

# **St. John the Baptist Catholic School**



**Parent and Student Handbook  
2009 – 2010**

|   |    |
|---|----|
| WELCOME                                   | 3  |
| MISSION STATEMENT FOR CATHOLIC SCHOOLS    | 5  |
| PHILOSOPHY/MISSION STATEMENT/GOALS        | 6  |
| BASIC RULES                               | 7  |
| SCHOOL PERSONNEL                          | 8  |
| ADMISSION POLICY                          | 9  |
| ART - SHARED TIME                         | 9  |
| ASBESTOS/RADON                            | 9  |
| ACADEMIC EDUCATION                        | 10 |
| ACADEMIC HONORS                           | 10 |
| ACCIDENTS AND INSURANCE                   | 10 |
| ADDRESS CHANGES AND PHONE NUMBERS         | 11 |
| ADVANCED MATH & ALGEBRA STUDENTS          | 11 |
| ATHLETICS/ELIGIBILITY                     | 11 |
| ATTENDANCE/ABSENCE/ILLNESS                | 11 |
| BIRTHDAY CELEBRATIONS                     | 12 |
| BULLYING                                  | 12 |
| CALCULATORS, COMPUTER GAMES, TOYS         | 13 |
| CHILD ABUSE/NEGLECT                       | 13 |
| COMPUTER - SHARED TIME                    | 14 |
| CONFERENCES                               | 14 |
| CRIMINAL BACKGROUND CHECKS FOR VOLUNTEERS | 14 |
| CUSTODIAL/NONCUSTODIAL PARENTS            |    |
| DANCES                                    | 15 |
| DISCIPLINE                                | 15 |
| DRESS CODE POLICY                         | 18 |
| EMERGENCY CARDS                           | 20 |
| EVACUATION PROCEDURES                     | 21 |
| FIELD TRIPS                               | 21 |
| FINANCIAL OBLIGATIONS                     | 22 |
| GRADE PROMOTION                           | 22 |
| GRADING SCALE                             | 22 |
| GRIEVANCE PROCEDURES                      | 22 |
| HOMEWORK/ASSIGNMENT NOTEBOOKS             | 22 |
| HONOR ROLL                                | 23 |
| IMMUNIZATIONS                             | 23 |
| JEANS DAYS/DRESSUP DAYS                   | 24 |
| LIBRARY-MEDIA CENTER                      | 24 |
| LOST AND FOUND                            | 24 |
| LUNCHROOM                                 | 25 |

|  |    |
|--|----|
| LUNCH ROOM PARENTS                                   | 25 |
| LUNCH PROGRAM  | 25 |
| LUNCH SCHEDULE                                       | 26 |
| MEDICINES  | 26 |
| MID-QUARTER REPORTS                                  | 26 |
| MUSIC - SHARE TIME                                   | 26 |
| OFFICE HOURS   | 27 |
| PARENTS  | 27 |
| PARENT COMMUNICATION                                 | 27 |
| PHYSICAL EDUCATION                                   | 27 |
| PICTURES, YEARBOOKS, WORK DISPLAYS & CONTEST ENTRIES | 28 |
| PRINCIPAL  | 28 |
| PTG  | 28 |
| RECESS   | 28 |
| REFUSAL TO COOPERATE STATEMENT                       | 29 |
| RELIGIOUS EDUCATION                                  | 29 |
| REPORT CARDS   | 29 |
| REQUIRED SUPPLIES                                    | 30 |
| SCIENCE AND OUTDOOR PROGRAM                          | 30 |
| SEARCH AND SEIZURE                                   | 30 |
| SERVICE HOURS  | 30 |
| SCHOOL COMMITTEE                                     | 31 |
| SCHOOL DAY   | 31 |
| SCHOOL RECORDS                                       | 31 |
| SUPPORT SERVICES                                     | 32 |
| TEXTBOOK AND WORKBOOK POLICY                         | 32 |
| TRANSPORTATION                                       | 32 |
| VISITORS POLICY                                      | 33 |
| WEATHER CONDITIONS                                   | 33 |
| WELLNESS POLICY                                      | 33 |
| RIGHT TO AMEND                                       | 35 |
| CODE OF CONDUCT FOR VOLUNTEERS                       | 35 |
| WEAPONS POLICY                                       | 36 |
| ALCOHOL/DRUG POLICY                                  | 37 |
| SEXUAL HARASSMENT POLICY                             | 41 |
| TUITION POLICY                                       | 42 |
| INTERNET ACCEPTABLE USE POLICY                       | 43 |
| NOTICE FOR DIRECTORY INFORMATION                     | 48 |
| NOTIFICATION OF PESTICIDE APPLICATIONS               | 49 |
| PARENT/STUDENT COMMITMENT FORM                       | 50 |

Fall, 2009

Dear Parent,

I want to thank you for choosing St. John School. You have committed your child and yourself not only to academic excellence, but also to a religious education program. Our school can teach many things but the teaching of faith is best taught by parents and their practice. We can instruct, but you and your child must practice.

Parents are the first teachers in the ways of faith. I have every confidence that you will also be the best of teachers. Attendance at Mass and participation in Parish activities are a very good beginning.

There are many values in the world today that compete for your child's attention. Catholic education and your sincere practice of the faith can make a permanent and invaluable impression on your child. St. John School is here to help you.

My prayer for you and your family, as well as for the Principal and staff of St. John School, is to have a truly very happy, healthy and holy year.

Let us grow with our children in the ways of the Lord.

Fr. Jack J. Quinlan  
Pastor of St. John Parish

Fall, 2009

Dear St. John Parent,

Welcome to St. John School! On behalf of the faculty and administration, we welcome you to this academic school year. We are pleased that you are a part of our St. John School family. We anticipate your involvement and cooperation in making this year successful.

We are looking forward to a new school year and fresh beginning. Our first and foremost job is to provide a quality religious education and assist in the spiritual growth of your child. Our second goal is to provide a quality academic program for your child.

This handbook has been prepared to help answer many questions students and parents usually have concerning activities, procedures, and rules of St. John School. It is critical that we work together -- home and school--to enforce rules and support one another's efforts. Together we can make a real difference for our children.

Please refer to this handbook frequently during the year. If you have any questions about procedures, do not hesitate to call the office for clarification or information. I look forward to a wonderful 2009-2010 school year, and I look forward to working with you throughout the year.

Mrs. Cheryl Tibai  
Principal

# **Philosophy and Mission Statement For Catholic Schools in the Archdiocese of Detroit**

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

Catholic Schools:

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

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

Archbishop of Detroit

\*One in Faith and Knowledge...Growing to Full Maturity in Christ. P.13  
July 1993

## **Philosophy**

St. John School Community believes that we exist to continue the teaching mission of Jesus Christ.

## **Mission Statement**

St. John the Baptist Catholic School is a Catholic Community, called by Christ, to educate children Academically, Spiritually, Physically, and Socially, providing them with the keys they need for successful living in this world and for all eternity.

Revised: February 3, 2009

By St. John School Committee

## **Goals**

We join the Archdiocese of Detroit as we strive to:

- Live out the Church's mission by proclaiming the Gospel, building our faith community and celebrating life through worship and service.
- Recommit our efforts to achieve academic excellence through fostering the intellectual development of ourselves and our students.
- Develop a strong evangelizing, education community.
- Strengthen the spiritual formation of the entire school community: faculty, staff, students, and parents.
- Be an expression of the Church's belief, tradition and sacramental life.
- Create a supportive and challenging climate which affirms the dignity of all persons within our school community.

# **ST. JOHN THE BAPTIST CATHOLIC SCHOOL**

## **BASIC RULES**

### **PEOPLE**

**I will show respect and kindness to all adults and fellow students at all times.**

### **PROPERTY**

**I will treat the property of my parish, my school, my fellow students, and my own, with care and respect.**

### **SAFETY**

**I will obey all playground, bus, classroom, school, and home rules made to keep me safe.**

### **PRIDE**

**I will follow our uniform code and wear my school uniform with pride for myself and my school.**

### **RESPONSIBILITY**

**I will accept responsibility for my attitude, behavior, and character.**

## **SCHOOL PERSONNEL**

**Pastor:** Rev. Jack Quinlan

**Principal:** Mrs. Cheryl Tibai

### **Faculty:**

Pre-K.: Rachel Masserant

Kdg.: Laura Hehl

First: Patricia Cousino

Second: Cynthia Adler

Third: Katie Dubuc

Fourth: Mindy Welch

Fifth: Carlie Rzepa

Sixth: Anthony Rouse

Seventh: Melissa McCracken

Eighth: Amanda Jones

### **Shared Time with Monroe Public Schools:**

Music: Ann Felder

Art: Christine Jarrait

Amy Knowles

Gym: Eric Jenkins

Computers: Bernadette Kulik

Nancy Myers

**Secretary:** Kathy Hauf

**Maintenance:** Paul LaRoy

**Cafeteria:** Janice Duvall

**Teacher Aides:** Jeri Bomia, Cindy West

**SCRIP Directors:** Kathy Myers & Keri Walsh

### **School Committee:**

Lou Bonanni- Chairperson

Amanda Bergmooser

Lisanne Buchko

Ray Hartman

Mark Jarrait

Jeff Myers

Laura Schmidt

Keri Walsh

Jodi Zinnen-Nowak

**Athletic Directors:** Amy Fortune & Kathy Myers

## **ADMISSION POLICY**

St. John School will give preference to St. John Parish parishioners, regarding enrollment, on a space available basis. St. John School admits students of any race, national and ethnic origin to all rights, privileges, programs and activities generally accorded students at St. John School. It does not discriminate on the basis of race or ethnic origin in the administration of its educational policies; admissions, athletic and other school or parish administered programs.

