concerning testing are followed. The principal and teachers review test results for instruction and curriculum improvements. Individual results are provided to the parent/guardian. The aims of standard achievement tests are:

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

The High School Placement Test is available each year for all eighth-grade students at the various Catholic high schools. The Star Renaissance Test will be given in September, January, and April to grades K-8. For a student to receive special accommodations for any standardized test administration, the school must receive written recommendations for accommodation in an Individual Service Plan or profile developed by a qualified specialist. This documentation must be part of the student's CA-60 file. Only those students whose parents/guardians have given written consent can receive accommodations.

# SECTION C – RULES AND POLICIES

## **ABSENTEEISM AND ATTENDANCE:**

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

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

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

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

## **ABSENTEEISM AND ATTENDANCE FOR SPORTS ELIGIBILITY:**

A student involved in athletics who has missed school the day of an event will be handled on a case by case basis by the Principal and Athletic Director. Parents are expected to operate in good faith by not allowing an ill student to participate in athletic events and having healthy students attend school the day of an athletic event when not impacted by illness or another factor.

## **ABSENTEEISM AND ATTENDANCE FOR END OF THE YEAR AWARDS:**

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

## **ABSENTEEISM AND STUDENT MAKE-UP ASSIGNMENTS:**

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

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

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

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

## **ACADEMIC HONESTY:**

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

## **APPOINTMENTS/EARLY DISMISSAL:**

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

**CHILD ABUSE AND NEGLECT:** State law requires designated persons including school administrators, school counselors, teachers, social workers, and members of the clergy having reason to believe that a child under the age of eighteen years has been abused or neglected, must report the matter promptly to the Michigan Department of Human Services Central Intake Office.

“Child abuse” is defined as harm or threatened harm to a child’s health or welfare by a parent, legal guardian, teacher, teacher’s aide, clergy, or any other person responsible for the child’s health or welfare through non-accidental (i) physical or mental injury; (ii) sexual abuse; (iii) sexual exploitation; or (iv) maltreatment. “Child neglect” is defined as failure to provide adequate food, clothing, shelter, or medical care.

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

A written report must be mailed to the Michigan Department of Human Services Central Intake Office and a copy of the written report will be faxed and mailed to the Policy Delegate for the Archbishop (Archdiocese) and the attorneys for the archdiocese.

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

The Michigan Children’s Protective Services (CPS) program is responsible for investigating allegations of child abuse and neglect. To report abuse and neglect call the state hotline at 1-855-444-3911 which is available 24 hours a day. Persons reporting child abuse cases are granted anonymity.

#### **COLLECTION OF MONEY:**

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

#### **CONFLICT-RESOLUTION POLICY:**

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

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

**DANCES:** Students in grades 7 and 8 may attend dances held at Saint Patrick Catholic School. Monroe Vicariate Catholic Schools will also invite our students to attend their dances. Any student who attends the dances must sign and have on file in their school, a copy of the Monroe Vicariate Dance Guidelines. Students and parents will be held accountable according to these guidelines. Students who attend any Monroe Vicariate dance must show their school identification card to be admitted.

#### **DRESS CODE:**

The Dress Code is designed to promote an atmosphere that is conservative and conducive to learning. Clothing should be neat, clean, modest, and tasteful. While some unacceptable items are specifically mentioned, this is for clarification and is not intended to be all-inclusive. The school administration will make the final decision on appropriate clothing.

Students begin wearing their uniforms on the first day of school. Dates when students may wear other attire than the dress code will be provided in writing through the yearly or monthly school calendar, the school newsletter, or a classroom letter. The dress code applies to field trips unless otherwise specified. Students who participate in sport teams may not wear their sport tops on game days.

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

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

If a student enrolled in grade six or above makes a bomb threat or similar threat directed at a school building, other school property,

or a school related event, then the school shall suspend or expel the student from the school for a period of time as determined at the discretion of the school. (Archdiocesan Police #5007)

#### **FIELD TRIPS:**

Field trips of educational value are planned for each grade. Students must return their Medical Treatment Release Form and parent permission field trip form, signed by their parents, to the homeroom teacher before being able to participate in a specific field trip. No handwritten permission slips will be accepted. A new field trip form must be filled out if there are any changes, as a form becomes invalid if it is altered. Students who do not have parent/guardian approval for participating in a class field trip must attend school during regular school hours for the given day.

