

ST. JOSEPH PARISH SCHOOL



STUDENT \ PARENT

HANDBOOK

2011 - 2012



**ST. JOSEPH PARISH SCHOOL
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ST. JOSEPH PARISH SCHOOL'S PHILOSOPHY

The primary purpose of the existence of St. Joseph Parish School is to help facilitate the parents in providing a Christian faith-community for their children. The school strives to maintain academic excellence in all areas while it upholds an atmosphere centered in the person of Christ and His teachings.

The administrator and faculty of St. Joseph Parish School believe that each child is a unique individual who learns most effectively through the integration of the intellectual, emotional, spiritual, social and physical aspects of development.

Through the combined efforts of the Church, the school and the home, each child will have the opportunity to be prepared for future challenges. This preparation will lead to personal success and fulfillment as a mature Christian, aware of basic principles and prepared to accept adult responsibility.

It is our conviction that true education focuses on the formation of the human person in pursuit of his ultimate purpose.

ST. JOSEPH PARISH SCHOOL'S MISSION STATEMENT

Our Mission is to implement our philosophy by:

Promoting positive Christian attitudes and values that will enable the students to make ethical choices;

Providing the student with a diversified curriculum that strives to enhance each child's innate potential;

Preparing students for active participation in the life of the Church;

Developing a positive self-image in each student; and

Instructing and motivating students to pursue peace and social justice in their community.

STUDENT CREED

As a St. Joseph Student I will:

- Have a positive Christian attitude
- Always work to my full potential
- Participate in my church
- Have a positive self-image
- Be a peace maker and help others

ADMISSION POLICY

St. Joseph Parish School does not discriminate against students in admission or participation in any school program or activity on the basis of race, sex, nationality or ethnic origin.

The criterion for admission to St. Joseph Parish School is that parents accept the Catholic concept of education.

Priority for admission to St. Joseph Parish School:

1. A student who is pre-registered and a member of St. Joseph Parish and attending St. Joseph Parish School at the time of pre-registration.
2. A student who is pre-registered, not a member of St. Joseph Parish but is attending St. Joseph Parish School at the time of pre-registration.
3. A student who is pre-registered and a member of St. Joseph Parish but not attending St. Joseph Parish School at the time of pre-registration.
4. A student who is pre-registered but not a member of St. Joseph Parish and not attending St. Joseph Parish School at the time of pre-registration.
5. A student who is not pre-registered. A student not pre-registered is accepted in the above order for other descriptions.

Students with disabilities will be evaluated for admission on an individual basis based upon their needs and the school's ability to accommodate those needs.

Pre-registration takes place after the Christmas holiday.

All students will comply with State of Michigan required Immunization and Health Laws prior to admission.

When a student applies for transfer from another school, the parent must sign a release form allowing St. Joseph Parish School to request the student's records from the previous school. A student's acceptance into St. Joseph will be contingent upon the receipt of the records from the previous school and the satisfactory reports contained therein. Eighth grade students are rarely admitted to St. Joseph Parish School. Transfers of an eighth grade student from another Catholic school may be admitted providing there are no academic and/or discipline problems. Students who were not recommended for promotion in their previous school will not be accepted to the next grade at St. Joseph Parish School.

Age Qualification: To be eligible for enrollment into kindergarten, a child must have reached the age of five (5) years on or before December 1 of the year the child is entering kindergarten. Birth certificates must be shown at the time of registration.

TUITION \ FEES POLICY

Parents can select from three payment plans at the time of registration. They are: One payment in full due the first of August; Four equal payments due the first of August, October, January and March; or Eight equal payments due the first of August through and including March. August 1st payment must be received by August 1st or a late fee of \$50.00 is assessed. No tuition refunds on the first quarter or after the third quarter.

Books (\$200 per child), lunch supervision (\$100 per family), and computer fee (\$125 per child) are non-refundable. If a refund on tuition occurs, these fees will be subtracted from the tuition paid. Registration fee of \$150 per family occurs at pre-registration and is non-refundable. Fees are included in the tuition.

Those who use the St. Joseph Parish bus will make their payments according to their tuition schedule. Refunds will be made on a quarterly basis with no refund after the Third Quarter.