St. John School policy acknowledges Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568). St. John School does not discriminate on the activities, which it operates, and St. John School does not violate the requirements of Title IX.

Children admitted to St. John School's first grade must be age 6 by September 1 of the enrolling year. Kindergarten applicants must be age 5 by September 1 of the enrolling year. Exceptions to this rule must meet the approval of the school principal. The following documents are required for Kindergarten admission: birth certificate, copy of baptism record, a health form completed by a physician containing up-to-date immunization records and hearing and vision screenings as required by Michigan law. If a social security number will be used, all actions will be taken to comply with federal privacy guidelines.

In the case of transferring students, all enrollments are considered tentative until school records are received and initial registration information is verified. A transfer student is under a probationary period of one semester to determine whether St. John School can meet the educational, emotional and behavioral needs of the student. Enrollment of students with special educational, emotional or behavioral needs will not be continued unless it is determined by the school that the provisions which can be made for student support are being successful.

Since St. John School's curriculum is not designed to teach the exceptional child, the school reserves the right to screen applicants to determine their readiness for classes.

## **ART – Shared Time**

An art program has been established to include all students in grades 1 – 8. The program is designed to assist students in developing their visual sensitivity and creative expression. A variety of experiences, observations, and specialized projects will allow all students the format to better appreciate the beauty and complexity of artistic creative expression. Grades are issued considering written work, participation, attitude, and behavior. Art grades will be S+, S, or S- for Grades 1 – 2. Letter grades will be assigned for Grades 3 – 8.

## **ASBESTOS AND RADON**

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

The Archdiocese of Detroit performed a professional inspection in February of 2004. Asbestos materials found during our mandatory three-year inspection were found to be in compliance with all regulations.

Be assured that, to the very best of our experts' knowledge, there is no threat from asbestos to our students, staff or visitors in the St. John the Baptist Catholic School building.

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

Radon checks are done periodically. To date, no hazard from this gas has been identified. A check will be made during this school year.

## **ACADEMIC EDUCATION**

It is the goal of St. John School to offer to all students the opportunity to gain the highest quality academic education. To this end a teaching staff with full state certification and superior instructional skills has been assembled. Academic course work at all grade levels includes Mathematics, English, Reading, Spelling, Handwriting, Science, Computer, and Social Studies. It is expected that students will, with the support of parents and the guidance of teachers, strive to achieve the highest level of performance of which they are individually capable. Parents are encouraged to contact teachers and the principal regularly (See **Conferences**) and to monitor academic progress (See **Grade Cards, Homework**). Parents are invited to visit their child's classroom throughout the year. Please call the office to make arrangements for a visit whenever possible.

## **ACADEMIC HONORS**

Academic honors are given in Grades 3 – 8. Honor Roll status is given to those students who have earned an A, A-, B+, B, B-, S+, or S in Religion, English, Reading, Spelling, Math, Science, Social Studies, Handwriting, Art, Physical Education, Computer, Music, Conduct, and Effort.

Good Christian Awards are awarded to students in Grades K – 8. These awards are given to those students who have shown Christ-like behavior and attitude here at school and anywhere they represent St. John School. This is not an academic award, but rather a spiritual award.

Perfect Attendance certificates will be awarded at the conclusion of the school year to those students who have not been tardy or absent all year.

## **ACCIDENTS AND INSURANCE**

Minor knee scrapes and bruises will be treated in the office. (All staff members have completed a CPR and First Aid course.) Any injury of questionable or more serious nature will be initially treated and parents will be contacted immediately. If we are unable to contact a parent, and emergency room treatment appears needed, the principal will transport the student or call for an ambulance. Parents will be responsible for any costs incurred.

St. John School does have student insurance through Michigan Catholic Conference. A copy of this policy will be sent home annually. This is a supplement to your family medical insurance and/or can be extended for 24-hour coverage for your child. Questions may be directed to the school office. Additional copies of the policy and claim forms are available from the school office.

## **ADDRESS CHANGES AND PHONE NUMBERS**

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

## **ADVANCED MATH & ALGEBRA STUDENTS**

Based on the scores of the Grade 7 IOWA Math Test, a student may be recommended by his/her classroom teacher for the advanced math program. Participation requires written parental consent. Advanced math students who continue through Grade 8 attend a high school Algebra course off-site, for an additional fee. Transportation both to and from this course is a parent responsibility.

## **ATHLETICS / ELIGIBILITY**

St. John School, through the administration of the Athletic Club, participates in CYO athletic programs and competition. This sports program is dedicated to the development of the athletic skills of the students attending St. John School & Parish. It combines sportsmanship and teamwork in a Catholic environment to teach our athletes Christian morals. The program is funded separately from the school and is supported through fees and fundraising. Sports include boys' football, basketball, soccer and baseball; girls' basketball, volleyball and softball as well as cheerleading. Information regarding practices, tryouts and game schedules is announced to the appropriate grade levels. All coaching staff members volunteer their time and efforts for this program. While the School takes an active part in the athletic program, it is a parish activity and embraces all parish children. Eligibility requirements for St. John School children state that a student must maintain a "C" in all classes to participate. Adequate class preparation will also be considered in eligibility requirements. Participating students are evaluated weekly by their teachers to determine eligibility. Any student falling below a "C" or with inadequate class preparation is referred to the principal. The principal then evaluates each student. The decision to withhold eligibility is determined based on the individual student's abilities, needs, and class preparation. Ineligibility initially applies until the grade is raised to at least a "C", until the student shows the necessary effort to raise the grade, or shows adequate class preparation. Continued ineligible classroom performance may result in suspension from athletics for a specific sport season. Instances of misconduct, according to the school's handbook, are upheld and will be enforced accordingly. Any student receiving a suspension in school will be suspended from the athletic program for the equivalency of the suspension's duration. Students must be in attendance at school for at least three hours the day of a game. If there is a weekend game, applying the attendance rule to the last school day before the weekend is at the coach's discretion.

## **ATTENDANCE/ABSENCE/ILLNESS**

Regular attendance is vital to successful schooling. While a student must make up work covered during an absence, he/she cannot make up the teacher presentations or classroom discussions that occur. It is anticipated that students will be in attendance daily except in the cases of illness or family emergency. Vacations during regular attendance

days are discouraged. Teachers are not required to issue assignments in advance, and may amend assignments upon a student's return to class. This includes assignments for students who have a pre-planned absence such as a family vacation. If a student is absent for 12 or more days in a quarter, the school reserves the right not to assign a grade for that period. An incomplete may be assigned until the work is completed. A student who exceeds forty (40) days of absence per year, excused and/or unexcused, shall be considered for retention. Excessive/repeated unexcused absenteeism will be referred to the proper authorities. In cases of extended, homebound illness, parents should contact the school. Students suffering from a lengthy illness may be referred to a homebound teacher. It will be necessary to temporarily register with the Monroe Public Schools to receive this service free of charge.

Tardy students are to report to the office for an admission slip to admit them to class. Five tardies will result in an absence charged to the student's record. Five tardies will also result in a detention. The first bell rings at 7:45 A.M. Students are to be in their seats and classes will begin promptly at 7:50 A.M. when the second bell rings. If your student must be absent from school, you are asked to call the office (241-1670) between 7:30 and 8:30 a.m. or leave a message on the answering machine. Please specify who the child is, if he/she will be absent the following day, and if a contagious disease is involved (chicken pox, etc.), so that we can alert others who could contract the illness. If your child is ill, it is expected that you will keep him/her home rather than risking the remainder of his/her class with exposure to illnesses. A written, dated note is required by law after a child's absence. The signature must be in the parent's handwriting and give the dates of the absence and the reason.

If a student becomes ill during the school day, parents will be called and it is expected that the child will be taken home. Any student who vomits at school must be taken home.

