

ST. PAUL CATHOLIC SCHOOL

**HANDBOOK OF POLICIES
AND
PROCEDURES**

2006-2007 SCHOOL YEAR

ST. PAUL CATHOLIC SCHOOL

170 Grosse Pointe Boulevard

Grosse Pointe Farms

Michigan 48236

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MONSIGNOR PATRICK F. HALFPENNY

PASTOR

Parish Office: (313) 885-8855

MARY H. MILLER, Ed.S.

PRINCIPAL

[To be inserted on inside of front cover]

2006-2007 SCHOOL COMMITTEE MEMBERS

Anne Blake, 885-5020, children in grades 3 and 6
Denise Burmeister, 881-9045, child in grade 1
Mike Cumming, 886-6459, child in grade 7
Paula Engel, 885-0580, children in grades 3, 5 and 7
Jackie Fox, 884-3717, children in grades 3, 6, and 8
Ed Gamero, 882-8779, children in grades 4 and 7
Laura Gazall, 881-6295, children in grades 4 and 7
Patsy Gotfredson, 886-5448, children in grades 1 and 5
Beth Reilly, 884-2881, children in grades 2, 7 and 8
Dianne Romanelli, 884-8877, children in P-4 and 1
Monica Wilkinson, 886-1519, children in grades 1, 5 and 8
Mary H. Miller, Principal

Each month, one member of the St. Paul Catholic School Committee is designated as the "Liaison" and his or her name and telephone number are published in the weekly green school newsletter: "St. Paul Press".

Please feel free to contact the liaison with any questions or concerns you may have. The liaison will try to answer your questions, direct you to personnel who can, or bring those issues to the next St. Paul Catholic School Committee meeting to discuss your matter with the entire committee.

2006-2007 TEACHER PARENT GUILD (TPG) MEMBERS

John O'Shea, President
Stacy Buhler, Vice President
Rosemay Gardey, Secretary
Sue Peterson, Treasurer
Helen Boyer and Mia Fraser, Hospitality
Rebecca Reyes, Teacher Lunches and School Committee Rep.
Maureen Kozak, Teacher Requests
Diane Yenchick, Enrichment
George Baer, TPG Public Relations
Bob Mazey, Cookbook/Kroger

Racelle Armada, Wishlist
Betty Lolich, Teacher Representative

The mission of St. Paul Catholic School, in partnership with parents and the parish community, is to continue the teaching ministry of Jesus Christ. The goal of the school is to enable each child to develop his/her full potential - spiritually, intellectually, emotionally, physically, and socially - so that each child will be prepared to meet the challenges of living a Christian life now and in the future.

ST. PAUL CATHOLIC SCHOOL HANDBOOK

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

PROVISIONS FOR REVIEW

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

HISTORY

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

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

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

St. Paul Catholic School has continued to grow in stature and service to the parish community. A kindergarten program was instituted in 1975 and a pre-school program was added in 1993. A half-day young fives program was initiated in 2003. An extended day care program also was added in 2003. In 2004, a full-day kindergarten option was added. The Michigan Association of Non-Public Schools accredits St. Paul Catholic School. In 2006, the school was nominated by the Council for American Private Education to become a Blue Ribbon School awarded by the U.S. Department of Education.

The importance of St. Paul Catholic School can never be fully measured, but it is real and genuine. Our graduates are the true witnesses to the support of the parish family, and of the faith rooted in the minds, hearts, and souls of the pioneers of yesterday and today.

SCHOOL PHILOSOPHY

We believe that education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community. The educational efforts of the Church must be directed to forming persons-in-community. The education of the individual Christian is important not only for his/her own destiny but also for the destinies of the many communities in which he/she lives.

We believe that Christian educational programs for the young must teach doctrine within the experience of Christian community and prepare individuals for effective witness and service to others. By doing this, they help foster the student's relationship with Christ and growth in personal holiness.

The Christian purpose of St. Paul Catholic School must be clearly evident, even though no one form is prescribed for it. We must be open to the possibility that the school of the future, including the Catholic school, will be different in many ways from the school of the past. We at St. Paul Catholic School will teach the young, learn from them, see our own institution through their eyes and make changes where necessary.

St. Paul Catholic School exists because of our strong belief in teaching and living out the Gospel values. To do this, we will:

- Foster a life of prayer and a sense of ease with Christ.
- Respect the dignity and freedom of each child.
- Generate joy and enthusiasm for learning.
- Encourage friendship, trust, and hope for learning.
- Learn the meaning of community by experiencing it.
- Develop commitment by serving others.

- Promote academic excellence through cooperation, communication, consistency, concern, curiosity, and professional growth; each child will be able to contribute to a better world.
- Create an awareness of personal, religious, academic and social values.
- Teach responsibility through the art of self-discipline.
- Offer alternatives in decision-making.
- Foster respect for one another.
- Encourage the art of listening.

ST. PAUL CATHOLIC SCHOOL COMMITTEE

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

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

The School Committee consists of 11 parents/guardians and the principal. One member is designated each month as a Liaison between the parents and the School Committee. The liaison's name and phone number are published in the weekly school newsletter. The School Committee meets monthly. Any parent interested in serving on this committee can submit his/her name to the school office.