A student will not receive a final report card or be allowed to participate in graduation if tuition, bus, library or fundraising fees are not up-to-date.

A student will not be allowed to return to school in the fall if prior tuition is still owed.

Assistance is available to help with the cost of tuition based on financial need. Please contact the principal for further details.

CURRICULUM 2011 - 2012

RELIGION:	Grades K - 8: "Blest Are We", Silver Burdett, 2010
READING:	Grades K - 5: Scott Foresman, 2004
Literature:	Grades 6 - 8: Holt 2007
PHONICS:	Grades K - 3: Modern Curriculum Press, 2003
MATHEMATICS:	Grades K - 5: Houghton Mifflin Math, 2005 Grade 6: Math Applications and Concepts Course I, Glencoe 2004 Grade 7: Pre Algebra, Glencoe 2005 Grade 8: Algebra I, Glencoe 2005
ENGLISH:	Grade 1: Scott Foresman 2004 Grades 2 - 5: Harcourt Brace, 2002 Grades 6 - 8: Holt, Rinehart & Winston, 2001

- SPELLING: Grades 2 - 6: Scott Foresman, 2008
Grade 7 & 8: Wordskills, McDougal Littell, 2000
- HANDWRITING: Grades K - 3: D'Nealian Handwriting, Scott Foresman, 2008
- SCIENCE: Grades K – 5: Scott Foresman, 2008
Grades 6 – 8 : Glencoe, 2008
- Health: Grades 6 - 8: Glencoe, 2007
- SOCIAL STUDIES: Grades K - 5: Harcourt 2007
Grade 6 - 8: McDougal Littell, 2010
- LAND OF THE LETTER PEOPLE: Kindergarten (science/social studies integrated into program)
- ENRICHMENT: Art, Music, Physical Education and Computer

MARKING SYSTEM

<u>KINDERGARTEN</u>	<u>GRADES 1 - 4</u>	<u>GRADES 5 - 8</u>
Individual reports for each student	A: Very Good B: Good C: Average D: Below Average F: Poor	100% - 93%: Excellent 92% - 85%: Good 84% - 77%: Average 76% - 70%: Below Average Below 70%: Failure

Grades for Enrichment Classes: Art, Computers, Music and Physical Education will be given each quarter.

HONOR ROLLS

Students are given recognition for achievement through:

CITIZENSHIP HONOR ROLL (GRADES 1 - 8)

A student is eligible for this honor roll by maintaining a B- or higher grade in effort and conduct in "*all areas*".

SCHOLASTIC HONOR ROLL (GRADES 5 - 8)

Principal's List: 100% - 93% in the six major subjects
First Honors: 100% - 93% in four major subjects and
92% - 85% in two major subjects

To be on the Scholastic Honor Roll the student must not have lower than a B- in effort and conduct in "*all areas*".

The major subjects are Religion, Reading/Literature, Math, Science, English and Social Studies / History.

PROGRESS REPORTS

A progress report for each child will be given half-way through the first three card marking periods. This report will enable you to evaluate your child's progress at the mid-point of these card markings. If you question a progress report, please call the teacher. Dates for distribution will be listed on the monthly calendar.

FAILING GRADES \ RETENTION

Retention can be successful if a student was unable to master skills taught the first time at a grade level. All parties concerned need to see this in a positive manner, a second chance to succeed not a punishment. All aspects will be carefully considered on an individual basis.

Teachers will notify parents through reports, conferences and report cards that an academic problem(s) exists. Parents and teachers need to work together in planning possible remedies to the problem.

Ordinarily, a student in grades one through four who does very poorly in reading and/or math will be recommended for retention. Failing three (3) or more major subjects for a student in grades five through eight means automatic retention. Parents will have to abide by the school's recommendations.

PARENT \ TEACHER CONFERENCES

Conferences are usually scheduled for November and January. After all other report card markings, a conference can be requested by the parents or the teacher(s). If parents would like an individual conference at any other time during the school year, they should send a note to the teacher. A convenient time for both parties will be set by the teacher(s).