## **BIRTHDAY CELEBRATIONS**

The birthdays of children are happy and important days in their lives. It is natural to share joy on such days and the school approves the bringing of a treat for the classroom celebration if this is desired. If you would like to do something at school, please check with your student's teacher for an appropriate treat/or time for the treat. We ask that you be considerate of our children with particular allergies/diabetes. Peanut-free treats are preferred due to students with allergies. This treat should be small and not require that the teacher gives up class time or has to do the preparation. The event is made important by the occasion rather than by the nature of the treat. Children value the simple things in life; hence, the school encourages parents to keep the treat simple. Healthy treats are preferred. Examples include fresh fruit, vegetables, fig cookies, animal crackers, low-fat popcorn, baked chips, and pretzels. To ensure the happiness of all students, party invitations may be sent to school to pass out to students only if every child in the class is to receive one. If only a few students are to be invited to a party, arrangements must be made at home.

## **BULLYING**

We strongly believe that school should be a safe and nurturing environment for all. Therefore, St. John School actively seeks to provide a safe, supportive learning environment that is free from all forms of intimidation and harassment. Bullying and aggressive behaviors do not have a place at our school and will not be tolerated. Bullying can take

many forms, including physical, verbal, or psychological. Bullying may include actions taken on the Internet. Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social networks, such as Myspace, will be disciplined, up to and including expulsion. Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc. against an individual including all parish and school employees, volunteers, parents and students for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions up to suspension and/or expulsion from school. Bullying is defined as when one person uses power in a willful manner with the aim of hurting another individual repeatedly. Any student who shows acts of bullying will be dealt with according to the school policy outlined in the discipline code.

### **CALCULATORS, CELL PHONES, COMPUTER GAMES, TOYS**

Unless specifically instructed or asked by a teacher, students are NOT to bring to school calculators, computer games, or other toys, games, "virtual pets" or balls. These become classroom distractions and there is great risk of such things becoming broken or lost. Students may use CD players with earphones before or after school while waiting in parking lot. Students should be aware that St. John School is not responsible for lost or stolen electronic equipment.

If a student owns a cell phone, the phone is to remain in the student's book bag in the student's locker. Cell phones must be turned off while in school. All cell phones will be collected at the beginning of the day and returned to students at the end of the day. No student may use their cell phone on school property during school hours. If a student is found to be in possession of a cell phone during school hours it will be confiscated and the parents will be called.

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

With teacher permission, playground balls (Nerf, only) may be brought to school. School will not replace balls if lost or damaged.

Video and audiotapes or CD's are not to come to school without specific teacher request to the parent. Videotapes rated "G" will be shown to students in grades K-2. Videotapes rated "PG" may be shown to students in grades 3-8, with parent permission, if the content relates to course work. Recordings, CD's and tapes will be confiscated if brought to school in violation of this rule.

### **CHILD ABUSE/NEGLECT**

All cases of suspected child abuse and/or neglect shall be reported to the appropriate authorities by the principal or his/her designee. This information is confidential and will

not be disclosed to any party. Please be advised that Protective Services may interview children (when a report has been made on their behalf) at school without prior parental notification or consent, and without the presence of school personnel.

## **COMPUTER – Share Time**

A technology program has been established to include all students in grades 1 – 8. This program is designed to assist students in developing their knowledge in the field of technology. A variety of experiences, observations, and specialized projects will allow all students the format to better appreciate and understand the technology used in our world today. Grades are issued considering written work, participation, attitude, and behavior. Computer grades will be S+, S, or S- for Grades 1 – 2. Letter grades will be assigned for Grades 3 – 8.

## **CONFERENCES**

Teacher/Parent Conferences are strongly encouraged to be regular and frequent. The education team works most effectively when parent and teacher have a thorough understanding of the student's situations. Parents should feel free to call the school for an appointment, or to have a teacher return your call, at the earliest sign of a situation causing concern.

Teachers are asked to remain in the school building until 3:00pm so that any parent wishing to speak to a teacher may do so at this time. No teacher may be disturbed during school-time in justice to the other students. Please make arrangements to speak with the teacher after school. Parents should not expect that a teacher is available for an unscheduled conference.

All School Conferences will be held at the end of the first and third quarters. The dates will be scheduled on the monthly calendars (October & March). Other conferences will be held by appointment only. These can be set with a phone call to the office.

## **CRIMINAL BACKGROUND CHECKS FOR VOLUNTEERS**

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

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

New staff and volunteers are also required to attend a *Protecting God's Children* workshop within six months. Attendance is required for all parish staff and volunteers who have contact with children. If the workshop is not attended, that person's name is removed from the approved list to chaperone activities, coach, etc. even though there was a successful background check. The parish is required to repeat background checks every seven years and is required to submit compliance information to the Archdiocese. The mandatory screening is a condition of employment or volunteer assignment. The school principal will be provided with a list of staff and volunteers who have submitted an

Authorization Form. Teachers check with the principal prior to accepting the service of any volunteer whose duties would include unsupervised contact with the children. If a name is not on the list, volunteer service will not be allowed. Please review the Archdiocese of Detroit's *Code of Conduct for Volunteers* found in this handbook.

## **CUSTODIAL AND NON-CUSTODIAL PARENTS**

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

## **DANCES**

Students in grades 7 and 8 may attend dances here at St. John's. Sometimes Catholic schools in the Vicariate invite students to their dances. Each school varies as to which grades may attend. Any student, who attends the dances, must sign and have on file in their school a copy of the Monroe Vicariate Dance Guidelines. Students and parents will be held accountable according to these guidelines. Violations of guidelines may result in disciplinary actions.

## **DISCIPLINE**

In order to utilize the opportunities available to them both educationally and spiritually, it is necessary that students develop self-discipline and motivation. To that end, structure is provided by the school to assure that the rights of all students are protected so that the maximum learning and Christian development can take place. The purpose of Rules and Procedures is to maintain a safe, orderly environment for all school citizens. When punishment is necessary, Christian tenets will guide the classroom teacher in using written assignments, denial of recess privileges, and detentions. The principal will utilize these tools as well as suspension and expulsion, if necessary. As often as possible, conflict resolution skills will be practiced. The goal for disciplinary action is to change unacceptable behavior to acceptable behavior in the most gentle but effective way possible.

The classroom teacher will define most rules/procedures. Each teacher determines, subject to the approval of the principal, a classroom code of conduct and consequences. Particular classroom rules are age-appropriate, reviewed with the students, and posted prominently in the classroom. Lunch discipline is reviewed with the students. Each teacher has the option of lunch and/or after school detention as a step in his/her progressive consequences. In the case of an after school detention this notice will be in

advance, in writing or by telephone contact. Transportation after detention is the responsibility of the parent.

Some rules are school wide and include:

1. No student is to chew gum at any time on school grounds including the playground, gym and classroom.
2. No spitting is allowed on school grounds.
3. Students are to show respect to all adults and students at all times during any school activity.
4. No student is allowed to leave school grounds, without specific parental permission, at any time during the school day (7:30AM – 2:35PM).

Specific disciplinary steps are to be determined by the classroom teacher, with the principal, and may include:

1. Verbal warning to the student
2. Isolation from the class, not to exceed one hour.
3. Verbal and/or written notice to the parent
4. Parent conference with teacher and/or principal
5. Detention for 1 hour per day with 24-hour notice to parent
6. Parent required to attend class with student for one or more days
7. In-school suspension
8. Out of school suspension
9. Expulsion from one or more classes
10. Expulsion from St. John School

When in-school suspensions prove to be ineffective, (after three suspensions) or when misbehavior is chronic/daily, the student's parent/guardian will be required to attend school with the student for a minimum of one school day. Parent/Guardian will be given at least 24-hour notice. School Committee shall be notified if parent/guardian is required to attend with a student.

School Committee Policy Adopted: 2/20/89

Behavior, which hinders, interferes, or disrupts the educational process of one or more students, will not be tolerated. The following is a guideline regarding serious offenses, which may lead to suspension or eventual expulsion:

1. Violation of uniform code – discipline depends on the violation (see dress code). Persistent violation of uniform codes will result in possible detentions or suspension.
2. Tardiness
3. Any student leaving school grounds between 7:30 a.m. and 2:35 p.m. without written permission from a parent given to principal
  - First offense – one day suspension
  - Second offense – two days suspension
  - Third offense – refer for expulsion

4. Insubordination and/or verbal abuse, and/or gross disrespect to teacher or supervising adult or other child
  - First offense – two days suspension
  - Second offense – three days suspension
  - Third offense – refer for expulsion
5. Fighting (physical assault upon another student, no matter who throws the first blow)
  - First offense – one day suspension
  - Second offense – two days suspension
  - Third offense – refer for expulsion
6. Physical Contact – There is to be NO physical contact between students. Examples include: hand holding, hugging, kissing, or any other behavior deemed inappropriate by a teacher or the principal.
  - First offense – Detention
  - Second offense – one day suspension
  - Third offense – two day suspension
7. Physical assault of any staff member
  - refer for expulsion
8. Possession of drugs and/or alcohol, tobacco products, or weapons (See Addendum A & B)
  - Suspension or expulsion, at the discretion of the Pastor and Principal with support of School Committee.  
(All prescription medications are to be kept in the school office with directions for administration.)
9. Destruction of school property
  - Detention or suspension and restitution
10. Destruction of personal property
  - Detention or suspension and restitution
11. Sexual, ethnic, or racial harassment (see Addendum C)
  - Detention required counseling, expulsion

Students who receive three (3) detentions in one quarter will have a one-day in-school suspension. Students will be separated from their class and given assignments to complete.