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

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

#### **FIELD TRIP CHAPERONES:**

At times adults are needed to supervise the behavior of our students at social gatherings or on field trips. We are grateful to those adults who are willing to serve as a chaperone so these special events can take place. A chaperone must have a current Protecting God's Children certificate on file in the office in order to chaperone field trips and school sponsored events. A chaperone should model correct behavior and abide by school rules and any special rules set up for that event by the teacher or facility being visited. Chaperones should stay with their assigned group to supervise students' safety and behavior and be available to assist in any unexpected student needs. Chaperones are expected to monitor student behavior and remind students of appropriate behavior if needed. Chaperones are encouraged to address specific concerns to the supervising teacher(s). Chaperones should not consume alcoholic beverages while chaperoning any school event. When bus transportation is being provided, chaperones may be expected to ride the bus with their group. It is important that chaperones have their group in the correct location at the assigned time.

#### **FIELD TRIP VOLUNTEER DRIVERS:**

Many field trips require the use of volunteer drivers and private passenger vehicles. Drivers must be over twenty-one years of age and are required to complete a Volunteer Driver Information Sheet and provide proof of insurance at least one week prior to driving students on any field trip. This form is available in the school office and needs to be completed annually when there are any updates or changes in the policy or coverage dates during the school year. A copy of the driver's license and auto insurance policy are required to be kept on file with this form. The minimal, acceptable liability for privately owned vehicles is \$250,000/\$500,000. It is recommended that parents carry expanded coverage of \$500,000 CSL. The additional coverage is considered appropriate protection and, generally, is inexpensive to purchase. Vehicles being used must have a working seat belt for each student transported in the vehicle. It is the responsibility of the driver to be certain that students are properly buckled whenever the vehicle is in motion.

The driver must have a current Protecting God's Children certificate on file in the office in order to drive with students to field trips and school sponsored events.

While driving, it is preferred that you leave the radio off and avoid playing music. If you choose to play music, refrain from playing music or radio stations that others may find offensive and do not promote Christian values. Unless enough chaperones or drivers are available, the trip will not take place. It is the responsibility of the volunteer driver to make sure each student is properly buckled and complies with State booster seat regulations whenever the vehicle is in motion. Children are to be properly buckled in a car seat or booster seat until they are eight years old, or 4 feet 9 inches tall. Children must ride in a seat until they reach the age requirement or the height requirement, whichever comes first. (Archdiocesan Policy #6002)

#### **DISCIPLINARY ACTION:**

The conduct code prohibits students from engaging in behavior that will endanger or threaten to endanger the safety of others, that will damage property, or that will impede the orderly conduct of the school program. Hopefully, the occasion to impose serious penalties will rarely, if ever, occur. However, if flagrant violations of school regulations take place or if repeated indifference to correction is demonstrated, appropriate disciplinary action will be taken, including possible suspension or expulsion. Offenses warranting such penalties would include, but not be limited to:

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

Such offenses are prohibited whenever and wherever they occur, whether that be on school grounds or on school buses or during school sponsored field trips or in connection with school related events and activities or directed against students in route to or from school or done with intent to disrupt or impede the orderly conduct of any school activity. Student actions directed against any person, whether adult or minor, on school property or at any location where a school related event or activity is held, shall be disciplined in the same manner as if the action had been directed against school staff or students.

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

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

Conduct Referral:

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

Corrective Action Plan:

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

Disciplinary probation:

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

Exclusion:

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

Detention:

Detention is a school wide discipline tool used to handle repeated or major classroom problems or problems outside the classroom. Detentions will be served with a teacher either before or after school. Parents will be notified before a student serves a detention. A detention may be rescheduled because of illness or previously scheduled medical appointments. Absolutely no exceptions will be made for athletic practices or extracurricular activities.

During detention, the student sits quietly and may not do homework or other activities. Detention times are as follows: Grades 1-3 fifteen (15) minutes, Grades 4-5 thirty (30) minutes, grades 6-8 forty-five (45) minutes.

Suspension:

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

Expulsion:

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

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

**ELECTRONIC COMMUNICATION DEVICES:**

For the purpose of this document "Electronic Communication Devices" refers to, but is not limited to, the following items: cellphones, smartwatches, radios, cameras, electronic games, MP3 players, iPads, tablets, and other personal data assistants. "Electronic Communications Devices" does not refer to any devices provided by the school to the student for education purposes.

If a student possesses an electronic communication device, it must remain turned off and left in her/his locker at all times, including, on buses, field trips, before, during, and after school. When participating in service projects or non-school activities, after school, these devices should remain in the student's backpack.