DAILY SCHEDULE

7:30 a.m.	School doors officially \ legally open (All students must use the front door)
8:00 a.m.	School day begins
3:00 p.m.	Prayers/dismissal for St. Joseph bus riders (first run)
3:03 p.m.	Dismissal for grades K-4
3:05 p.m.	Dismissal for grades 5-8
12:00 p.m.	Dismissal on half-days

LITURGY

Students and faculty come together weekly to celebrate the Liturgy. This celebration takes place at 8:30 a.m. on Fridays except when Holy Days occur. Parents, parishioners and friends are always welcome to share in our liturgical celebrations.

LUNCH

Students must bring their own lunch or purchase lunch from the weekly selection. Milk is available for the students to buy on a daily basis. Students will eat their lunch in the dining room.

SCHOOL COMMISSION

The School Commission is a consultative body involved in promoting St. Joseph Parish School as an integral part of the educational mission of the parish. Its functions are to foster the school's philosophy and to assist in developing action steps to implement the school's objectives for education. Member's input is valued for issues important to parents. These issues may include topics such as the school's long and short range planning, handbook policies, tuition and budget, public relations / marketing, and parish / community involvement.

The Commission meetings are held on the second Wednesday at 7:00 p.m. in the Parish Center. Parents are invited to attend these meetings. Any person requesting to be included on the agenda for any School Commission meeting is asked to submit their discussion topic to the principal in writing at least ten days prior to the next meeting to get scheduled on the agenda. Parents are advised that all topics **MUST** be related to the Commission's functions. Parents should discuss all other non-related issues with the principal.

SPIRIT OF ST. JOE'S

The purpose of this committee is to build fellowship among school families. To acquire a strong school bond, we need to know each other and social events are fun ways to attain this goal. Events will be planned during the school year to promote interaction and unity within our families.

CARNIVAL COMMITTEE

The school carnival promotes fun, while helping new students and parents get to know each other. It is a morale booster for everyone involved. It is not a fundraiser, however, any monies made will be used for school enhancements. The carnival is normally held in the spring. Set up meetings are usually held once per month, throughout the school year.

Committee duties include: coordinate game rental, obtain game prizes, set up and take down. Ensure that volunteers are scheduled to work the carnival (game operators, ticket sales, and food concessions). Organize booth signs, ticket cans, donations for raffles (including grade level baskets), silent auction, decorations, concessions, and thank you notes to those who have donated.

Parental involvement is a great way to give your time and talent to make your school as good as it can be!

FISH FRY COMMITTEE

The fish fry is sponsored by the School Commission to build community. It is held every Friday during Lent. This is a great chance for your family to meet other school families. You can have fun and help the school by volunteering.

The fish fry depends upon your participation as a supportive volunteer and customer. The profit reduces the operational budget which helps to keep our tuition low.

Committee duties entail scheduling volunteers for Thursday preparation, Friday work shifts, clean-up groups, menu decisions, advertising, and purchasing food and supplies.

ATHLETICS

St. Joseph Parish School and Parish are members of the Catholic Youth Organization (CYO) and abides by its rules and regulations (involves grades five through eight, both boys and girls). All financial means necessary for the support of this program are provided by the St. Joseph Athletic Club.

ATTENDANCE POLICY

Regular class attendance and punctuality develop positive attitudes toward school. Regular attendance enables a child to gain more from their educational experiences than one who is absent frequently.

If a child is absent from school for any reason, a parent must notify the school by telephone prior to 9:00 a.m. When the student returns to school, a dated and signed note must be sent to the teacher.

If a student is absent for more than eleven (11) days in a quarter, the school is justified in not assigning a grade for that period. If a student is absent for more than thirty-three (33) days in a school year, the school may determine that promotion to the next grade is in jeopardy.

Upon returning to school, the student is responsible for acquiring and completing all make-up work. The student will have the number of days to complete all daily class assignments as to the number of days absent. If a student is ill, homework can be requested **before** 10:00 a.m. and can be picked up at the office no sooner than 3:00 p.m.

Students may not be dismissed early from school without a written request from parents signed by the principal. A parent or designated adult must come to the school office to pick up the student and sign them out.