A student who is suspended or expelled may not participate in any school related functions after school. This includes things such as dances, sports, practices, etc.

The principal shall reserve the right to modify the above and/or use suspension on any offense not listed which is deemed severe enough to warrant its use. The principal is authorized, in all cases, to impose appropriate student discipline, up to and including expulsion. This policy is in compliance with the Archdiocesan policy on discipline.

Peaceful Conflict Resolution practices will be employed whenever possible, BUT will not eliminate possible punitive actions.

These examples of inappropriate conduct and rules are illustrative, not exhaustive, and may include actions taken on the Internet. The school reserves the right to discipline for other conduct deemed inappropriate.

A student may be disciplined, up to and including expulsion, for conduct inside or outside of 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.

## **DRESS CODE – GRADES K – 8**

BOYS:

**Slacks:** navy blue or khaki, dress styled with NO top-stitching, rivets, snaps, patch or cargo pockets, or other decoration. Blue-jean styled slacks are NOT acceptable. Fabric can be twill, chino, or corduroy. No elastic or pegged ankles are acceptable, nor are baggies, hip-rides, cargo pants, flares, or bells. If pants have belt loops, belts are required. **Belt loops may not be cut off of pants. No pockets, buttons, zippers, writing designs, or slits may be on lower leg. No frayed hems.**

**Shorts:** shorts are to be “walking short” length (not more than 2 inches above the knee or longer than mid-knee when the child is standing). Fabric, colors, and styles same as above.

**Shirts:** Only white or dark green (ie., hunter, evergreen, forest) knit (polo) shirts, long or short sleeved oxford cloth (button-down) collar. All shirts must be turtleneck, mock turtle or have a collar. No colored t-shirts or t-shirts with logos or writing may be worn under school shirts. No layered look allowed. Shirts are to be tucked into slacks or shorts at all times. “Tucked in” means the hem of the shirt must not show at any time outside the slacks or shorts.

**Belt:** plain brown, black or navy (required only if slacks have belt loops).

**Socks:** navy, black, white, hunter green, or khaki crew length socks are required. No designer labels, names, or symbols may be visible. Socks must cover the ankle completely by 2 or more inches. Footie style socks are NOT permitted.

**Jewelry:** is limited to a watch, without beepers, games or other distractions, and one ring. Boys may not wear earrings even if covered. No bracelets, necklaces or pins are allowed. Additional piercing or jewelry may not be worn or covered. A small crucifix or religious medallion is allowed for a necklace.

GIRLS:

**Green Plaid jumper:** grades K-4 Available from Frenchtoast, Lands’ End or Schoolbelles. Navy or Khaki jumpers are not acceptable. Jumpers are to be no more than 2 inches above the knee.

**Green Plaid skirt:** grades 3-8 Also available from Frenchtoast, Lands’ End or Schoolbelles. Navy or Khaki skirts are not acceptable. Skirts are to be no more that 2 inches above the knee.

**Green Plaid Split skirt:** grades K-8 Available from Frenchtoast and Schoolbelles. Navy or khaki split skirts are not acceptable. Again the skirt length must not be more than 2 inches above the knee.

**Slacks:** navy blue or khaki, dress styled with NO top-stitching, rivets, snaps, patch or cargo pockets, or other decoration. Blue-jean styled slacks are NOT acceptable. Fabric can be twill, chino, or corduroy. No elastic or pegged ankles are acceptable, nor are baggies, hip-rides, cargo pants, Capri, flares, or bells. If pants have belt loops, belts are required.

**Belt loops may not be cut off of pants. No pockets, buttons, zippers, writing designs, or slits may be on lower leg. No frayed hems. Slacks may not zip in the back.**

**Shorts:** shorts are to be “walking short” length (not more than 2 inches above the knee or longer than mid-knee when the child is standing.) Fabric, colors, and styles same as above.

**Shirts:** only white or dark green (ie., hunter, evergreen, forest) knit (polo) shirts, long or short sleeved oxford cloth (button-down) collar. All shirts must be turtleneck, mock turtle or have a collar. Peter Pan collars are acceptable. No colored tank tops, t-shirts or t-shirts with logos or writing may be worn under school shirts. No layered look allowed. Shirts are to be tucked into slacks, skirts, or shorts at all times. “Tucked in” means the hem of the shirt must not show at any time outside the slacks, skirts, or shorts.

**Belt:** plain brown, black or navy (required only if slacks have belt loops.)

**Socks:** navy, black, white, hunter green, or khaki are required. No designer labels, names, or symbols may be visible. Socks MUST be crew length and cover the ankle by 2 inches. No footie style socks are acceptable. Navy, hunter green, white tights or knee socks are approved for all grades.

**Jewelry:** is limited to a watch, without beepers, games or other distractions, and one ring. Girls (only) may wear one pair of studs or small loop earrings (silver or gold) in lower earlobe. Additional piercing or jewelry may not be worn or covered. No bracelets, necklaces or pins are allowed. A small crucifix or religious medallion is allowed for a necklace. Barrettes and headbands are limited to silver, gold, brown, black, navy, green, or school plaid. There is to be NO visible logo on the headband. (Also, see hairstyles and accessories on the next page).

**Makeup:** is not allowed including nail polish, eye shadow, lip gloss, or other cosmetics. (Foundation or concealer will be allowed for girls in grades 6 – 8.)

BOTH:

**Shoes:** solid colored black, brown or navy, hard soled DRESS SHOES such as oxfords, penny loafers or Mary Janes. No striping or two-tone shoes are allowed or shoes with a visible logo on them. The following styles are **not acceptable:** gym shoe or gym shoe styled shoes, canvas/terry cloth shoes, ballerina style slippers, soft-sided moccasins, jelly shoes, lug soles, stacked heels, work shoes/boots, boot type shoes, mules, sandals, flip flops, clogs, crocs or variations of such and shoes that leave black marks on the tile or gym floor. Black tennis shoes are not acceptable. Heels are not to exceed 1 1/2 inches in height. All shoes MUST cover the foot completely including toes and heel. In the event of foot surgery a

doctors note will be accepted and an exception made. Please be aware of tread width and depth since this allows for mud and debris to be tracked in, which damages floors.

**Sweaters:** Solid navy, white, khaki, black or dark green in V-neck, crew neck or cardigan styles, (or vests of the same) are acceptable for boys and girls. A shirt, as defined above, must be worn with the sweater. **No hooded sweaters/sweatshirts or fleece sweaters are allowed.**

**Hairstyles:** are to be simple, well groomed and not following any fads or extremes. Boy's hair must be trimmed above the ears, and clear the collar (no tails, or braids,) shaved heads symbols or other sculptured art is not acceptable. Young men need to clean shaven. Unnatural hair coloring or styles that draw attention to an individual is not acceptable. Ponytail and pigtail holders and barrettes and headband must be plain colored with only a simple ribbon or bow attached. The following colors are acceptable: navy, green, silver, gold, brown, black, or school plaid with NO visible logo present. The teacher and/or principal will have the final say over what causes a visual distraction in the classroom in regards to hairstyles and hair adornments.

### **Physical Education uniform**

**Shoes:** K-8 - soft soled (white or those which will not mark the floor) gym shoes.

**Shorts/Sweats/Tees/Sweat shirts:** Gray T-shirt or sweatshirt with green logo available through the school is required for grades K-8. Shorts are to be "walking short" length (not more than 2 inches above the knee or longer than mid-knee when the child is standing.) Shorts or sweatpants are to be gray or navy fleece or knit. No nylon basketball or soccer shorts are allowed. No hoodies are allowed as gym clothes. Students in grades K, 1 and 2 are allowed to wear their gym clothes to school on gym day. All others must change before and after gym class. School Committee Policy Adopted: June 2000.

The uniform policy will be strictly enforced. Parents will be promptly notified of concerns. Consequences for dressing inappropriately for school may include: a detention, parents may be called to bring appropriate clothing, non-uniform items may be collected/removed, the student may be excluded from some/all of the school day and/or referred to the school discipline code. Students who have been asked to call home regarding inappropriate dress who cannot reach a parent to bring an appropriate change of clothes will be issued an "arm band" to signify to other faculty members that action has been taken and further discipline will not be received for that day. Students (either boys or girls) who receive two warnings in a single day for having their shirt un-tucked will receive a detention. Two warnings in a one week period will also result in a detention. Tight pants, shirts, and skirts and excessively baggie pants are in violation of dress code. Please keep your student's modesty & safety as well as our Catholic school setting in mind when purchasing clothing that will be worn at school. School uniforms should be worn with pride and clothes should fit appropriately.