**If a student owns an electronic communication device with photographic or video capability, he/she is not allowed to video and/or take pictures in the school building, on parish grounds, on buses (provided by Airport Community Schools and/or St. Patrick School) or on field trips, before during, or after school.**

Use of an electronic communication device will result in disciplinary action which may include detention, suspension, expulsion, and/or appropriate legal action. The electronic communication device will be kept in the school office until parent notification and arrangements for the return of the device are completed.

- Students have no reasonable expectation of privacy in the contents of any device confiscated as a result of violation of this

- policy where school officials have reasonable suspicion that the student has violated a school rule or law.
- The administration reserves the right to conduct an electronic communication device search if there is reasonable suspicion of misconduct or violation of school rule or law.
- Saint Patrick School will not be responsible for lost or stolen electronic communication devices.

Use of electronic communication devices for medical reasons may be granted on a student-by-student basis. A student granted this permission must use the electronic communication device solely for the purpose of the medical condition and consistent with the above policy.

### **CHROMEBOOKS AND @stpatrick.school STUDENT ACCOUNTS**

- Chromebooks provided by St. Patrick School to students are the property of St. Patrick School and the use of such accounts shall be consistent with St. Patrick School Code of Conduct and the moral standards set by the Roman Catholic Church.
- @stpatrick.school and @stpatismi.com student accounts are the property of St. Patrick School and the use of such accounts shall be consistent with St. Patrick School Code of Conduct and the moral standards set by the Roman Catholic Church.
- Chromebooks and @stpatrick.school and @stpatismi.com student accounts are monitored and, in some cases, electronically recorded. Students have no reasonable expectation of privacy in the contents of any Chromebook, @stpatrick.school and/or @stpatismi.com student account.

If a student violates this policy and/or when school officials have reasonable suspicion that the student has violated a school rule or law, the contents of the student account will be examined, electronically copied, recorded, and retained. Said student's use of the account may be terminated or restricted at the discretion of the Administration of Saint Patrick School. Additional discipline may also be administered up to and including expulsion from Saint Patrick School.

Any electronic communications device privately owned and connected to the Saint Patrick School and Divine Grace Parish Wi-Fi networks must be used in a manner consistent with Saint Patrick School rules, and the Moral Standards of the Roman Catholic Church. Persons using said network have no reasonable expectation of privacy in the contents of any device connected to said network. If any person violates this policy and/or when school officials have reasonable suspicion that a person using said network has violated a school rule or law, the contents of the device connected to the network may be examined, electronically copied, recorded, and retained. Inappropriate use of the network may result in the termination or restriction of use, at the discretion of the administration of Saint Patrick School, and Divine Grace Parish. Additional discipline may also be administered.

### **HAZING:**

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

### **ILLEGAL SUBSTANCE: See Addendum A**

### **INCLEMENT WEATHER AT SCHOOL:**

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

### **LIBRARY LENDING POLICY:**

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

### **LOCKERS AND DESKS:**

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

### **PARTIES:**

Surprises affect the educational process and may also create conflict with previously scheduled activities. Contact the teacher before sending any treats to school. In consideration for the wellness recommendations set by the State of Michigan, Saint Patrick School has approved a wellness policy that encourages healthy food. Please contact the teacher regarding birthday celebrations in the classroom. If healthy beverages are sent in, they should be in individual containers.

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

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

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

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

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

### **SCHOOL RULES AND REGULATIONS:**

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents, and students, in all their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive, or abusive atmosphere, including such activity in online postings on social networks such as Myspace, will be disciplined, up to and including expulsion. False accusations against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited.

Good order is a necessary and desired prerequisite to learning. Our staff works with your child in a climate conducive to enthusiastic inquiry yet ordered to a degree beneficial to all. To accomplish this, heavy emphasis will be placed on a sense of individual responsibility for one's actions and parental cooperation. Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor as detrimental to the school community. The principal or pastor reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices, or procedures.