ABSENCE DUE TO VACATION

Family vacations during the school year are discouraged; the school does understand that special circumstances may arise. Any child missing school due to conditions not relating to illness will be given their school work, homework, assignments and tests **after** their return to school. (Please keep in mind that classroom presentations\lectures cannot be made up.) **No homework will be given prior to vacation.** If homework is not completed in the time allowed, including projects, no credit will be given.

TARDINESS

Students who are not in class by 8:00 a.m. are tardy. If students enter the building after 8:00, they must report to the office. Parents of children who are chronically late (five or more times in a quarter) will be asked to come to school for a conference with the principal. Parents are expected to cooperate regarding the arrival of their children at school on time.

UNIFORM CODE

BOY'S UNIFORM

Slacks: Navy blue dress slacks or navy blue dress corduroys; no double stitch on any seams; no drawstring waist or elastic cuffs are permitted. Jean-type slacks are unacceptable.

Shorts: Uniform shorts must be purchased from Schoolbelles or Lands' End school catalog and may be worn from the start of school until the last day in November and again beginning the first day of April until the end of the school year.

Shirts: Colors - White or light blue
Type - Dress or knit shirts with a collar or turtlenecks
No logos or writing on the shirts, except the cardinal logo. Shirts must be worn inside the slacks; No colored T-shirts under the shirt.

Sweaters: Colors - White, navy or burgundy; Solid colors only with no labels or writing on them. Cardinal logo is acceptable. Sweaters, if worn, must be worn over a shirt.
Type - Vest, v-neck, cardigan or crew neck

Shoes: Standard dress\conservative school shoes must be worn. Shoelaces must be laced and tied. No sandals, clogs, crocs, flip flops, or boots may be worn. A sandal is considered as having an open front, back or sides. Athletic shoes can only be worn on designated days and must have a white sole or, if black soled, they must be non-skid. Dressy athletic shoes or skateboarding shoes may not be worn.

Socks: Socks must be worn at all times. They must be worn under the slacks and not on top of them. All socks must be visible above the ankle, not below.

Hair: Boys' hair should be neat and trimmed. Not Acceptable: bangs below the eyebrows; hair in back of head that exceeds the middle of the neck; tails; spikes; razor cut designs; close shaved hair on the bottom with longer hair on the top (should be even in length); fad or punk hair cuts. No hair bleaching, streaking or coloring allowed. Hair may not cover the ears or any part of the ears.

Jewelry: Necklaces, chains or bracelets are not allowed. A necklace with a cross or religious medal is permitted. Only one ring per hand is permitted. Earrings are not permitted. No tattoos.

Belts: Boys in grades 1-8 must wear a plain black, navy or brown belt.

Jackets: Wearing jackets, or hooded sweatshirts in the classroom is not permitted

Cologne: Cologne, or body spray is not to be worn.

GIRL'S UNIFORM

- Jumper/ Skirt:** Grades K - 4 – Schoolbelles or Lands' End uniform jumpers (uniform plaid or navy blue)
Grades 5 - 8 – Schoolbelles or Land's End uniform skirts (uniform plaid or navy blue)
Length may not be shorter than two inches above the knee.
- Shorts:** Uniform shorts must be purchased from Schoolbelles or Lands' End & may be worn from the start of school until the last day in November and again beginning the first day of April until the end of the school year. Color: Navy
- Slacks:** Navy blue or uniform plaid dress slacks or corduroys; no double stitch on any seams; no drawstring waist or elastic cuffs are permitted. Jean-type slacks are unacceptable.
- Blouse:** Colors – White and Maize (light yellow)
Type - Peter Pan or tailored collars; no lace, trim, logos or ruffles; Turtlenecks are allowed; No sheer material; Blouses and turtlenecks are to be tucked in; No colored T-shirts under the blouse or turtleneck. Knit shirts are permitted. Cardinal logo is acceptable.
- Sweaters:** Required for Grades 5 - 8; Optional for Grades K - 4
Colors - White, maize, navy blue or forest green; Solid colors only with no labels or writing on them. Sweaters must be worn over a blouse or knit shirt.
Type - Vest, v-neck, cardigan or crew neck
*If a knit shirt has a St. Joseph School logo on it then no sweater or vest is required.
- Shoes:** Standard dress\conservative school shoes must be worn. Shoelaces must be laced and tied. No clogs, sandals, jelly shoes, crocs, flip flops, or boots may be worn. Heels of school shoes may not exceed two inches. A sandal is considered as having an open front, back or sides. Athletic shoes can only be worn on designated days and must have a white sole or, if black soled, they must be non-skid. Dressy athletic shoes may not be worn.
- Socks:** Socks or pantyhose must be worn at all times. Socks must be worn under the slacks and not on top of them. All socks must be visible above the ankle, not below.
- Nail Polish:** Only clear nail polish may be worn. No acrylics or unnatural nails permitted.
- Hair:** Girls' hair should be neat and trimmed. Not Acceptable: bangs below the eyebrows; spikes; razor cut designs; fad or punk hair cuts. No hair bleaching, streaking or coloring is allowed.
- Jewelry:** Necklaces, chains or bracelets are not allowed. A necklace with a cross or religious medal is permitted. Only one ring per hand is permitted. Dangling earrings are not allowed. No earrings may be extended below the lobe. Only one earring per lobe is allowed.
- Make-up:** A light application of blush and mascara may be worn only by girls in grades six, seven and eight. Eyeliner, lipstick, lip gloss, body glitter, perfume, body spray, or tattoos are not permitted.
- Jackets:** Wearing jackets or hooded sweatshirts in the classroom is not permitted.