As part of its responsibilities, the St. Paul Catholic School Committee will:

1. Plan, set, and revise long and short-range goals;
2. Update and revise the School Handbook;
3. Address parental concerns within the context of policy;
4. Assist with development and marketing of school information to the community;
5. Select and facilitate Enrichment Programs;
6. Report to the Stewardship Commission on tuition issues;
7. Report to the Parish Education Commission;
8. Receive reports from the principal and make appropriate recommendations, policy changes, etc.;
9. Oversee the Teacher Parent Guild (TPG); and,
10. Conduct an annual self-evaluation of strengths and weaknesses of the committee.

See inside front cover for the present School Committee Members.

TEACHER PARENT GUILD (TPG)

The Teacher Parent Guild is comprised of 12 elected parents/guardians, a teacher representative, and the school principal.

The main focus is to increase the educational and enrichment opportunities available to the children at St. Paul Catholic School by raising money through various fundraisers. The TPG decides which fundraisers to hold, solicits volunteers for each fundraiser and, with direction from the principal, decides how to best spend the money raised.

Monthly meetings are held the second Tuesday of each month. Nominations are accepted in early spring, with an election held at the school's Spring Concert.

If you have any questions, suggestions or concerns regarding fundraising, please contact one of your TPG board members listed on the inside front cover of this Handbook.

ADMISSION POLICY

Admission will be given according to the following priority:

1. Currently enrolled students and siblings;
2. In-parish students;
3. Out-of-parish Catholic students; and
4. Non-Catholic students.

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

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

A child entering the pre-school program must be age 3 for the 3 year pre-school program, or age 4 for the 4 year pre-school program and young 5 program, on or before September 1 of that same year. A child entering kindergarten must be five years of age on or before December 1 of that same year. A child entering the first grade must be age six on or before December 1 of that same year.

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

NONDISCRIMINATION POLICY

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

TUITION

Tuition policy and fees are determined by the parish Finance and Administration Committee. Different tuition rates apply to contributing parishioners and non-parishioners. In order to receive the "parishioner in parish" rate, families must be registered in St. Paul Parish and are strongly urged to contribute a minimum of \$850 annually to the parish envelope collections by December 31 of the current school year.

At registration in the spring, a non-refundable deposit of 10% of the annual tuition for each student is due. The remaining tuition fees are to be made to the Parish business office according to the annually published schedule. All tuition and fees for the current year must be paid before registration is accepted for the following year.

TUITION POLICY

1. St. Paul Catholic School's operating budget is dependent on the income derived from tuition and fees and the subsidy from the Sunday church collection. In order for the school to operate on its tight budget, it is essential that every student's tuition and fees be paid in full and on time.
2. If during the course of the school year a student's tuition and fees are not paid according to the established schedule, then the parents/guardians will be notified that unless the situation is remedied the student will not be permitted to continue at St. Paul Catholic School.
3. If at the end of the school year there is an unpaid balance for a student's tuition and fees, he or she will not be permitted to register for the next school year until this situation is remedied.
4. For students who leave St. Paul Catholic School with unpaid tuition or fees, their records will not be released until full payment has been made. Eighth graders in this situation will not be permitted to take final exams or participate in graduation ceremonies. St. Paul Catholic School will take whatever steps it deems appropriate to collect unpaid tuition and fees.

5. A delinquent situation is to be remedied by full payment of the balance due. However, in cases of temporary financial set-backs or problems, it may be possible to remedy a delinquent situation by a payment plan mutually agreed upon by the parents/guardians and the Pastor.

DRESS CODE

GENERAL

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

All students must keep themselves clean and neat at all times.

All uniforms must be kept clean and neat and must be of appropriate length and size. Jumpers and kilts must be knee length. All shirts must be tucked in.

Shoes shall be black, navy, or brown. Shoes must be closed at the heel and toe. Athletic or ballet shoes, boots, sandals or shoes with wheels are not permitted.

White or navy blue socks, without logos, that cover the ankle must be worn with the uniform. Girls may wear white or navy tights as an alternative to socks.

Distracting jewelry is not permitted.

No makeup or colored nail polish may be worn.

Hair shall be neat and clean. Unusual or extreme hairstyles or colors are not allowed. Bleached, streaked or highlighted hair is not allowed. Excessive, large or distracting hair accessories are not allowed. Hair bows, for example, shall be small.

All students must wear appropriate outer clothing (boots, coats, hats, gloves, rain gear, etc.) to and from school and during recess.

We expect students to wear appropriate clothing on FREE DRESS DAYS, for all programs presented on stage, etc. Follow directives sent home for specific activities.

GIRLS Young 5s-8

The girls' regulation uniform consists of the following:

- Shirt/Blouse: Long or short sleeved white blouse with a collar or turtleneck; or School sanctioned long or short sleeved white knit shirt with St. Paul logo.
 - Plain white tee shirt or turtleneck may be worn under shirt/blouse.
 - Non-uniform slacks may be worn under the jumper or kilt to and from school and at recess.
 - Shorts may be worn under jumper, as long as they do not hang below hem of jumper.
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- **Grades Young 5s-8** School sanctioned jumper purchased from Schoolbelles or Connie's. The jumper must be knee length at all times.
 - Sweater: School sanctioned navy blue cardigan/crew neck sweater or navy blue sweatshirt with St. Paul Logo.

Grades 6 – 8

- School sanctioned kilt purchased from Schoolbelles or Connie's. The kilt must be knee length at all times.
- Sweater: School sanctioned navy blue cardigan; school sanctioned navy blue crew neck sweater; or school sanctioned navy blue sweatshirt with St. Paul Logo.
- Shorts may be worn under jumper, as long as they do not hang below hem of jumper.