### **EMERGENCY MEDICAL CARDS**

Parents complete a form, for each student each school year indicating emergency information-phone numbers, people designated to care for students, and desired

procedures in case of injury. It is absolutely necessary for parents to inform the school in writing of any allergies, physical weaknesses or any other health problems at the beginning of the school year or as soon as they may occur. School personnel attempt to follow the wishes of parents when emergencies do arise. Custodial parents may wish to discuss with the school and indicate on emergency cards the rights or non-rights of a non-custodial parent in the event of a student emergency. The school will require a certified copy of any legal documentation regarding this issue before it can act on behalf of the student.

All accidents involving students at school-sponsored activities are reported to the principal. School staff may administer basic first aid. If additional medical treatment is believed necessary, the parent or guardian shall be called. The parent then assumes responsibility for further decisions. If injuries are believed life threatening, the student will be taken to the emergency room at Mercy Memorial Hospital accompanied by school staff. Parents may be responsible for all costs incurred in treating an injury.

St. John School has student accident insurance through the Archdiocese of Detroit. A copy of this policy is sent to all school families each fall. This is a supplement to your family's medical insurance coverage and/or can be extended for 24-hour coverage for your student. Any insurance claim towards this policy is the responsibility of the parent. Questions regarding this coverage should be directed to the school.

Parent must inform the school of any restrictions when sending an injured child to school. This includes casts, splints, crutches, ace wraps, braces, stitches or slings of any kind.

## **EVACUATION PROCEDURES**

A Fermi Emergency plan is in place. In the event of a radiological disaster, children are bused to a host school. St. John students may be picked up following the evacuation at BEDFORD HIGH SCHOOL, 8285 Jackman Road, Temperance, MI. 48182. Major radio/TV stations will carry directive information to parents. Our students will remain at Bedford High School with our St. John School Staff until a parent, or an adult designated on their emergency card, picks them up. Please do not call the school during an emergency. Phone lines must remain open for specific directions from emergency officials for the school.

## **FIELD TRIPS**

Field trips are strongly encouraged as they enhance the educational program available at St. John School. These field trips are designed to be educational as well as recreational. For walking trips or the longer trips requiring car or bus transportation, each child will be required to have, on file, a signed permission slip. Students may not call for over-the-phone permission. Students without permission slips will remain at school. All school rules will be in effect on these trips. When riding school busses, students will be required to observe the rules given by the bus driver. Ride assignments are made at the teacher's discretion. Field trips are privileges afforded to students. Students can be denied participation if they fail to meet academic or behavior requirements. As part of school discipline, the school may arrange in-school supervision for a student who is excluded from an extra-curricular activity. Students not participating in a field trip will be expected to complete daily lessons under the supervision of a fellow teacher in that teacher's classroom.

Parents must have a completed Archdiocesan Volunteer Driver Form, Criminal Background Check, and have taken the Protecting God's Children class on file in the school office to drive/chaperone any students on a field trip.

Parents may be able to join students on field trips. The classroom teacher and the availability of seats for the activity will determine this. It is possible that pre-school siblings may be able to attend. This will depend on the activity. Siblings who would otherwise be in school are not permitted to attend field trips. Volunteer chaperones will be given direction by the teacher prior to leaving the school.

## **FINANCIAL OBLIGATIONS**

Tuition is an important source of income for St. John School. All non-paid tuition accounts are subject to collection/legal action. The records of students who withdraw or transfer will be held pending payment of any outstanding tuition and/or fees. The school reserves the right to deny enrollment to families with an outstanding tuition balance at their dismissing school. Parents who withdraw may request the refund of tuition monies for marking periods, which have not begun.

The Archdiocese of Detroit sponsors a Tuition Assistance Program for Catholic families. Its application forms are available in the spring at the parish or school office. We also recommend that families participate in our yearly magazine sale and our weekly Scrip Program to help supplement their tuition payments.

## **GRADE PROMOTION**

Grade promotion involves the total student, including not only academic performance, but also social adjustment, emotional and physical growth.

Teachers, with the principal, assess the progress of each student throughout the year. Notice is sent to the parent if his/her child appears to be a candidate for retention. Parents will meet with the teacher and principal for careful assessment on all areas for any student for whom retention seems probable.

A student who fails to meet academic, social or emotional requirements for promotion may be retained.

The principal will make the decision for retention or placement with input from parent and teacher on an individual basis, considering the needs of the total child and his/her well-being and future success.

## **GRADING SCALE**

The following is the numerical break down for St. John grading scale:

- A – 100-93%
- B – 92 –85%
- C – 84 – 70%
- D – 69 – 63%
- U – 62% - below

## **GRIEVANCE PROCEDURE**

The School Committee wishes to support the school staff, however, it also wishes to provide for the investigation of complaints from St. John School parents. The procedure to be followed in the event of a complaint must be:

1. First, talk with the child's teacher. If your complaint is not satisfied,
2. Then, talk with the principal, who may request information in writing.

3. If resolution does not follow the involvement of principal, either the parent or principal may request that the pastor of St. John Church be present for further discussion.

## **HOMEWORK/ASSIGNMENT NOTEBOOKS**

Homework is to be expected at all grade levels. The amount of homework will vary depending on the grade level of the student, and the material being covered. Homework assignments are to be done and handed in on time. Individual teachers establish classroom policies for missing/late assignments. Consequences may include lower grades, lost of credit for the work, lunch or after school detention, and/or parent contact. The practice of skills introduced in class is the key to the student learning the necessary skills and concepts to progress in his/her educational process.

Student papers will be sent home weekly with the student. These papers will be sent home on the day designated by the classroom teacher. Parent signature will normally be requested and should be provided promptly. This gives the parent an opportunity to see if assignments are being completed, and to assess the work being done by his/her student.

One assignment notebook per school year will be provided by the school for students in grades 2 – 8 to help form good work and study habits. All students in these grades will be required to maintain, use, and have visible on desk required notebooks to promote good organizational skills and provide a helpful way to communicate with parents. In case of lost assignment notebooks, an additional notebook must be purchased by student in the school office.

Parent involvement is essential in monitoring homework. If homework is important to you, it will be important to your student. You can help best by providing an appropriate place with few distractions, necessary materials and by assisting your child in scheduling his/her time so that adequate time is allowed for homework nightly.

If you have concerns about the amount of homework, or if you seldom see homework, call for a conference with the teacher. The following time allotments are approximate and may, on some days, be inaccurate. Individual students may require more or less time on a given day, depending on their individual skills and capabilities. Students in grades 1 - 3 should have about 1/2 hour of homework nightly (with a bit more often for grade 3); students in grades 4-5 will have one hour or more of homework nightly; students in grades 6-8 will have about 2 hours of homework nightly.

## **HONOR ROLL**

St. John School Honor Roll categories are as follows:

- All A's (in course work, effort, and conduct)
- A's & B's (course work, effort, conduct)
- Good Christian Award (one per class each marking period)
- Perfect Attendance (awarded last quarter for the entire year)
- The Honor Roll will be published in the parish bulletin, and "All A's" will be submitted to the *Monroe Evening News* and *The Monroe Guardian* for publication.

## **IMMUNIZATIONS**

The Michigan Immunization Law requires "all children enrolling in any public, private, parochial or denominational school in Michigan for the first time shall submit a statement signed by a physician that they have been immunized or protected against small

pox, diphtheria, tetanus, pertussis, rubella, measles, poliomyelitis, hepatitis B, and varicella (chicken pox)." The school office provides forms for physician's completion. No child will be admitted without this form on file. The State of Michigan also requires all children entering kindergarten to have their hearing and vision screened at least once between the ages of 3 and 5.

The school must also have on file a list of any allergies (to medication, insects, etc.) and any ongoing illnesses or conditions that may or may not require medication.

## **JEANS PASS/DRESS UP DAYS**

Students will be excused from their uniform requirements once each month and will be given a jeans pass for his/her birthday. Scout uniforms may be worn on the day of troop meetings. Jeans Pass Day allows students to buy a pass for \$.50 allowing them to wear jeans and appropriate tee or sweatshirts. **No sandals, flip-flops, or crocs are acceptable.** Shirts with alcohol advertising or tobacco logos, illegal substances, or phrases inappropriate for a Catholic school will not be permitted. Jeans may not have holes, tears, rips, etc. (No shorts, Capri, cut-offs, jean skirts, or sweat pants are allowed.) Uniforms are always acceptable on these days if the parent prefers. Dates for Jeans Pass Days will be listed on the monthly calendar sent home with all students. **No Jeans Passes will be honored on Mass days.** On Dress – Up days students are permitted to wear dress –up clothes. (No jeans, sweats, spandex, non-uniform shorts, or T-shirts are allowed.) No bare midriffs, spaghetti straps or tank tops are allowed on dress-up or jean days. Game Day Dress Up Day- CYO or Sports Jerseys are no longer permitted. Girls may wear dress slacks, dresses or skirts (of appropriate length) following the same guidelines as above. Boys may wear dress slacks (NO Jeans) with a dress shirt and tie. Dress shoes (no tennis shoes) are expected.