### **BEHAVIOR GUIDELINES**

- Be respectful, courteous, and kind to everyone always.
- Be truthful and responsible for all actions and follow school procedures.
- Be punctual and well prepared for class.
- Come dressed appropriately and ready to work and play well.
- Treat school property and the personal property of others with respect.
- Electronics and Electronic Communication Devices – such as, but not limited to, cell phones, smart watches, radios, cameras, recorders, Game Boys, beepers, electronic games, MP3 player, iPad, tablets, smart watches, laser pointers, or any devices of any kind for personal data assistants, are to remain at home. They are not to be used by Saint Patrick School students on the Saint Patrick grounds, nor at school functions on or off campus. These items will be confiscated, and may be picked up at the school office by the parents. “Electronic Communication Devices” does not refer to any devices, such as Chromebooks, provided by the school to the student for educational purposes.
- Chromebooks provided to the student by the school are the property of Saint Patrick School and are for schoolwork **ONLY**. “Monitoring Software” such as Go-Guardian will be used to monitor student use of Chromebooks.
  - Students must log-in to their assigned Chromebook only, and must use the login provided to the student by the school.

- Students who use another login will lose the privilege to use their Chromebook for the rest of the day. Upon a second violation of this policy the student will lose the privilege of the Chromebook for an extended number of days.
- Personal computer software may not be brought to school, or used on the student's Chromebook.
- Student use of the internet is recorded by monitoring software. Students who use inappropriate web-searches, and/or websites, and or misuse their school email will lose the privilege to use their Chromebook for the rest of the day. Upon a second violation of this policy the student will lose the privilege of the Chromebook for an extended number of days.

The above policy about the use of the school assigned email, and/or school issued Chromebooks applies whether the student is at school or away from school. Inappropriate use will result in loss of the Chrome book for a day. Upon a second violation of this policy the student will lose the privilege of the Chromebook for an extended number of days.

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

#### **CLASSROOM RULES:**

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

#### **LUNCHROOM RULES:**

1. Enter in a line and go quietly to the assigned table.
2. Eat in a respectful manner and do not take or share another's food.
3. Remain seated while in the lunchroom.
4. Each student will clean his or her area at the table, including disposing of one's garbage properly.
5. Silence is expected when the lights are turned off.
6. No throwing food and/or garbage.

#### **OFF CAMPUS RULES:**

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

#### **PLAYGROUND RULES:**

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

#### **RESTROOM RULES:**

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

#### **SEXUAL HARASSMENT POLICY:**

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

Respect for the dignity and worth of everyone is a basic tenet of Saint Patrick 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 which ensure that the school is free from sexual and other forms of illegal harassment.

Saint Patrick School will neither tolerate sexual harassment nor will it tolerate reprisals against any employee, student or other

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

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

#### **DEFINITION OF SEXUAL HARASSMENT – STUDENT RELATIONSHIPS:**

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

Examples of sexual harassment:

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

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

#### **OTHER FORMS OF ILLEGAL HARASSMENT:**

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

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

#### **REPORTING HARASSMENT:**

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

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

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

#### **SCHOOL SUPERVISION:**

Saint Patrick School will ensure that students are adequately supervised by adults during the entire time they are on the school premises. This includes instructional areas, school grounds, and buildings during recess and lunch, school-sponsored after school and/or overnight activities, school buses, and bus zones in accordance with local public school district regulation if public school buses are used. School administration, faculty, and adult volunteers share in the responsibility of providing adequate supervision of students. (Archdiocesan Policy #5015)

#### **STUDENT DISCIPLINARY CODE OF CONDUCT:**

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

|                           |                                  |                           |
|---------------------------|----------------------------------|---------------------------|
| Minor Behavior Misconduct | Intermediate Behavior Misconduct | Major Behavior Misconduct |
|---------------------------|----------------------------------|---------------------------|

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

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

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

#### **STEROID POLICY:**

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

#### **TARDINESS:**

The starting time for school is 7:30 am. Students arriving after this time will be considered tardy and will need to pick up a tardy

slip at the office if morning prayer has concluded in the gymnasium. Where frequent tardiness is noted, the teacher and/or administrator will confer with the parents/guardian to remedy the problem.

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

**TOBACCO/VAPE POLICY:**

Possession or use of cigarettes, tobacco/vape and or other like products are not permitted at this school. Students found in possession and/or use on school property and/or at school related events will result in disciplinary action up to (and including) expulsion from Saint Patrick School.

**First Offense:** The administrator

1. may notify appropriate law enforcement/juvenile agency if circumstances warrant
2. shall notify parent/guardian of the situation and set an immediate conference with them
3. shall suspend the student for violation of policy for an appropriate number of days.