BOYS Young 5s-8

****PLEASE NOTE** - no Dockers, Polo, Hillfiger, etc.**

The boys' regulation uniform consists of the following:

- Short or long sleeved light blue oxford cloth button down shirt; or School sanctioned long or short sleeved white knit shirt with St. Paul logo.
- Plain white tee shirt or turtleneck may be worn under shirt.
- Plain belt – black, navy or brown.

Grades Young 5's – 5

- School sanctioned navy blue uniform twill pants purchased from Connie's or Schoolbelles.
- School sanctioned navy blue vest or crew neck sweater or navy blue sweatshirt w/school logo.

Grades 6 – 8

- School sanctioned khaki uniform twill pants purchased from Connie's or Schoolbelles.

- School sanctioned navy blue vest or navy crew neck sweater or navy blue sweatshirt w/school logo.

SPRING/FALL UNIFORM POLICY

From April 15th through the end of the school year, and from August through October 15th, a "summer school uniform" may be worn. The "summer school uniform" will consist of:

- **School Apparel brand** shorts in either khaki or navy – available from Schoolbelles or Connie's
- The present uniform shirt or blouse. Please see above.
- White socks and uniform school shoes
- Plain belt – black, navy or brown

UNIFORM EXCHANGE

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

GYM UNIFORM

The gym uniform worn by students in grades 4 – 8 must be purchased through the school at the beginning of the school year. Appropriate athletic shoes must be worn. Any style of approved St. Paul Catholic School gym uniform may be worn if it is in good condition.

ATTENDANCE POLICY

Good attendance at school is essential to successful current performance, and to future educational and occupational endeavors. Students who exhibit good attendance generally achieve at a higher rate and enjoy school more. Students are expected to be in school every day on time. School starts at 7:55 a.m. and ends at 3:15 p.m. unless otherwise notified.

ALL DAY KINDERGARTEN - Hours are 7:55 a.m. to 3:05 p.m.

YOUNG 5s - Hours are 11:50 a.m. – 3:05 p.m.

MORNING KINDERGARTEN - Hours are 7:55 a.m. to 11:10 a.m.

AFTERNOON KINDERGARTEN - Hours are 11:50 a.m. to 3:05 p.m. Students shall be in line by 12:00 noon.

MORNING PRE-SCHOOL – Hours are 8:15 a.m. to 11:00 a.m.

AFTERNOON PRE-SCHOOL – Hours are 12:15 p.m. to 3:00 p.m.

EARLY MORNING ARRIVAL/LATE AFTERNOON PICK-UP – Students shall be in line and waiting for the teachers to pick them up at 7:55 a.m. There is no supervision for students before 7:45 a.m. If it is necessary for your child to arrive at school before 7:45 a.m., then arrangements must be made to send them to Extended Daycare. Students who have not been picked up by 3:30 p.m. are instructed to return to the office. If a parent cannot be contacted, then the child will be sent to Extended Daycare and the parents will be charged the appropriate fee.

TARDY POLICY - Students not in the classroom at 8:05 a.m. will be considered tardy. Students entering between 8:06 a.m. and 11:15 a.m. will be marked tardy. Students entering after 8:06 a.m. must first report to the office for a tardy slip. Students entering after 11:15 a.m. will be marked 1/2 day present. Students who leave before 12:30 p.m. will be marked as 1/2 day present. Any student who is tardy more than five times during the school year is not eligible for a Perfect Attendance award. Habitual tardiness will be subject to the Code of Conduct infractions.

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

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

RETURNING TO SCHOOL PROPERTY – Students may not return to school property after 4:00pm, unless they are attending an official school function, such as sports practice or a regularly scheduled club meeting.

EXTENDED VACATIONS - St. Paul Catholic School respects the right of parents to take their children out of school for non-scheduled vacations, but strongly advises against it. The school's vacation periods are generous in both number and length and parents are expected to observe those dates. Schoolwork missed for absences other than illness, therefore, may be made up on the student's return to school. However, at the teacher's discretion, the teacher may assign the student school work before or after the vacation. The needs of the student and the amount of time available to the teacher will determine the time a teacher allots to any such situation. Parents have a duty to share in the responsibility of seeing that the student follows through in completing missed assignments.

SUSPENSION - The Principal may suspend a student for serious infractions of school regulations for a specified limited time (1-3 days). The absence due to suspension is considered an unexcused absence. Parents will be notified immediately when a student is suspended. A meeting with the student, parents, teachers, and the Principal may precede reinstatement. (Refer to Code of Conduct.)

ACADEMIC INFORMATION

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

1. To allow for flexible learning situations in order to meet the great learning differences which are encountered among children.
2. To provide the critical skills needed to manage the workload placed upon all children to complete an area of work within a prescribed period of time.
3. To provide a program which eliminates the danger of continuous failure for the slower learning child and provides opportunities for success.
4. To permit enrichment programs for the rapid-learner.
5. To recognize the range of individual capabilities within a classroom, and thereby enhance the possibility of more individualized instruction.
6. Students may be grouped according to achievement in language arts and math. Groupings are flexible, enabling a student to move from one group level to another during the course of a semester or a year. This move is dependent upon the student's self-motivation and achievement.

SUPPLIES - Parents shall ensure that students are provided with the proper supplies for school. Supply lists are given to all students before the start of every school year. Lists are also available on the school website www.stpaulonthelake.org. Parents need to check with child for replacement needs throughout the year.