## **LIBRARY-MEDIA CENTER**

St. John School houses a library designed to meet the minimal needs of our students for outside reading, book reports, and classroom related research. This library is ever growing and expanding to better meet our students' needs.

The library is available and open to students as classroom groups and individually throughout the year. A schedule of specific days and times will be given to each student.

Donations of books (especially current science, history and biography), magazines and pamphlets are gratefully accepted. Lists of suggested titles are available from the librarian.

In order to maintain an adequate collection, pupils, teachers, and parents must cooperate to see that books are returned in good condition. If books are damaged or lost, a charge equal to the current replacement price will be made.

The library utilizes the assistance of parent volunteers. Please contact the office if you would be willing to help out. The library sponsors a Book Fair held during the month of November. The proceeds are used to improve the book collection. Parent involvement is needed for this activity.

## **LOST AND FOUND**

Since everyone is victim of losing or misplacing belongings, a Lost and Found box is kept in the school. It is strongly recommended that nametags or other identifying marks be used on all clothing and personal belongings that are brought to school. Every effort is

made to return lost articles to their appropriate owners. Any articles unclaimed at the end of each semester will be donated to an appropriate agency. Please remember that we have 200+ navy blue sweaters. Nametags help a great deal.

## **LUNCHROOM**

Lunchtime is supervised by monitors, who are in charge of the students, during both lunch and recess. Students are required to show them the same respect that they have for the classroom teachers. The attitude and actions of the students while in the lunchroom and out on the playground should reflect the quality Catholic education that they receive both at school and at home. Courtesy and concern for others should be the rule, and not the exception.

The following is a list of some Lunch Room rules. This is not meant to be a definitive list, nor does it address all areas of concern to the fullest. Our major purpose in reminding parents and students of these policies is to provide each child with a safe lunch.

1. Show respect to all adults and peers.
2. Walk in the lunchroom.
3. Use proper language and speak quietly.
4. Use proper table manners.
5. Sit at tables designated for each class.
6. Ask before using restroom or leaving the cafeteria.
7. Clear table, floor and chairs before leaving and as directed. If asked, assist adults in cleaning up any general mess.
8. No tipping back on chairs for safety reasons.
9. No eating is permitted outside the cafeteria.
10. No glass containers may be sent in lunches.
11. Be respectful while *Grace After Meals* is being said.

Consequences for students who choose to ignore these rules may include: silent seat time while eating, lost time at recess, cleaning duty after the lunch hour, removal from the cafeteria, and/or detention.

## **LUNCH ROOM PARENTS**

A list of parent volunteers, who will help serve lunches and assist in monitoring the lunchroom, will be issued at the beginning of each month. The duties of our parent lunch volunteers are: helping serve the hot lunch, wiping spills/tables, assisting with student needs, circulate around the lunchroom etc. We ask that parents make note of the days they are to help, and if they are unable to work on a scheduled day, to find a replacement parent. Your continued assistance is vital and very much appreciated. If you can help and are not listed, please call the office!

## **LUNCH PROGRAM**

A hot lunch is served in the cafeteria each day. The menu is sent home at the beginning of the month. Meals may be purchased on a weekly or monthly basis payable in advance. Since our lunch program comes under the Federal Hot Lunch Program, FREE and REDUCED LUNCHES are available to those who qualify. A letter indicating the income level for applying for this is sent home at the beginning of each year. The free or reduced price program is confidential and parents are obligated by law to inform the food service director of changes in personal financial income as it relates to eligibility of free/reduced



## **OFFICE HOURS**

Parents are welcome to call (734-241-1670) or visit the office from 7:30am – 3:00pm. Anyone desiring an appointment with the principal or a teacher is asked to call and make an appointment. It is helpful to save time if we know ahead the nature of the business to be discussed.

## **PARENTS**

Parent involvement is essential to the success of any student in any school. The priorities set by parents through example and encouragement become the priorities of the child. Parents can show their children that school is important in many ways. Providing an appropriate place to do homework and making time for the student to do homework is but one tool. Regularly checking homework with the child is another. Making books available in the home, reading to children, having them read to their parents instills a strong value on reading. Having children double or halve recipes, add grocery costs, figure gas mileage, etc., shows practical need for math skills. Support of school rules and realistic expectations as to the ability of each child is vital.

Parent involvement in religious education by regular attendance at Mass, discussion of beliefs and traditions and commitment to the parish community goes far in reinforcing the lessons taught at school. Your support is necessary; your time as a volunteer in school events is appreciated.

## **PARENT COMMUNICATION**

Weekly information updates will be sent home with the oldest student on Tuesdays and will also be available on the school website. The update will have current school scheduling and information. Non-custodial parents who request a copy of the updates are asked to provide the school with a set of self-addressed envelopes.

## **PHYSICAL EDUCATION - Shared Time**

An expanding, comprehensive program in Physical Education is provided to all students in grades K-8. Studies have proven a definite relationship between motor skills and physical development and academic success. In addition, it is the goal of St. John School to provide a well-rounded curriculum to promote the development of a well-rounded student.

All students are expected to dress for and participate in Physical Education classes. Students will be graded according to their own potential and individual effort and growth.

Gym grades will be S+, S, or S- for Grades K – 2. Letter grades will be assigned for Grades 3 – 8. Students who are temporarily unable to participate in Physical Education must have a note from their doctor on file in the office. Parents may excuse their child from participation, with a note to the classroom teacher, no more than once during the semester.

## **PICTURES, YEARBOOKS, WORK DISPLAYS & CONTEST ENTRIES**

School pictures are scheduled for the fall. Parents are not obligated to purchase school pictures. The photographer is contracted based on competitive bids for most service, picture quality and affordability of packages offered.

Yearbooks are sold at a nominal fee each spring and are delivered before the end of the school year. Parents are not obligated to purchase the yearbook or pictures.

Student pictures are taken at a variety of school activities. These pictures are used on bulletin boards around the school and in communications such as the yearbook, church bulletin, *The Monroe Evening News*, *The Guardian*, etc. Whenever possible, teachers will inform students and/or parents that the local press will be covering an activity.

If a parent/guardian does not want a child's picture used for a particular purpose, the parent/guardian must notify the school in writing at the start of each school year.

The school maintains a website at [www.stjohnmonroe.com](http://www.stjohnmonroe.com). Each fall, parent permission is solicited for the website. Student work may be submitted in contests. No personal information is given out on contest entry forms or on the website. If addresses are ever requested, we submit the school's address to the third party.

## **PRINCIPAL**

The principal is accountable and responsible for the administration and operation of the school within State, Archdiocesan and local policies. The Principal sits on the School Committee and the PTG executive committee. The Principal is answerable to the Pastor, and with the Pastor, plans and directs school activities.

Parents and students should feel free to contact the principal for clarification of rules, explanation of school policies, or information regarding school procedures.

## **P.T.G.**

Each parent is automatically a member of the PTG and as such, is always invited to PTG meetings. **Each family is required to attend one PTG meeting per school year.** Non-compliance will result in a \$50.00 fee assessment. The purpose of PTG is to offer the little extras that make school more enjoyable for families and staff. The activities will include an All-School Potluck in the fall, a Book Fair for students and parents, a Santa's Workshop for children to purchase Christmas gifts for family members, picnics, Christmas Party for the School, our Annual School Auction and so on. **Each family is expected to participate in volunteering in a minimum of two of these activities as part of the committee sponsoring the event.** Non-compliance with this portion of the PTG requirements will result in the assessment of a \$50.00 fee (per activity) for a total of \$100. The PTG assessment fee for non-compliance is due June 1<sup>st</sup>.

## **RECESS**

Normally students will be allowed to make use of the playground each day, during their lunch period. During inclement weather or if the playground is being used for church parking, students will be allowed to use the gym for recess. It is the parents' responsibility to assure that their child is adequately dressed for daily recess. Outer clothing may include a hat, mittens, gloves, raincoat or warm jacket, long pants, scarf, and boots. The responsibility for canceling recess rests solely with the Principal or the Principal's designee.

Because the playground is blacktop, rather than grass, and to provide maximum playground safety, the following rules must be observed:

1. Playground supervisors are the authority on the playground.
2. Violations of playground rules will be disciplined as classroom violations, by “benching” (time-out) or detentions.
3. Nerf Balls are the only types of balls allowed on the playground.
4. Activities using balls or jump ropes are to be played well away from the play-scape area.
5. Students may not re-enter building without permission from supervisors.
6. No food or drink is permitted outside at recess.
7. Snow stays on the ground. No kicking, throwing, or climbing snow piles.
8. Be responsible for whatever equipment taken from the supervisor.

If students must remain in the gym for recess, board games are to be brought from the classroom. The much smaller area requires that students be prohibited from running in the gym or playing “outdoor” games.

Students should be reminded that the playground supervisors are to be granted respect and obedience.