**Second Offense:** The administrator shall implement #1, #2 and #3 above. Expulsion/exclusion may occur.

**TRANSFERS AND WITHDRAWALS:**

If a student withdraws from school, the cumulative record is forwarded to the receiving school, however, if fees and/or tuition are in arrears, grades or transcripts may be withheld until such amounts are paid in full. Health records must be forwarded to the receiving school.

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

**TRUANCY:**

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

**UNIFORM POLICY:**

**PURCHASE LOCATIONS:** Clothing may be purchased at any uniform company or store that meets the acceptable items criteria except for the following: (Note: "School Emblem", and or "Logo" can be any previous Saint Patrick School logo or emblem.)

- Green plaid skirts or jumpers can be purchased at School Belles and/or Lands End.
- Green polo shirts and green, crewneck sweatshirts with the school emblem are purchased at All Heart Athletics.
- Green Gym tops (sweatshirt and/or t-shirt) and bottoms (sweatpants and/or shorts) with the school emblem are purchased at All Heart Athletics.

1. **BLOUSES/SHIRTS:**

- a. **Colors:** Solid white, light blue, or navy blue and green polo shirts with the school emblem.
- b. **Style:** The shirt must have a collar and be a knit polo type shirt with buttons or an oxford type dress shirt (no t-shirts, no mock turtlenecks, no decorations such as emblems, flowers, lace, etc.) Shirts/blouses must be tucked in at school. A Saint Patrick School green polo shirt with the school emblem is the only green shirt permitted.

2. **SWEATERS:**

- a. **Colors:** Solid Navy blue or solid white.
- b. **Style:** Plain, pullover, V-neck, Sweater-vest, or cardigan to be worn over a uniform shirt/blouse with the collar visible. No hoods.

3. **SCHOOL LOGO SWEATSHIRTS:**

- a. **Color:** Green
- b. **Style:** The green crewneck sweatshirt with the **small** Saint Patrick logo can be worn over a shirt/blouse that complies with the dress code. No hooded sweatshirts or sweatshirts with the large logo permitted.

4. **COTTON TWILL SLACKS:**

- a. **Color:** Navy blue (no washed-out gray slacks) or khaki (light or dark shades are acceptable, no white)
- b. **Style:** Plain, dress type with both side seams sewn in and inside pockets without accent stitching, side tabs, rivets, or studs. Pant legs should be straight with no flairs. No low-cut waists are allowed for pants. Cargo pants may not be worn.

5. **COTTON TWILL DRESS SHORTS:**

- a. **Color:** Navy blue or khaki.
- b. **Style:** Plain, dress type knee length (no more than 2" above the knee).

c. Dress shorts should follow the slacks guidelines.

6. **SKIRTS/JUMPERS:** Students in grades K-8 may wear skirts, jumpers, or skorts that are no more than 2" above the knee. Girls may wear a dark navy blue, khaki, or green plaid jumper or skorts.
7. **SHOES:** Dark colored dress shoes with heels no higher than 1", or deck shoes. Tennis/sport shoes or high-top foot apparel may not be worn as a dress shoe. Gym shoes may only be worn on gym days or other days designated by the principal. No open toe shoe, open heel shoe, or sandals are to be worn at any time. Students may bring gym shoes for recess.
8. **SOCKS:** Matching solid color, socks without logos, must be worn every day. Only matching plain colored socks may be worn. Solid colors of white, navy and black are allowed.
9. **GYM UNIFORM:** The required gym uniform for grades K-8 is to be purchased at All Heart Athletics. Gym shoes and socks (see above). The uniform consists of a green top with the "small" school chest logo on the left (pocket area) and green shorts or sweatpants with the "small" logo on the left leg. Gym shorts should not be rolled down at the waist, shortening the length of the shorts, shorts should be at least fingertip length. If a student is not in proper gym clothing, the student will not participate in gym class, and a failure grade will be given for that day in gym class. Clothing **MUST** be appropriate for outside weather. For safety, students should not wear gym shoes that are zipper or slip-on. Gym clothes should not have holes, slits on side seams, or be unhemmed. Students in grades K-8 will wear their gym uniform all day on gym days.
10. **GIRLS GRADES K-8 MAKE-UP:** **No face or eye make-up is allowed or fake eye lashes.** Only concealer may be used for facial blemishes. No spray tans allowed.
11. **HAIR:** **No unnatural hair colors** or fad styles that draw attention to the individual is permitted. All hair styles are above the eyebrows. Boys' hair should be off-collar.
12. **FINGERNAILS:** Neat and trimmed. No artificial nails.
13. **JEWELRY:** Jewelry should be conservative, and no excessive paraphernalia or iridescent colors are permitted. **Boys are not permitted to wear earrings even if covered.** Girls may wear small earrings with **no more than one earring per ear.** Jewelry shall not be excessive (e.g. heavy, multiple or large necklaces and bracelets). A small crucifix or Catholic religious medallion is allowed.
14. **JEAN DAY:** Only denim jeans or athletic pants are allowed on Jean Day unless noted by the office. These should be clean and free of holes. Shirts should be appropriate Spirit Wear (e.g. Saint Patrick spirit shirts, Fun Run shirts, etc ...). On non-uniform days, shirts must have acceptable slogans/pictures. Only gym shoes are permitted. No flip flops. Cargo pants, tank tops, and other leisure clothing are not acceptable.  
**MASS DAY:** School uniforms will be worn. Boys in grades 5-8 are to wear white or light blue button up dress shirts tucked in, a solid or plaid tie, and pants with a belt.
15. **OUTSIDE WINTER CLOTHING:** Students should be dressed adequately for outdoor play. In the winter, snow pants, warm jackets, hats, gloves, boots, etc. are necessary. Students without appropriate attire for snow play, which includes snow pants and boots, will be restricted to the pavement area or inside recess.