HOMEWORK - Teachers will assign homework as required. Parents shall ensure that the necessary study time is included in the child's after school schedule. If your child has no homework consistently, it would be wise to check with the teachers. We ask that you supervise and check your child's work for neatness, completeness, and accuracy.

A student is responsible for inquiring about and completing class and homework given during his/her absence. The student has as many days to complete the work as he/she was absent. Unusual situations need to be discussed with the teacher.

GRADING SYSTEM - This is explained on the report card for each grade.

AWARDS ASSEMBLY - At the end of the year, an Awards Assembly is held to acknowledge students in grades 1- 7 who have achieved academic, attendance, or service awards.

ACADEMIC AWARDS FOR STUDENTS IN GRADES 4 & 5:

1. Overall Excellence - All As in final academic marking, and B or higher in conduct.
2. Outstanding Achievement - All As and 1 B on final academic marking, and B or higher in conduct.

ACADEMIC AWARDS FOR STUDENTS IN GRADES 6 & 7:

1. Overall Excellence - All As for 4 quarters in academics and effort.
2. Academic Honors - All As and Bs in academics and effort for 4 quarters.
3. Special Citizenship Honors - All As in citizenship for 4 quarters.

GRADUATION AWARDS FOR STUDENTS IN GRADES 8:

1. Ed Lauer, Msgr. Francis X. Canfield and Couzens Scholarships
2. America and Me Essay Winners
3. National Society of the Daughters of the American Revolution Essay Contest
4. National Current Events
5. The Michigan Elementary and Middle School Principals Association Outstanding Student
6. American Mathematics Competition
7. Technology Achievement Award
8. Knights of Columbus Spelling Bee Winners
9. Reader's Digest National Word Power Challenge
10. Science Olympiad State Team
11. President's Award of Academic Achievement
12. Silver Certificate for all A's and B's
13. Gold Certificate for all A's
14. A View From Within Essay Winner
15. Spirit Award

Contact the School Office for more information.

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

PROGRESS REPORTS – Progress reports are issued at the middle of each quarter to students in the 5th, 6th, 7th, and 8th grades. They are intended to give students and parents a report of the student's progress so that deficiencies may be corrected before the quarter is completed.

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

SCHOOL MASSES - Community is celebrated at Mass throughout the year. Each class attends Mass once a week. Special All-School Masses are held monthly and different grades prepare the liturgy. Parents and parishioners are invited to attend the liturgical celebrations, which are announced in the church paper as well as the school monthly calendar and "St. Paul Press." On Holy Days, grades 1 - 8 attend either the 8:15 or 10:00 Mass.

FIELD TRIPS - Field trips, as cultural experiences, are encouraged at all grade levels. Forms with details are sent home prior to the trip. Blank forms are available on the St. Paul web site. Parent/guardian written consent is required prior to participating in the field trip. All children who participate in field trips must have basic health care insurance. Please see the office for information about affordable health care insurance.

AUXILIARY SERVICES - Limited services are available from the Grosse Pointe Public School System in certain areas, i.e. speech development, audiologist, etc. Parents of children eligible for these services will be notified. Specific details will be worked out on an individual basis.

LIBRARY - The library contains over 8,000 volumes providing curriculum support for all grade levels. Each class in grades 1-8 is scheduled to use the library one period per week. Students are introduced to a variety of literature and authors through story times, presentations, and videos. The students also learn the skills necessary to effectively research a variety of information resources, both in print and in electronic formats, such as encyclopedias, almanacs, and atlases. In addition, students in the Junior High may use the library daily during their lunch period for quiet study.

ELECTIVES – Junior High Students participate in Electives as an alternative to recess. The students are able to select two or three elective courses for each half of the year from a wide selection of offerings taught by teachers and parent volunteers. The students then participate in the elective courses after lunch in lieu of recess. The students still go outside once every other week. Some examples of elective offerings include journalism, golf, basketball etc.

ACCELERATED READER PROGRAM - Accelerated Reader is a software program designed to help students focus their attention on careful reading of books, develop critical-thinking skills, and build an intrinsic love of reading. Students participate in the program under the direction of their classroom teacher. After reading a book, students take a quiz on their classroom computer. Immediately, the teacher receives an individualized report to help evaluate the student's reading comprehension and monitor his/her literacy skill development. Students can readily find books that have an Accelerated Reader quiz in the St. Paul library by looking for the distinctive sticker on their spine. A list of Accelerated Reader titles is available from the librarian.

COMPUTER EDUCATION - Each class is scheduled to use the computer room one period per week. At times, the computer room is open during lunch periods for students to work on special projects. Students gain an understanding of how a computer works and its applications. Classroom instruction is enhanced with software used in the computer labs.

ST. PAUL ACCEPTABLE USE POLICY FOR TECHNOLOGY

Electronic Information Access and Use for Educational Purposes Policy

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

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

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

- (a) “PEDs” means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants (“PDAs”).
- (b) “School Confidential Information” means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) “School Electronic Information” means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.
- (d) “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines,

telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.

- (e) “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems.
- (f) “School Systems” means the School Equipment and the School Networks.
- (g) “Users” means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- (h) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

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

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

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

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

The School Systems, School Confidential Information and School Electronic Information are the School’s property and may be used solely for educational purposes and/or the School’s operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise

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

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

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

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

School Responsibility

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

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

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

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

St. Paul School Network Users

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

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

Privileges and Responsibilities of Users

Privileges

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

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

User Responsibilities

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.

- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made or any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

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

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

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

SPANISH - Students are exposed to Spanish culture and language for approximately 45 minutes per week. The focus of the program in the primary grades is to enjoy using a foreign language in conversation, songs, stories and games. Intermediate students begin to learn Spanish grammar

concepts such as the agreement of nouns, articles, and adjectives in gender and number, and present tense verb conjugation. There is an Advanced Spanish offered to 7th and 8th grade students. The Spanish program gives students the opportunity to appreciate Spanish culture and to use a foreign language. Spanish has its roots in Latin from which many other languages, as well as many words in the English language, are derived.

MUSIC - Students attend a 45-minute vocal music class each week. They learn to recognize and to appreciate differences in musical forms and types, as well as learning music vocabulary and theory.

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

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

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

EXTENDED DAY CARE - The extended daycare programs are an available service for enrolled students of St. Paul Catholic School. The Lakers Club is for students in pre-k through kindergarten. Before and after school care is also available for grades 1-8. A family registration fee is due at the time of registration. See the school office for further details and fee schedule.

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

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

1. Respect for others must be shown at all times.
2. No bullying of others.

3. No throwing of sticks, stones, mud, ice, snowballs, or handfuls of snow.
4. No kicking, punching, shoving, spitting, name-calling, or use of foul language.
5. No food or drink outside.
6. No tackling or forcing to the ground in any way when playing football, soccer etc.

Cell phones, pagers, two way radios, hand held games and any other electronic devices are not permitted. If found on students, the item will be confiscated and kept in the office until claimed by a parent. Baseball bats, lacrosse sticks, field and ice hockey sticks, as well as any other kind of stick (tree branches or otherwise) are prohibited.

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

- a. Parish house and gardens
- b. Columbarium
- c. Rectory and Church
- d. Parish office and grounds
- e. Bike racks
- f. Lakeshore Road and area near lake
- g. Office side of school and in front of school
- h. Convent grass in front of the first and second grade windows.
- i. No going behind the shrubs.

Other safety considerations:

Students must remain on the playground at all times.

- One person on a swing at a time.
- Students must return all equipment to the barrel.
- Roughhousing and violent games are prohibited.
- Playground personnel must be obeyed at all times.
- Students must report to a parent if they need to leave the play area.

Parents and teachers must remind and communicate these rules to the students regularly. Discipline Referral Forms and Incident Forms will be filled out and discussed with the Principal as needed. Forms can be found on the St. Paul web site.

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

COMMUNICATIONS

Ongoing communication between the home and the school is essential to effective schooling. Please check with your children to see if any information has been sent home. We like to keep you informed, but the students, especially the older ones, often forget the notes. Please keep reminding them. PLEASE VISIT the school website- stpaulonthelake.org which contains school information, as well as staff e-mail addresses, etc.

PARENTS WHO ARE SEPARATED OR DIVORCED-St. Paul Catholic School makes every effort to communicate with all parents. Communication from the school office that is sent home is available through the school web site, www.stpaulonthelake.org. In addition, special arrangements can be made for non-custodial parents or guardians. Please discuss any necessary special arrangements with the school office assistants.

PRINCIPAL'S LETTERS - Each week, a letter is sent home with pertinent reminders, news, requests and other information. Other fliers or information of interest only to certain classes may also be attached. Look for the St. Paul Press on Thursdays, which is the main source of information.

CALENDARS & MENUS - Monthly calendars and lunchroom menus are sent home with the St. Paul Press at the beginning of each month.

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

TPG NEWSLETTER - The newsletter is sent to parents several times a year. It contains a brief overview of activities in different classes and news of upcoming events.

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

CALLS TO TEACHERS - While teachers may not leave class for phone calls, a message may be left on their voice mail or in the office and your call will be returned within 2 school days. You may also contact the teacher via e-mail for a speedier response. A list of teacher voice mail numbers and e-mail addresses are sent home in the beginning of the school year and are published in the school directory. Meetings can also be arranged before or after school or during planning periods.

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

CELLULAR TELEPHONES, MUSIC PLAYERS, PAGERS AND/OR TWO-WAY RADIOS - Students may not use cell phones, music players, pagers and/or two-way radios on school property during school hours. These items, if needed for after school activities, must be taken to the school office for safekeeping during school hours. They must not be kept on a student or in a school locker or desk. If these items are used or displayed during school hours, they will be confiscated and the student will be subject to the Code of Conduct.

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

TRAFFIC SAFETY RULES

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

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

***NO DOUBLE-PARKING AT ANY TIME IN ANY DRIVE.**

EXTRACURRICULAR ACTIVITIES

FORENSICS

COMPUTER TECHNICIANS

SAFETY PATROL

ALTAR SERVERS

SCIENCE OLYMPIAD

SMARTIES MATH

SCHOOL SPORTS

DAISIES/BROWNIES/GIRL SCOUTS/CUB SCOUTS

SPORTS PROGRAMS

The St. Paul Athletic Club, in which any parent may become an active member, sponsors the sports program. Any boy or girl who is a member of St. Paul's Parish or attends St. Paul Catholic School may go out for any sport offered by the St. Paul Athletic Club. Please see the St. Paul Athletic Program Policies for further information and guidelines.

Registration for the fall sports will be in April, Winter sports in September and spring sports in January. A fee per sport is charged. There is a yearly family Booster Fee.