### **REFUSAL TO COOPERATE STATEMENT**

If a parent shows disrespect toward any personnel on the faculty or staff, uses abusive language toward a teacher or student regardless of age or sex, or if a parent refuses to participate in the programs of the school curriculum, it will be necessary to ask the above-mentioned person/persons to terminate their relationship with the parish school.

### **RELIGIOUS EDUCATION**

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

### **REPORT CARDS**

Report cards are issued quarterly. The first report card is only given out at a Parent-Teacher Conference. Every teacher maintains a record documenting any grade earned by a student. Academic marks may be based on classwork, homework, quizzes and tests, oral presentations, cooperative class assignments, etc. Grades are the sincere effort of the teacher to assess the quality of work and effort put forth by each student. The parent should carefully read grade cards. Letter grades will be assigned to all course work as well as behavior. At the end of the school year, grade placement will be assigned to each student. A student who successfully completes the academic year will be promoted to the next grade. A student who fails to meet the academic and attendance qualifications for the grade level will be retained in the same grade. Criteria for retention will include: poor student performance, poor test results, excessive absenteeism, and failure in three or more major subjects or any combination of problems. Parents are constantly apprised of student progress when there is the possibility of retention. Final Report Cards for grades 6-8 will be mailed home at the end of the 4<sup>th</sup> quarter. Grades are determined in the following fashion:

Grades 2-4= 66.5% Tests, 33.5% Homework; Grades 5-8= 45% Tests, 40% Homework, and 15% Quizes.

## **REQUIRED SUPPLIES**

Each student must have and use a book bag to protect the school's books. Books must be covered. No self-adhesive book covers are to be used. Each child is responsible for the daily supplies needed. A list is issued each spring and fall listing all the necessary supplies for each classroom, and is available from the office at any time during the year.

## **SCIENCE AND OUTDOOR EDUCATION PROGRAM**

Students in Grade 5 attend a week-long Educational Science Program. The fee for this may be paid outright or through fundraising through the school. This trip requires additional medical information forms, which must be notarized. Students who do not participate are required to attend school for the week and to work on curriculum assignments assigned.

## **SEARCH AND SEIZURE**

In the interest of teaching personal neatness and good order to their students, certified staff members may legally check desks and books. For the safety and protection of all students within their care and custody, certified staff members have the privilege to search for and seize weapons or other dangerous or illegal objects, if they have reasonable grounds to believe that such are in the possession of the pupil, especially where the pupil has no reasonable expectation of privacy; e.g., desks, coats, books and book bags. "Anything brought onto the school premises by a student (in a car, in a book bag, on their person) is subject to search.

## **SERVICE HOURS/VOLUNTEER HOURS**

Each family will be required to work on two activities, which directly benefit the school. Non-compliance with this requirement will result in the assessment of a \$50.00 fee due June 1<sup>st</sup>. A list of activities and dates are sent home for parents to volunteer to work on at the beginning of the school year.

All parents who would like to volunteer for chaperoning events, driving on field trips, lunchroom helpers, classroom monitors, etc. must have a volunteer criminal background check done and attend one "Protecting God's Children" workshop required by the Archdiocese of Detroit before volunteering at any activities. These criminal background checks will be good for 7 years. Archdiocesan Policy on Criminal History Background Checks and authorization forms are available in the school office along with a list of dates for "Protecting God's Children" classes.

Parents are invited to attend a presentation regarding the Child Lures Prevention Program, which enables each child to identify risky situations and to learn techniques to protect themselves. Students will receive ongoing instructions and reinforcement in learning skills necessary to take action when under duress.

## **SCHOOL COMMITTEE**

The School Committee is a representative parish board. Its function is to act as an advisory body to advise the administration regarding establishment and enforcement of school policy, school budget, curriculum, and advise the Pastor and Principal regarding school business. Archdiocesan rules and regulations as well as State of Michigan School Law govern all activities. Meetings are held in the school approximately once a month. If you would like to address the committee, please contact the principal or School Committee president one week in advance of the meeting. Please be advised that program concerns that have not been brought to the school staff first, that are anonymous, or that discuss individual students/staff will not be discussed by the School Committee.

The School Committee is responsible for:

- Review of annual budget and referral of this budget to Parish Council.
- Evaluation of school programs through review of curriculum, testing results, and so on, annually.
- Review of educational and discipline policies including admissions.
- Review and oversee maintenance of facilities and equipment.
- Spearheading student recruitment.
- Reporting school activities to Parish Council.
- Considering and studying all Archdiocesan policies relating to school operations.
- Establishing committees as needed.
- Fostering better understanding and support of Catholic education in general and St. John's School in specific.
- Establishing and implementing a grievance procedure for parental use.

## **SCHOOL DAY**

St. John School begins each day promptly at 7:45 A.M. and dismisses at 2:40 P.M. Please plan to have your child at school no later than 7:45 A.M. so that he/she can have necessary time to take care of coats, book bags, and so on, and he/she can be seated and ready to begin the day at 7:50 A.M.

If your student must be dismissed early, please send a note to the teacher stating the exact time you will be here to pick up the student. Students must be picked up by a parent unless other arrangements are made with the principal. Each parent or designee must come to the office and sign their student out of the building if their student must leave early during the day. All students will wait in the office for parents to pick them up. If returning the same day, the student shall report back to the office upon returning to school.

## **SCHOOL RECORDS**

St. John School collects information concerning students and student performance to satisfy (a) legal requirements and (b) for the purpose of assisting school personnel in helping students with their academic, personal, social and vocational decisions. All student records are confidential. Personnel having access to student records shall not violate the confidentiality of those records.

All parents and guardians of students have the right to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness.

No records, files, or data directly relating to an individual student shall be made available to anyone without the consent of the parent or guardian of a child EXCEPT (1) the teacher and officials of St. John School who have legitimate educational interest in such information or (2) requested by officials of SMCC or Monroe High school upon 8<sup>th</sup> grade graduation, or (3) in compliance with a judicial order or subpoena. In such case, parents will be notified.

Observations or notes made by an individual teacher, counselor or administrator, which are not communicated to another person while working with a child are not considered part of the official record and are not available for examination. Disciplinary referrals are NOT part of the permanent record.

## **SUPPORT SERVICES**

Individual student testing to determine special academic or social needs is provided through the Monroe County Intermediate School District. MCISD personnel come to St. John School for such testing after parent consent is given.

Speech Therapy is provided through Monroe Public Schools at St. John School. Vision and hearing assessment is given annually through Monroe County Health Department.

Parents who wish to pursue individual testing, or who are seeking professional child counseling services may call the principal for further information and referral suggestions.

## **TEXTBOOK AND WORKBOOK POLICY**

All students are provided with textbooks and workbooks required at their particular grade level. All books are the property of the school and given to the students for their use. Books may be taken home for study whenever necessary as directed by the teacher. It is expected that materials will be used carefully so that wear will be kept to a minimum. Consequently, all hard-backed books must be covered at all times. All students must carry books to and from school in a book bag. All books are not to be marked in or defaced in any way.

Should excessive abuse, defacement or loss of books occur, assessment will be made for full replacement value. No final report card will be issued until these accounts are settled.

## **TRANSPORTATION**

With rare exception, our calendar and that of Monroe Public School will coincide to facilitate using public school bus service. You will receive notice when bus transportation is not available so that you may make necessary carpool arrangements.

For student safety, we ask that you discharge students from your car in front of the school on Monroe Street or in the parking lot by the door. Please drive carefully in the parking lot since all of our students meet there before school and walk through the lot after school. Morning drivers will be exiting to Fifth Street. Driver courtesy is the key to student safety.

When picking up children, do not block the driveway. You may park in the lot and exit to Washington Street. Students must lock bikes. The school is not responsible for bikes stolen or damaged. Students are not allowed to ride bikes on the playground. Misuse of bikes will result in suspension of student's bike privileges.

Students may not remain at the school after dismissal. Outside play before/after school hours is not permitted on school grounds. If a CYO game/practice, scout meeting, etc. is not scheduled for immediately after the school dismissal, students may not wait at school unless adult supervision is provided by that group. Students must wait in the designated/supervised areas for rides. Any student not picked up within 15 minutes of dismissal will be waiting in the office for his/her adult ride to come in to pick him/her up.

## **VISITORS/PARENTS**

Parents are encouraged to visit school frequently and actively participate in the education of their child. For the protection of the students, all non-students are to report to the office upon entering the building. Please do not go directly to the classroom. If you need to give your child a message, medication, homework, lunch, etc. please go to the office. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting on your child or the teacher may be disruptive to the learning environment. **All visitors/parents must enter the buildings through the doors in our main building by the office and sign in at the office before proceeding to any given class or any other part of the building.**

## **WEATHER CONDITIONS**

Michigan weather makes perfect planning impossible. Parents are requested to send students to school as well prepared as possible for the day's weather so that students can stay warm and dry. Remember that children go out to play during the lunch recess each day except in extreme weather conditions. Boots are required for all students in winter months. Jackets, mittens, hats, are necessary in cold weather. Nametags should be on each article of outerwear for easy identification.