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

- 1<sup>st</sup> and 2<sup>nd</sup> offense: Uniform dress code violation slip signed by parents and returned to school.
- 3 or more offenses: Parents are informed of student violation either in writing or by phone and the student will receive a detention at recess or an after-school detention. Additional violations may require removal from class until the student complies, or suspension from school. The parent will be asked to meet with school administration to develop a plan to eliminate recurrence of the problem.

### **VANDALISM:**

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

### **WEAPONS POLICY:**

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

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

Definitions:

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

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

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

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

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

Depending on the nature of the weapon, the local police department shall be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.

Any student found in violation of this policy is subject to disciplinary action, up to and including expulsion (permanent dismissal).

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

1. To have students remain calm and avoid panic.
2. To notify police and the pastor.
3. To secure the school.
4. To notify and consult with the immediate supervisor or other appropriate party in the Archdiocesan Catholic Schools Office. The superintendent's office will in turn notify appropriate offices in the archdiocesan central services.

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

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

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

(Archdiocesan Policy #5019)

#### **VOLUNTEERS, PARENTS, AND OTHER VISITORS:**

Volunteers are an essential part of our school environment. Some of the areas where parents regularly volunteer include classroom helpers, clubs, competitions, holiday-events, etc.

Volunteers in our school are required to complete a "Criminal Background Check", undergo the "Protecting God's Children" training workshop and renewals, and complete the Orientation Guide for Volunteers.

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

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

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

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

Volunteers doing copying, cutting, or other activities that do not require student contact will find the necessary items in the school office. When you are done, please leave the finished work in the school office.

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

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

# **SECTION D – STUDENT HEALTH AND WELLNESS**

## **ACQUIRED IMMUNODEFICIENCY SYNDROME (HIV/AIDS)**

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

### **General**

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

### **Sanitation/Hygiene**

1. Catholic schools in the Archdiocese of Detroit shall annually comply with the mandates of the occupational safety and health administration (OSHA) with respect to the standards on blood borne pathogens.
  - a. Use routine and standard procedures to clean up blood or other body fluids. Latex gloves, disinfectant (bleach is best) and leak proof bags should be readily available.
  - b. Hand washing after contact with body fluids is a preferred work practice control.
2. Universal Precautions should be practiced.
3. Engineering controls must be in place for maintenance, disposal, housekeeping, and spill clean-up as outlined in the OSHA standard on blood borne pathogens. (Archdiocesan Policy #5001)

## **COMMUNICABLE DISEASES AND BLOOD BORNE PATHOGENS:**

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

(Archdiocesan Policy #5005)

## **CONCUSSION AWARENESS:**

In compliance with Public Acts 342 and 343, all students and parents receive concussion awareness information and are required to acknowledge receipt of this information. The signed acknowledgement form will be kept on file until the student reaches age 25.

## **EMERGENCY FORMS:**

Emergency forms are required for each student. These are to be filled out on FACTS during the enrollment process. We ask parents to keep us informed of any changes in information such as phone numbers, addresses, doctors, or parties to be contacted if parents are not available. Students will be released only to the individuals listed on the form.