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

The following sports are offered:

FALL

Soccer - Girls 5 & 6, 7 & 8
Boys 5 & 6, 7 & 8
Volleyball - Girls- 5 & 6, 7 & 8
Cross Country -Girls & Boys
4 - 8
Tennis – Girls- 5-8

WINTER

Basketball - Girls 5 & 6, 7 & 8
Boys 3 & 4, 5 & 6, 7& 8
Intramural Basketball – 3 & 4
Cheerleading - 4 - 8

SPRING

Softball - Girls 5 & 6, 7 & 8
Baseball - Boys 5 & 6, 7 & 8
Track - Girls & Boys - 4 - 8
Tennis – Boys- 5-8

HEALTH PROMOTION POLICY

There are three components to school health. These include:

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

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

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

HEALTH EDUCATION (including safety) - Health education is an integral component of the physical education program at St. Paul Catholic School. A course in human sexuality is available for grades 5-8 along with students in the Religious Education Department of St. Paul Parish. Fifth through eighth grade students may participate in this program. Values and morals are those of the Catholic Church. Parent involvement is expected.

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

SKATE BOARDS, ROLLER BLADES, SCOOTERS, SHOES WITH ROLLERS, ETC. - Children are not allowed to ride these anywhere on the school grounds.

SAFETY PATROL - Students on the Safety Patrol are to be at their posts 15 minutes prior to and after school. They must be shown the respect due them in their position by parents and students. They must be worthy of this respect by their own conduct, punctuality, respect, and responsibility for others. Parents are expected to encourage this responsibility.

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

EMERGENCY MEDICAL TREATMENT FORMS - Parents must fill out a form for each child. The form must be notarized.

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

ACCIDENTS- First Aid will be administered only for minor cases (cuts, bumps, and bruises), and as an emergency treatment until the injured pupil is placed under medical care. In all cases where the injury is serious, or when the exact nature and extent of the injury are in question, the school will make every effort to speak to the parent or the person designated on the emergency card. If the parent or responsible party not be available, the case will be referred to the physician listed on the pupil's emergency treatment form, or if the physician cannot be reached, the nearest hospital. Parents will be notified immediately in all cases of injury or illness when medical treatment is required, in order to facilitate the appropriate medical attention. If parents are not available, the student may be transported by emergency vehicle and will be accompanied by a school staff member.

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

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

If a student has a communicable disease such as influenza, persistent cough with a cold, chicken pox, strep, etc. (refer to health form), this student must not return to school until released

by a physician or until he/she has been symptom-free for 24 hours according to the guidelines of the Wayne County Health Department Disease Control Division.

CODE OF CONDUCT

This guide covers the conduct of students, parents, guardians, staff, administrators, volunteers, and all other individuals on school property, property adjacent to the school and school sanctioned functions and field trips. This Code of Conduct was adopted by the St. Paul Catholic School Committee and approved by the St. Paul Catholic School Administration. The implementation and interpretation of this Code shall be as determined in the discretion of the Principal or Assistant Principal.

RESPONSIBILITY FOR STUDENT CONDUCT

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

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

STUDENT RESPONSIBILITY

Students are expected to:

1. attend school regularly;
2. be punctual;
3. devote their energies to learning under the direction of the total school staff;
4. obey laws, school policies and regulations;
5. respect the health, safety and rights of others;
6. safeguard the educational facilities;
7. reflect Christian values and behavior; and
8. not engage in any intimidating or threatening words or graphic images conveyed through any printed, electronic, or other medium, as between two or more students, whether on or off campus but in any case connected with campus.

PARENT RESPONSIBILITY

Parents and guardians are expected to:

1. assure regular and punctual attendance of their children;
2. establish and maintain appropriate communication with the school;
3. assume responsibility regarding conduct of their children at school;

4. assist in resolving behavioral and academic problems;
5. provide positive encouragement to students and reinforcement to the school;
6. maintain students in proper uniforms as set forth in the Dress Code.; and
7. follow the rules contained in this Handbook.

SCHOOL STAFF RESPONSIBILITY

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

1. help maintain and encourage proper student conduct;
2. make efforts to stop misconduct;
3. report serious persistent violations;
4. assist students who are having problems; and
5. follow the rules delineated within this Handbook.

THE ADMINISTRATION

1. carries out the policies of the Pastor and the St. Paul Catholic School Committee;
2. initiates procedures for the proper establishment, maintenance, management and operation of the school;
3. supervises all operations of the school; and,
4. exerts control for the protection of the school programs, school environment, health, safety, and due process.

BEHAVIOR RUBRIC

The Administration uses a Behavior Rubric to guide students in appropriate behavior while building and promoting character, compassion, and values. The Behavior Rubric is a tool and does not prevent the Administration from invoking and determining suspensions, expulsions, or taking any other steps intended as disciplinary or corrective action, regarding cases of misconduct on school premises, in school vehicles or at school functions.