GYM UNIFORM

On designated gym days, students come to school dressed for gym and stay in those clothes all day. No hooded sweatshirts are permitted.

REQUIRED

The required uniform must be purchased through Schoolbelles. All items will have the school name on them.

- Shorts: Color / Navy
- Pants: Color / Navy - Choose from the following:
 - Fleece with straight legs
 - Windpants
- Top: Color / Red - Choose from the following:
 - Short sleeve t-shirt
 - Long sleeve t-shirt
 - Sweatshirt
- White or red turtlenecks can be worn under short sleeve t-shirts.

FUN DAYS \ DRESS DOWN DAYS

Dress code rules for hair, make-up, jewelry, socks and nail polish are to be followed on dress down days. Athletic shoes, sweats, blue jeans, casual slacks and T-shirts are the usual apparel. Check monthly calendar and newsletter for particular themes throughout the year. Sandals, clogs, crocs, flip flops, sweats that snap down the sides, or pajama bottoms are not permitted. Slacks that rest below the waist or tops that reveal the abdomen are not permitted. Hooded sweatshirts are acceptable on **Dress Down Days ONLY**.

DRESS CODE VIOLATIONS

If a student comes to school in inappropriate dress, the parents will be called and asked to bring the appropriate clothes. If a student comes to school with an inappropriate hair cut, or hair color, the parents will be called and the parents will have five days to correct the student's hair. If an emergency arises where it is impossible for a student to wear the proper uniform, a parent should write a note to the teacher explaining the problem. The teacher will then notify the office of the situation.

Parents must cooperate with the school in enforcing the dress code. Parents will receive a call from the teacher when they are in violation of the dress code. If dress code violations become chronic for a particular student, the principal will call the parents. The parents and the child will then meet with the principal to discuss the matter so a solution can be found.

EMERGENCY FORMS

An emergency form is kept for each student in the school office. This card will include the name, address and telephone number of the parents, another specified person to call in an emergency and the family doctor. Emergency forms need to be updated as changes occur.

ACCIDENT POLICY

Parents are called immediately when an accident occurs. If the parents cannot be reached, the Trenton Fire Rescue is called. It is extremely important that any changes in telephone numbers, home or work, be reported to the school office as soon as possible. It is also important that the person named on the emergency card as the parental alternative has a current telephone number and be available to transport a sick child.

EMERGENCY SCHOOL CLOSING

In the event that school must be canceled because of bad weather, an announcement will be made on television and radio stations. Radio stations WWJ (95AM) and WJR (76AM) lists all school closings, as do all the local TV stations. The code name to listen or watch for being: St. Joseph, Trenton. Please do not contact the Parish Office about school closings.

MEDICATION POLICY

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

School personnel will not dispense or administer any medicine to students. If prescription or non-prescription medicine must be taken during school hours, the principal or her designee will supervise the taking of the medicine by the student.

All medicine must be clearly labeled and in its original bottle with expiration date, and the student's name and proper dosage on the container. Medicine will be kept in a locked container in the office.

Parents must have a St. Joseph written consent form completed and on file in the office before any medication is dispensed. The forms must be signed by both **parent** and **doctor** even for over the counter medication which includes cough drops. If the form is not properly filled out, a parent must dispense the medication. Forms are available in the school office.

FIELD TRIPS

All parents/grandparents must attend a "Protecting God's Children" class and pass a criminal background check in order to chaperone any field trip.

Due to the "Protecting God's Children" program, parents may not "show up" at the field trip destination and tag along. Parents must sign up as a chaperone.

No siblings allowed on field trips.

Students are not permitted to have cell phones, Ipods or any other electronic devices.

Under no circumstances are parents allowed to consume alcohol beverages while chaperoning a field trip.

When the bus is not being used and we are having parent drivers, you must fill out a "Volunteer Driver Information Sheet". The form must be accompanied by a copy of your driver's license and a copy of your insurance policy which states minimal liability coverage of \$250,000/\$500,000. Without proper coverage, you will not be able to drive. These forms need to be filled out yearly.

DISCIPLINE

One of the intentions of St. Joseph Parish School is to develop responsible students. We stress good behavior and good attitudes toward everyone.

When student behavior is considered inappropriate, the matter must be addressed. It could involve a conference with the student by the teacher and/or principal or a telephone call to the parents. If a matter is serious in nature, the parents will be asked to come in for a conference with the principal.

Students may be subject to:

DISCIPLINARY PROBATION

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

EXCLUSION

A temporary removal of a student from a class or classes. In-school suspension is included in this category.

SUSPENSION

The temporary dismissal of a student from the school. Duration of suspension depends on the severity of the infraction.

EXPULSION

The permanent dismissal of a student from the school.

Students receiving an in-school or home suspension will not receive any credit (grade is zero) for all work done in the classroom on that day or days.

GENERAL RULES

Students are responsible for safe, orderly and courteous conduct at all times in school, in church, on the playground, on the bus, in the cafeteria, on field trips, etc.

Food, of any type, is to be eaten only in the cafeteria or the classroom during designated times. Gum chewing is prohibited.

Students may not bring pagers, laser pens, radios, CD players, cell phones, ipods or camera's to school.

Cell phones **MUST** be turned off and inside book bags during school. They can never be on the student or in purses. If a student is caught with a cell phone out of the book bag, or if it rings or vibrates, it goes to the office and a parent must pick it up. If a student is caught twice, they will be suspended. If a student is caught a third time, they will be suspended for one week. A fourth incident will result in expulsion.

Students may never leave the school property without proper permission from the office.

Students may be suspended for fighting, using vulgar language, gestures, or vandalism.

Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor as detrimental to the school community.

The principal or pastor reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

CONFLICT RESOLUTION

Conflicts can often occur from misunderstandings. If a parent or student has difficulty with a major disciplinary decision made by a teacher or with the suspension\expulsion of a student by the principal, the procedure for discussion\resolution is as follows:

- Level 1: Conference with teacher(s)
- Level 2: Conference with principal and teacher(s)
- Level 3: Conference with principal

ARCHDIOCESE OF DETROIT ILLEGAL SUBSTANCES

(Excerpt)

Bringing, possessing, manufacturing, purchasing, consuming, selling or distributing drugs, alcoholic beverages, controlled substance, paraphernalia or tobacco by students in school, at school-sponsored events, on school premises, or in the immediate vicinity of school is expressly forbidden.

Parents and\or the Trenton Police Department will be notified of any policy infractions.

A student will be held accountable for any violation(s) of this rule. Suspension will occur for any of these infractions; expulsion, in some cases, may be considered.

ARCHDIOCESE OF DETROIT ACQUIRED IMMUNODEFICIENCY SYNDROME (HIV \ AIDS)

(Excerpt)

Members of the school faith community suffering with any and\or all communicable disease or blood borne pathogens including HIV\AIDS will be treated with dignity and compassion. Continued functioning within the school community will be dependent upon best available information from treating physicians or local health departments.