## **HEARING AND VISION TESTS:**

These tests are provided each year to selected grades by the Monroe County Health Department. Kindergarten students are required

by the Health Department to have a vision test before entering kindergarten.

### **INJURIES AND/OR ILLNESS AT SCHOOL:**

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

### **ILLNESS AND IMMUNIZATIONS:**

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

Michigan law requires all students enrolled in a Michigan school to have a certificate of adequate immunizations no later than the first day of school or they will be excluded from school premises until proof is presented or a waiver is signed.

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

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

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

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

(Archdiocesan Police #5011)

### **IMMUNIZATION REQUIREMENTS:**

Required Childhood Immunizations for Michigan School Setting are as follows:

|  <h2>Vaccines Required for School Entry in Michigan</h2> <p>Whenever children are in group settings, there is a chance for disease to spread. Parents must follow state vaccine laws in order for their children to attend school. These laws are the minimum standard for preventing disease outbreaks in group settings. The best way to protect children from serious diseases is to follow the recommended vaccination schedule at <a href="http://www.CDC.gov/Vaccines">www.CDC.gov/Vaccines</a>. When following the recommended schedule children are fully protected and any school vaccination requirements are met.</p> |                                                                                                 |                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | All kindergartners<br>and 4–6-year-old transfer students                                        | All 7th graders<br>and 7–18-year-old transfer students                                                                                                                                                |
| Diphtheria,<br>Tetanus, Pertussis<br>(DTP, DTaP, Tdap) <sup>1</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 4 doses DTP or DTaP<br>1 dose must be at or<br>after 4 years of age                             | 4 doses diphtheria and tetanus<br>or<br>3 doses if 1 <sup>st</sup> dose given on or after 1 year of age<br>1 dose Tdap at 11 years of age or older upon entry into<br>7 <sup>th</sup> grade or higher |
| Polio <sup>1</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4 doses<br>or<br>3 doses if dose 3 was given on or after 4 years of age                         |                                                                                                                                                                                                       |
| Measles, Mumps,<br>Rubella (MMR) <sup>1, 2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2 doses at or after 12 months of age                                                            |                                                                                                                                                                                                       |
| Hepatitis B <sup>1, 2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 3 doses                                                                                         |                                                                                                                                                                                                       |
| Meningococcal<br>Conjugate<br>(MenACWY) <sup>1</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | None                                                                                            | 1 dose<br>at 11 years of age or older<br>upon entry into 7 <sup>th</sup> grade or higher                                                                                                              |
| Varicella<br>(Chickenpox) <sup>1, 2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2 doses at or after 12 months of age<br>or current lab immunity or history of varicella disease |                                                                                                                                                                                                       |

## **IMMUNIZATION WAIVERS**

In December 2014, the Joint Committee on Administrative Rules approved a new educational requirement for Michigan parents opting their children out of getting vaccinated before entering school.

The new rule allows parents/guardians to have the opportunity to speak with a health educator from their local health department about their concerns and questions regarding immunizations prior to the nonmedical waiver being signed.

Any parent/guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department. The new rule requires the use of the State of Michigan nonmedical waiver form dated January 2024.

## **LOCAL WELLNESS POLICY:**

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

## **MEDICATION:**

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

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

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

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

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

Parents may administer medicine to their own child at the school office.

(Archdiocesan Policy #5010)

## **PESTICIDES:**

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

## **PREGNANT STUDENTS:**

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

**PROTECTING GOD'S CHILDREN:**

Safe environment programs are in place to assist parents and children - and all those who work and volunteer in Archdiocesan parishes, schools, agencies, and Curia offices- in preventing harm to young people. Individuals CANNOT be employed or serve in any volunteer capacity in the Archdiocese of Detroit until they have digitally signed the revised Code of Conduct, supplied background check information, and completed the appropriate Protecting God's Children session. After initial training, employees and volunteers are required to stay current with Protecting God's Children training and regularly submit to a background check. Such individuals are likewise considered mandated reporters and are required to complete mandated reporter training. Lastly, teachers and catechists are required to present Empowering God's Children safe environment lessons to all K-12 students in school and parish programs. St. Patrick School and Divine Grace Parish are audited for compliance annually. Please visit the websites below for more information and to register for training.

[protect.aod.org](http://protect.aod.org)  
[virtusonline.org](http://virtusonline.org)

**SCHOOL ACCIDENT INSURANCE:**

All students are covered by Student Assurance Services under the plan with the Michigan Catholic Conference while at school. This additional insurance supplements a family's existing coverage or assists if there is no health insurance. Twenty-four-hour coverage may be purchased through Student Assurance Services

**SNACKS/WATER BOTTLES:**

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

## **SECTION E – EMERGENCY PROCEDURES**

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

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

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

**NUCLEAR EMERGENCY:**

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

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

**WEATHER CANCELLATION OR DELAY:**

If school is closed or delayed because of inclement weather, the communication system will be activated with a phone call, email and/or text. In general, we follow the decision of the Airport School District.

# ADDENDUM A

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

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

We commit ourselves to facilitating the process of recovery in any reasonable way.

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

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

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

### **DEFINITION OF TERMS:**

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

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

**DRUGS:** This includes alcohol or alcoholic beverages in any form; illegal drugs including but NOT limited to those substances defined as "controlled substances" anabolic steroids, human growth hormones or other performance-enhancing drugs: substances purported to be illegal, abusive or performance enhancing (look-alike); prescription or over-the-counter substances. Michigan's Department of Community Health maintains a list of banned substances based on the policies of the NCAA. This list can be found quickly by googling "NCAA banned substances".

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

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

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

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

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

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

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

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

Discipline policies are designed to provide all students with an environment free of alcohol and drugs. Students shall not possess, sell, or use drugs, or alcohol, unauthorized medication, or drug-related paraphernalia. Students shall not be under the influence of drugs, alcohol, or looked-alike drugs on school premises or at any school sponsored activity.

These policies will meet the requirements of the Archdiocese of Detroit, while emphasizing the disease aspect of dependency.

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

### **STUDENT PROGRAMMING:**

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

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

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

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

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

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

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

4. suspension until a parent/guardian conference occurs
5. student participation, with parent/guardian approval, in a support or treatment group
6. compliance with recommendations of the above specialist regarding treatment.

Failure of parent/guardian to cooperate with procedures will result in expulsion/exclusion/exclusion of the student in compliance with policy mandates of the same procedure with the understanding that further violation will result in expulsion/exclusion.

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

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

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

**DISCIPLINE:** Enforcement of “punishment” for drug/alcohol related situations will be used to assure the safety of all students, while assuring the appropriate treatment for the individual. Parent/guardian and student cooperation is not forthcoming, the student will be expelled/excluded. If laws are violated, the appropriate law enforcement agency can be contacted by the administrator.

Distinction will be made between those seeking help, and those observed violating the law. Students seeking help for use/abuse of drugs/alcohol will be referred to the appropriate agency, support group, or counselor by the guidance/administrative official of the school.

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

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

First Offense: The administrator

1. may notify appropriate law enforcement/juvenile agency if circumstances warrant
2. shall notify parent/guardian of the situation and set an immediate conference with them
3. shall suspend the student for violation of policy for appropriate number of days with expulsion pending
4. an assessment is required within five days (by license provider) and report made to administrator.
5. parent/guardian and student must agree to fulfill the recommendations of the administrator to be readmitted.

If a student or parent/guardian refuses to agree, expulsion/exclusion will occur.

Second Offense: The administrator shall implement #1 and #2 above. Expulsion/exclusion may occur.

Distributing/Selling of narcotics, alcohol or other drugs or look-alikes shall result in expulsion/exclusion.

Paraphernalia associated with drugs sold or distributed, shall be treated as possession/sales of alcohol, narcotics, drugs or look-alikes (see above).

**EXTRA-CURRICULAR ACTIVITIES:** Students in extra-curricular activities may forfeit the privilege of participation. Guidelines which apply to all student athletics exist in the athletic handbook for the league and the school.

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

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

(Archdiocesan Police #5009)



ST. PATRICK  
SCHOOL  
CARLETON, MICHIGAN

#### Annual Notification to Parents, Students and Employees:

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

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

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

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

Carl Lenze  
Principal



Dear Parents,

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

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

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

If you do not want Saint Patrick School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by Friday, September 7, 2018. This would include notifying us if your telephone number OR home address is unlisted. If you do not give permission, this may exclude your student from our school publications such as honor roll lists or the yearbook. If you are giving permission, you do not need to respond to this letter in any way. We have designated the following information as directory information:

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

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

Carl Lenze

Principal



Dear Parents and Guardians:

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

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

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

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

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

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

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

Thank you for your cooperation as we take these precautionary actions on behalf of our children. Sincerely,

Charles A. Lenze (Carl)  
Principal