ST. PAUL CATHOLIC SCHOOL BEHAVIOR RUBRIC

2006 - 2007

BUILDING AND PROMOTING *CHARACTER, COMPASSION, AND VALUES*

Behavior*	First Offense	Second Offense	Third Offense
Level 1: Teasing, name-	15-second intervention	15-second intervention	15-second intervention

calling, insulting, behavior that makes others feel bad about themselves, mean gestures, play fighting, horseplay, exclusion; being someplace you're not supposed to be	documentation	documentation student calls home	documentation student calls home 1 Silent Supervised Recess Time to Think Form
Level 2: hitting, pushing, shoving; disrespect of persons or property; swearing, ridiculing, humiliating, throwing objects	15-second intervention documentation student calls home 1 Silent Supervised Recess Time to Think Form	15-second intervention documentation student calls home 3 Silent Supervised Recesses Time to Think Form	15-second intervention documentation Parent Conference 5 Silent Supervised Recesses Time to Think Form
Level 3: punching, kicking, or similar behavior that may injure others; fighting; stealing; extortion, threats, vandalism	15-second intervention documentation student calls home 3 Silent Supervised Recesses Time to Think Form Restitution and/or apology	15-second intervention documentation student calls home 5 Silent Supervised Recesses Time to Think Form Restitution and/or apology	15-second intervention documentation Restitution and/or apology Parent Conference Classes-only for one or more days
Level 4: harassment (sexual, racial, or ethnic teasing); physical violence that requires medical attention	15-second intervention documentation student calls home Classes-only for two or more days	15-second intervention documentation Out of School Suspension – 1 day Parent Conference Possible individual behavior plan	15-second intervention documentation Out of School Suspension – 3 days Parent Conference Referral to counselor
Weapons Bomb Threat Other Severe Behaviors	*See handbook which outlines current diocesan and school policy, as well as state law, regarding severe behaviors.		

* Injury or discomfort is based on how it is received, regardless of intent.

CATEGORIES OF MISCONDUCT

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

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

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

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

CATEGORY A - MINOR INFRACTION

1. Uncooperative with school personnel.
2. Improper identification.
3. Improper dress and appearance.
4. Irregular attendance.
5. Excessive tardiness.
6. Violation of classroom rule.
7. Violation of general school rules.
8. Gambling.
9. Malicious mischief.
10. Use of profane, indecent or immoral language.
11. Disrespect or insubordination.
12. Dishonesty - includes cheating and making false statements to accuse or defend others, or to benefit oneself.
13. Acts of misconduct which can clearly be interpreted to be in defiance of school authority which occur immediately before, after, or during school hours on property adjacent to the school premises.
14. Unauthorized distribution or posting of communication materials.
15. Possession of pornographic materials.
16. Possession of inappropriate materials.
17. Unauthorized sale of any material in the school or on the school grounds.
18. Use or display of cellular telephones, pagers and/or two-way radios on school property or at school functions.
19. Inappropriate conduct, which includes, but is not limited to, bullying.

POSSIBLE DISCIPLINARY OR CORRECTIVE ACTION FOR MINOR INFRACTIONS

1. Reprimand, detention for work projects, counseling, temporary suspension, parent notification or conference.
2. Repeated minor infractions may result in any or all of the following:

- a. all or part of 1 above;
- b. one day suspension with parent conference;
- c. suspension or exclusion from all or part of the school program, ceremonies, or activities;
- d. reassignment of schedule;
- e. probationary status with written terms; and/or
- f. referral for special assistance.

CATEGORY B - MAJOR INFRACTIONS

- 1. Arson - the intentional setting of a fire.
- 2. Assault - physical threats or violence to persons.
- 3. Battery - harmful striking of other persons, fighting.
- 4. Burglary/ larceny- breaking and entering; stealing, concealing or selling of stolen school or personal property.
- 5. Explosives - possessing, using, bringing to school or placing on school property.
- 6. Coercion - obtaining money or property by violence, forcing someone to do something against his or her will by force or threat of force.
- 7. Weapons - possession or use of dangerous or potentially dangerous objects (SEE ARCHDIOCESAN POLICY).
- 8. Vandalism - property damage.
- 9. Trespassing - being present in an unauthorized place or refusing to leave when legally ordered to.
- 10. Interference - interfering with administrators, teachers or other school personnel by force, intimidation, or boycott.
- 11. Initiating a false alarm.
- 12. Initiating a bomb threat.
- 13. Smoking or possession of tobacco products.
- 14. Drinking or possessing alcoholic beverages.
- 15. Using, selling, or possessing any and all narcotics, or substances which may interfere with the normal thought process, or may result in erratic, disorderly, abnormal, or irresponsible behavior.
- 16. Violating sexual harassment policy.

POSSIBLE DISCIPLINARY ACTION FOR MAJOR INFRACTIONS

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

REMOVAL FROM SCHOOL AND OTHER DISCIPLINARY OR CORRECTIVE ACTION

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

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

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

3. Expulsion - Expulsion, i.e. permanent exclusion, may be ordered by action of the Board of Review (see #4 below for definition), upon recommendation by the Principal. It may be invoked in instances where continued presence of the student is not appropriate due to the gravity of the conduct, the seriousness of the act, or where the protection of the rights of others or the good of the education program may require it necessary.
4. Board of Review - A Board of Review shall be available for disciplinary hearings and shall consist of the Principal, faculty members from the division in which the child is not a student, the Chairperson of the School Committee, and an additional member of the School Committee selected by the School Committee Chairperson and Principal.

BULLYING POLICY

1. Introduction. Students, staff, and parents/guardians are reminded that obedience, respect for authority, respect and consideration for faculty, staff, fellow students, aides, volunteers, and visitors must be the norm for all attitudes and behaviors. Proper conduct in the classroom and elsewhere is essential if students are to achieve the maximum academic advantage and benefit for their efforts. A proper physical atmosphere for learning must likewise be maintained for the greater benefit of all.