**ARCHDIOCESE OF DETROIT
SEXUAL HARASSMENT
(Excerpt)**

Every student is entitled to attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to conduct which ensures that the school is free from sexual and other forms of illegal harassment.

The school will tolerate neither sexual harassment nor will it tolerate reprisals against any student who makes a sexual harassment complaint.

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

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

Any student who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the principal.

The school will investigate all complaints of harassment in the most prompt and confidential manner possible and will take appropriate corrective action when warranted. Any student who is determined to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including exclusion from school.

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

SCHOOL SAFETY/HARRASSMENT POLICY FOR STUDENTS

St. Joseph School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face disciplinary action which could result in suspension, and/or expulsion.

**ARCHDIOCESE OF DETROIT
WEAPONS POLICY**

Students are prohibited from bringing weapons to school, school-sponsored activities, or having weapons in school or at school-sponsored activities, on the school premises, on a school bus or en route to or from school, or in the immediate vicinity of the school.

RULES (Excerpt)

Definitions: A weapon is any object that can be used to threaten or injure another. It includes, but is not limited to: guns of any kind, nature or description; dagger, dirks, stilettos, knives with a blade more than three inches long; pocket knives; iron bar; brass knuckles; ammunition; sling shots or sharpened instruments.

School premises include the school building and the adjacent grounds including, but not limited to, parking lots, playgrounds and buses.

Immediate vicinity of the school means a block radius of the school.

- A. 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 will be immediately excluded from classes pending investigation.
- B. A search can be conducted to verify the suspicion or clarify the discovery. It may include an inspection without prior warning and search of a student's person, pocket (the student empties his\her own pockets), book bags, purses, lunch pails, lockers, automobiles, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, a teacher, the pastor or a person acting in the place of any of these.
- C. When a body search is conducted, it will be in the principal's or pastor's office or other appropriate place. Another person of the same sex should conduct the search of the student.
- D. If a student refuses to cooperate or interferes with a search of a person or possessions or premises, he\she should be warned that refusal to cooperative without legitimate reason will result in disciplinary action, up to and including expulsion from school.
- E. Depending on the nature of the weapon, the local police department will 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.
- F. Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion (permanent dismissal).
- G. 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.

ARCHDIOCESE OF DETROIT FALSE FIRE ALARM, BOMB THREAT OR TAMPERING WITH FIRE ALARM SYSTEM

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

If a student enrolled grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school shall suspend or expel the student from the school for a period of time as determined at the discretion of the school

WELLNESS POLICY

Preamble to the Michigan State Board of Education Model Local Wellness Policy.

On June 30, 2004, Congress passed section 204 of Public Law 108-265, of the Child Nutrition and WIC Reauthorization Act of 2004. This law requires each local education agency participating in a program, authorized by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.), to establish a local school wellness policy.

St. Joseph Parish School does not participate in any federally subsidized lunch program.

St. Joseph Parish School is striving to create a healthy school environment.

Students receive consistent information promoting physical and mental health, good nutrition, and positive health choices through:

- Science/Health classes within the curriculum
- Trenton Public School nurse conducting classes promoting good health and positive self-esteem
- Physical Education classes within the curriculum
- Daily recess time
- After school sports opportunities for grades four through eight
- Information provided for city-sponsored activities (dance, sports, etc.)
- Monthly Nutrition Nuggets Newsletter

St. Joseph Parish School encourages good health and nutrition by providing:

- Clean, safe dining area
- Drinking fountains on both floors
- Permission for clear water bottles (grades three through eight) during fall and spring
- Milk (1% and 2%) daily
- Lunch items that follow the nutritional pyramid guide
- Suggestions for nutritional items for snack time, classroom parties, and school picnic
- Snack cart items that have the following criteria:

Per serving, snacks have no more than six grams of fat and meet at least two of the following criteria:

1. Contain 300 or fewer calories
2. One or more grams of fiber
3. At least 10% of Calcium, Iron, Vitamin A or Vitamin C

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.

Student Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom. 2001

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Joseph Parish School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will not disable filter software.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards, social networking sites, or chat lines for personal use.

In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material online that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules described above will be dealt with seriously.

This form is handed out at the beginning of the year and must be signed and dated by both Parent/Guardian and student.