If a student must stay in temporarily, a note from home must be sent to the teacher stating exactly how long the student should stay indoors. Normally, a brief period of outdoor activity is of great benefit to the student.

If school has to be closed due to weather conditions, the announcement will be made on radio stations WJR (760am) or WTWR (98.3fm). If Monroe Public Schools are closed due to weather, St. John will be closed. Please do not call the school when there is a delay/cancellation, as the staff does not report to the building. This includes Fog Delays and Ice Delays. NO faculty will be available for supervision on these days so it is critical that parents listen for such announcements throughout the year. Please be cautious about dropping off an unattended student if you do not see staff vehicles parked in the lot. A two-hour delay will delay the beginning of school until 9:45 AM. A two-hour delay may be updated to four hours; in this case school begins at 11:45 AM and no lunch hour will be given at school. In the event of school cancellation, all extra-curricular activities, whether for parents or students, which were scheduled for that day are also canceled.

## **WELLNESS POLICY**

### **Local Wellness Policy for St. John the Baptist Catholic School, Monroe, MI**

St. John the Baptist Catholic 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. All students shall possess the

knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, all school staff are encouraged to model healthy eating behavior as a valuable part of daily life. The school nutrition program shall make effective use of school and community resources and fairly serve the needs and interests of all students and staff, taking into consideration differences in cultural norms and social class.

### **Nutrition Education**

Every year, all students, Pre-K-8, shall receive nutrition education that is aligned with the *Michigan Health Education Content Standards and Benchmarks*. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have the appropriate training.

### **Nutrition Standards**

St. John the Baptist Catholic School in conjunction with Monroe County District shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations. The district shall encourage students to make nutritious food choices. The school shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs. The district shall consider nutrient density and portion size before permitting food and beverages to be sold or served to students. The school principal shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.

### **Physical Education and Physical Activity Opportunities**

St. John the Baptist Catholic School in conjunction with Monroe Public Schools shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction shall be aligned with the *Michigan Physical Education Content Standards and Benchmarks*. Every year, all students, Pre-K-8, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short and long-term benefits of a physically active and healthy lifestyle.

### **Other School-Based Activities Designed to Promote Student Wellness**

The school may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

### **Implementation and Measurement**

The principal shall implement this policy and measure how well it is being managed and enforced. The principal shall develop and implement administrative rules consistent with this policy. Input from teachers (including specialists in health and physical education), school nurses, parents/guardians, students, representatives of the school food service program, school committee members, school administrators, and the public shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The principal shall report to the local school board, as requested, on the district's programs and efforts to meet the purpose and intent of this policy.

## **RIGHT TO AMEND**

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

## **CODE OF CONDUCT FOR VOLUNTEERS**

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

### **A volunteer must:**

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

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

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

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

The following is a reprint from the **Code of Pastoral Conduct For Priests, Deacons, Pastoral Ministers, Administrators, Staff and Volunteers**. The **Code of Conduct for**

**Volunteers** can be found on the Archdiocese of Detroit website at [www.AODonline.org](http://www.AODonline.org). Click on Promise to Protect Pledge to Heal and then on Volunteer Code of Conduct.

### **WEAPONS**

Archdiocese of Detroit, 1995

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

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

Definitions:

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

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

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

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

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

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

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

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

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

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

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

4. Any destructive device.

(Adopted by St. John School Committee, August, 1995)

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

Vicariate of Monroe Catholic Schools

PHILOSOPHY

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

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

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

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

DEFINITION OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

#### STUDENT PROGRAMMING

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

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

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

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

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

1. A staff member witnessing the sale, use, possession or distribution of alcohol, other drug or drug-related paraphernalia shall report the incident immediately to the administrator.
2. The administrator shall immediately
  - Inform parent/guardian of the event (by phone)

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

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

1. Suspension until a parent/guardian conference occurs
2. Student participation, with parent/guardian approval, in a support or treatment group
3. Compliance with recommendations of the above specialist regarding treatment.

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

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

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

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

DISCIPLINE: Enforcement of “punishment” for drug/alcohol related situations will be used to assure the safety of all students, while assuring the appropriate treatment for the individual. Parent/guardian and student cooperation in all procedures to determine need and type of treatment is essential. If this cooperation is not forth coming, 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
  - An assessment is required within five days (by licensed provider) and report made to administrator
  - Parent/guardian and student must agree to fulfill the recommendations of administrator to be readmitted. If student or parent/guardian refuses to agree, expulsion/exclusion will occur.

Second Offense:

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

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

EXTRA-CURRICULAR ACTIVITIES

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

MAKE-UP WORK

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

AFTERCARE

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

## **SEXUAL, RACIAL, ETHNIC HARASSMENT POLICY**

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

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

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

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

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

## **TUITION POLICY**

1. Registration fees are due at the time of registration and are non-refundable.
2. Families will have the option of paying tuition in full through St. John School on or before August 1<sup>st</sup> of the upcoming school year or may elect to pay tuition through the FACTS payment plan which is 10 monthly payments beginning in July and concluding in April. Automatic bank payments through your checking or savings account may be made on either the 5<sup>th</sup> or 20<sup>th</sup> of each month through the FACTS program. The FACTS annual enrollment fee is \$38.00.
3. All tuition and fees must be paid in full for the current year before a student can register for the next year.
4. In cases of genuine hardship, please contact the school principal to discuss a payment plan.
5. All parents/guardians of enrolled students will be required to work on two activities\* which directly benefit the school. Non-compliance with this requirement will result in the assessment of a \$50 fee due June 1<sup>st</sup>. A list of activities and dates will be sent home for parents to sign up at the beginning of the beginning of the school year. Parents must attend one PTG meeting per school year. Non-compliance will result in a \$25.00 fee assessment.

Approved by School Committee: February 7, 2006

\*Activities include but are not limited to: lunchroom helper, bookfair, Santa's Workshop, magazine sale, scrip program, potluck, picnics, coaching school teams, auction, and so on.

## **St. John the Baptist Catholic School**

### **Electronic Information Access and Use For Educational Purposes Policy**

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

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

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

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

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

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

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

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

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

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

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

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

## **School Responsibility**

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

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

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

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

### **[St. John the Baptist Catholic School] Network Users**

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

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

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

#### **Privileges**

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

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

#### **User Responsibilities**

Users are responsible for:

- Using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- Attending appropriate training sessions in the use and care of School Systems.
- Seeking instruction for the use of any available technology with which they are not familiar.

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

**Users are prohibited from:**

- Using the technology for a “for-profit” business, for product advertisement or political lobbying.
- The malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- Using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.

- Participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- Vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

**Declaration**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Notice for Directory Information

Dear Parents:

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

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

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

If you do not want St. John the Baptist Catholic School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing by September 14, 2009. St. John the Baptist Catholic School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level

If you have any questions regarding directory information, please do not hesitate to contact the Principal, Mrs. Cheryl Tibai, at 734-241-1670. Thank you.

## PESTICIDES

1. The Michigan Department of Agriculture has three points of compliance that we should be aware of with regard to any use of pesticides in or around our schools. Please share this with your maintenance personnel.
    - A. All schools are required to send the attached "Advisory to Parents," home within the first 30 days of school. Fill in the blanks and send home in August or with the next set of school materials.
    - B. If your maintenance people use pesticides that are not pre-mixed or pre-packaged, they will need to be Certified Pesticide Applicators through a certification class and process. They should contact the state's Department of Agriculture (517-373-1087) if they are using pesticides whose contents are mixed together on site or are dispensed in a container other than the original, such as a pump sprayer. Commercial contractors are required to provide written notice of when they spray. Keep a copy of this. Send written notice home to parents who request notice on the Parent's Advisory.
    - C. A new state law requires schools to post notice at all entrances to the facility at least 48 hours in advance of pesticide application. (April, 2004)
- 

### ADVISORY TO PARENTS

As required by Michigan Department of Agriculture

Dear Parent/Guardian:

As part of St. John the Baptist's Catholic School's pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete the information below and submit to the school office:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

You may also contact our school office (734-241-1670) if you have any questions regarding this notice.

Pesticides (Health, Athletics, Phys. Ed & Safety) Aug. 2004

**ST. JOHN SCHOOL**

**PARENT/STUDENT COMMITMENT**

We have received the Parent/Student Handbook and realize it is our duty to become aware of all school policies.

We have read and agree to be governed by this handbook.

Parent Signature\_\_\_\_\_ Date\_\_\_\_\_

Parent Signature\_\_\_\_\_ Date\_\_\_\_\_

Student Signature\_\_\_\_\_ Date\_\_\_\_\_

Grade\_\_\_\_\_

**This page should be copied from this handbook, signed by parents and student and returned to St. John School by the end of the week.**