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

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

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

2. What is "Bullying"? Bullying is the targeting of a student for repetitive negative actions, the reasonable perception by a student of a power imbalance so the student cannot defend himself or herself, and the unequal emotional reaction as between the alleged victim and the alleged aggressor. Bullying includes intimidating or threatening words or graphic images conveyed through any printed, electronic, or other medium, as between two or more students, whether on or off campus but in any case connected with campus. Bullying includes, but is not limited to, the following behaviors:

- (a) Violence or threats of violence between or among students;
- (b) Intimidation between or among students;
- (c) Physical or verbal threats and/or abuse between or among students;
- (d) Sexual harassment between or among students;
- (e) Ostracizing between or among students;
- (f) Acts of physical aggression between or among students;
- (g) Social alienation between or among students; and/or
- (h) Verbal aggression between or among students.

3. What will happen if a Charge of Bullying is made?

a. There will be a prompt investigation by the teacher and/or the Administration based on the seriousness of the allegation.

b. Appropriate discipline of the student(s) shall occur if the allegation is found to be valid as determined by the teacher and/or Administration.

4. Discipline for Bullying. St. Paul Catholic School will discipline students who are determined by the teacher and/or Administration as having bullied another student. Our progressive discipline regime is intended to deter future unacceptable behavior and encourage compassionate behavior towards others.

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

(1) Certainty. If a student bullies another, then it is certain that the student shall receive punishment.

(2) Recency. The student's punishment will occur swiftly after the bullying occurs.

(3) Severity. The student's punishment will be appropriate to the **seriousness** of the bullying and/or the **frequency** of that student's bullying behavior.

b. Types of Discipline. The type of discipline can vary from informal admonishment to expulsion based on the seriousness of the bullying event and/or the frequency of that student's bullying. Here is a sample of the progressive disciplinary actions which may be taken, among others:

(1) Informal admonishment of the student;

(2) Informal admonishment of the student with teacher's note home to parent/guardian;

(3) Written admonishment to student and written notice of same to parent/guardian;

(4) Elimination of the privilege of participating in some or all extra-curricular activities, in conjunction with, or apart from, any other punishment;

(5) In-school suspension with written notice of same to parent/guardian;

(6) Suspension from one-half day to three days based on seriousness and/or frequency of bullying; and/or

(7) Expulsion.

SEXUAL HARASSMENT POLICY

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

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

Both the Archdiocese of Detroit and St. Paul Catholic School are open to and respect the complaints brought under this policy.

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

St. Paul Catholic School will neither tolerate sexual harassment nor will it tolerate reprisals against any employee, student or other person for making a sexual harassment complaint. Any supervisor or faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment.

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

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.

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

Retaliation in any form against a person for exercising his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.

SAFE ENVIRONMENTS POLICY

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

The Archdiocese mandates that criminal history background checks be conducted for all employees and volunteers who have unsupervised contact with a child, the elderly, or a

person with disabilities. The Archdiocese also requires all volunteers to participate in the Protecting God's Children program. The Volunteer Criminal Record Form (I-Chat) can be found in the General Office. Information will be published in the St. Paul Press as to when the Protecting God's Children program is being offered.

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

1. Have a criminal history background check and have been provided with the Pastoral or Volunteer Code of Conduct before starting work in any capacity, and
2. Participate in a Protecting God's Children workshop not later than January 1, 2007, or before having contact with children.

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

ARCHDIOCESE OF DETROIT - WEAPONS POLICY

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

DEFINITIONS: A weapon is any object, which can be used to threaten or injure another. It includes, but is not limited to: guns of any kind, nature or description; knives with blades over 3"; open pocket knives; chains; karate sticks; brass knuckles; sling shots; sharpened instruments of any kind; ammunition...etc. A "firearm" means any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

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

Immediate vicinity of the school means within a one-block radius of the school.

Any student discovered to be or suspected of carrying, possessing, concealing or transferring a weapon on school premises or in the vicinity of the school shall be immediately excluded from classes pending an investigation. Any teacher, school employee, or school volunteer who has any information regarding a violation or suspected violation of this rule shall report all such information to the Principal who will take appropriate action including the application of policies and rules relating to expulsion and suspension.

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

A student who interferes with or otherwise obstructs the search and questioning in this

policy and rule shall be subject to disciplinary action including the possibility of expulsion.

CONFLICT RESOLUTION

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

1. The issue or concern must be first discussed with the person(s) most directly involved. (Classroom concerns with teacher; school policy with Principal, etc.)
2. If not satisfied with this response, an individual may contact the next level of Administration (Principal, if teacher contacted in step #1 or Pastor, if Principal previously contacted.)
3. A joint meeting of all persons involved may be beneficial if the issue or concern is not settled in step #2 (parent, teacher, and Principal or Parent, Principal and Pastor.)
4. If contacted, a staff person from Archdiocesan Officer of Catholic Schools may serve in a consultative manner.
5. The Pastor makes the final decision.

CONSENT TO USE OF IMAGE

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

RETURN TO SCHOOL OFFICE

I have received a copy of the St Paul Catholic School 2006 - 2007 Handbook of Policies and Procedures. I have read and I understand the Handbook. I agree to abide by the Handbook, including the:

- *Tuition Policy;
- *Computer Technology Policy;
- *Playground Policy;
- *Bullying Policy;
- *Sexual Harassment Policy;
- Safe Environments Policy;
- *Weapons Policy; and
- *Code of Conduct.

Student Signature(s) *

Parent or Guardian Signature

*Applicable only for students of sufficient age and/or comprehension.

Electronic Information Access and Use for Educational Purposes Policy

Declaration

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

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

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

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

Users Signature*:

Date:

*Applicable only for students of sufficient age and/or comprehension.

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

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

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

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

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

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

Parent/Guardian Signature:

Date: