



*Be it known to all who enter here
that Christ is the reason
for this school.
He is the unseen but ever-present
teacher in its classes.
He is the model of the faculty
and the inspiration of its
students.*

St. Patrick School
1001 Charles Orndorf Dr.
Brighton, Michigan 48116
810.229.7946
Fax 810.229.6206

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Welcome to the St. Patrick School Community. St. Patrick School receives accreditation through the Michigan Association of Non-public Schools (MANS)

PHILOSOPHY

St. Patrick School exists to provide quality *Catholic* education for its students.

- We believe in **REVERENCE** for the Christian experiences of God who is Love, and of persons who are bound together in that Love to serve one another.
- We believe in **RESPECT** for the dignity of every human being, and that each child has unique capacities for intellectual, emotional, social, physical and moral development.
- We believe that teaching involves **RESPONSIBILITY** and partnership among the parents, students and teachers to nurture and strengthen the desire to learn, interpret, apply and integrate knowledge.

MISSION STATEMENT

The mission of St. Patrick School is to provide a quality *Catholic* education in the following ways:

- * Demonstrating respect for the dignity of each child and to promote respectful behavior in the school environment.
- * Guiding each child in developing a sense of personal responsibility that is the basis for academic, social and emotional self-esteem.
- * Sharing the educational responsibility with students, family, staff and community.
- * Teaching, through example, reverence for God, self and others.
- * Fostering academic excellence.

EDUCATION COMMISSION

The basic purpose of the Education Commission is to ensure a successful program of Catholic education reaches the total membership of the St. Patrick Parish. This includes continuous life-long Christian education for ALL members of the parish, preschool through adulthood.

SCHOOL ADVISORY COMMITTEE

The mission of the St. Patrick School Advisory Committee is to facilitate the mission of St. Patrick School through the positive involvement of the school parents and families. The responsibility of the committee is to collaborate with the Principal, Pastor and Education Commission to determine long range planning, including marketing methods and strategies, portal for communications, safety and security issues, capital improvements as well as major maintenance needs. The committee shall make recommendations at the request of the Principal.

ADMISSIONS POLICY

St. Patrick School is committed to quality education within a Catholic environment. Students and parents are expected to support the philosophy, educational and administrative policies of St. Patrick School.

St. Patrick School respects the dignity of all students. It does not discriminate on the basis of race, nationality, ethnic origin or sex, as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

- **Order of Admissions (dependent upon space availability):**
 1. Currently enrolled students who have met the previous year's financial obligations
 2. Siblings of currently enrolled students and children of teachers
 3. Children of registered, contributing and participating members of St. Patrick Parish or St. Mary Magdalen Parish -- processed according to the date of the family's registration in the parish
 4. Children of families registered in another Catholic parish
 5. Non-Catholics who qualify and agree to conform to the school's religious instruction and policies

- **Acceptance of students for admission or re-admission** will be judged individually on the basis of past academic and behavioral reports. Admission may be denied for any reason deemed to be appropriate by school or parish authorities, including but not limited to the following:
 - students with past disciplinary or academic problems
 - students who require special services which cannot be serviced by the school or staff

- **All new students** are on probation behaviorally and academically for the first quarter.

- **All students entering kindergarten** should be five years of age on or before September 1.

- **All students entering the 1st grade** should be six years of age on or before September 1.

- **All new students entering the 7th or 8th grade** must be carrying a 'C' average.

Parents and/or students who do not abide by or are disruptive in their actions toward school policies or instructional programs may be asked to withdraw from the school.

REGISTRATION

Currently Enrolled Students: Online registration for currently enrolled students shall be submitted after the first semester of the previous school year. A non-refundable registration fee per family of \$500.00 is required.

New families: Online Registration must be submitted to the school office and a copy of the most recent report card is required. Upon review and acceptance, a \$500 registration fee is required. If a student qualifies for admission but there is not space available, we will advise when an opening becomes available. If a position does not become available by the start of the school year, the family will be given an opportunity to apply the following school year and will be placed for consideration ahead of open enrollment applicants.

FINANCE POLICY

Current tuition rates are on the school website.

Registration Fee: \$500.00 NON-REFUNDABLE

Sunday Parish Contribution: To qualify for in-parish tuition rates, the family must be registered members of St. Patrick Parish in Brighton, St. Mary Magdalen Parish in Brighton, or any other Catholic parish. St. Patrick parishioners must contribute a minimum \$10 per week. St. Mary Magdalen parishioners must sign a subsidy request that requires a minimum contribution of \$15 per week in addition to other requirements. Please use your envelopes or electronic withdrawals when making weekly contributions. (Note: special collections such as Missions are not applied to this account)

All families must enroll in the tuition payment program whether payment is made in monthly installments or payment in full.

All tuition, fees and fines must be paid in full before report cards are given and/or transcripts sent.

FINANCIAL ASSISTANCE

Avenues are available for those requesting financial assistance. This process begins with filling out a Student Aid Form from Private School Aid Service. PSAS provides an objective financial analysis that determines in a fair, impartial and consistent manner the ability of a family to pay for private education.

TUITION REFUND POLICY

The registration fee paid at the time of registration, book fee, and other miscellaneous fees are not refundable.

For students withdrawing from school at the request of the school administration at any time, a full pro-rated refund of all remaining tuition other than registration, book and miscellaneous fees, will be made.

Voluntary Withdrawal Reimbursement:

- For students voluntarily withdrawing on or before the fifth day of school a 100% tuition refund, less registration, book and miscellaneous fees.
- For students voluntarily withdrawing on or before the first Friday of the second quarter of the school year, a refund of 75% of the annual tuition of such students, less registration, book and miscellaneous fees.
- For students voluntarily withdrawing on or before the first Friday of the third quarter of the school year, a refund of 50% of the annual tuition of such students, less registration, book and miscellaneous fees.
- For students voluntarily withdrawing on or before the first Friday of the fourth quarter of the school year, a refund of 25% of the annual tuition of such students, less registration, book and miscellaneous fees.

For purposes of calculating the amount of refund as a result of a student's withdrawal, the departing student will be considered the last child of the family. For example, if a family with four children in school withdraws one of its students, the refund will be calculated using the tuition rate for the fourth child of the family.

BOOK FEE

The book fee covers the following:

- The purchase of student workbooks
- The rental of textbooks and replacement of updated versions
- The purchase and use of all instructional materials in the various subject areas in the classrooms
- Standardized tests taken in school (not the High School Placement Test)
- Tests and materials duplicated by teachers and supplies needed for this purpose

Damage to any of these books will result in a fine depending on the age of the book and the damage done. Damage fees can range from \$5.00 to replacement cost (as much as \$65). Students are responsible for covering the books assigned to them to help prevent damage. If a student loses a textbook, s/he will be responsible for replacement costs of the book.

GRADING POLICY

Diocese of Lansing Grading Scale

Grades 1-3 common grading scale:

- 1 = Beginning *Identifies key concepts presented*
- 2 = Developing *Demonstrates evidence of skills*
- 3 = Mastery *Exhibits understanding of material in isolation*
- 4 = Applying *Extends concept to higher level application*

Grades 4-8 common grading scale:

- A = 100-93%
- B = 92-85%
- C = 84-75%
- D = 74-67%
- E = 66% and below

Grades 1-8 common Virtue and Work Habit Scales:

- 4 = Exceeds Expectations
- 3 = Meets Expectations
- 2 = Approaching Expectations
- 1 = Does not Meet Expectations

We are not “grading” virtues; we are reflecting student behavior as we always have, whether a student is exceeding, meeting, approaching, or does not meet expectations. We continue to grade academics from the viewpoint of student knowledge but work habits and virtues are based on students’ outward display of behavior – not their internalization of what each virtue is and whether they are “virtuous” in their life. “Specials” classes are included when calculating grades for honor roll.

HOMEWORK

Homework is the extension and application of learning initiated by the teacher in school and continued at home. Grades are based on test results, class work, homework, class participation and independent projects. Homework may consist of written assignments, reading, facts to be studied, and preparation for tests. Homework assignments received after the due date/time may receive a grade reduction per teacher discretion.

It is important that students (and parents) check Powerschool for homework assignments. Students are assigned a user name and password for individual access to the assignments and grades. Parents are encouraged to access all of their children's information on Powerschool by establishing Parent Portal Access to Powerschool. New parents will receive instructions to establish access to Powerschool at the beginning of the school year.

STANDARDIZED TESTING

The Diocese of Lansing Department of Education requires standardized testing called Measures of Academic Progress (MAP). MAP tests determine the student's instructional level, measure academic growth throughout the school year, and from year to year in the areas of math, language usage, and reading. MAP tests are unique in that they adapt to be appropriate for the student's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. Each school year, students in grades three through eight are tested in the fall, winter and spring. Students in grade two are tested in the spring. Following each testing period, parents receive a report showing the student's growth.

RETENTION POLICY

When retention is an issue, parents, teachers and administration will meet to discuss the best interest of the student.

ADDITIONAL EDUCATIONAL & EXTRA CURRICULAR OPPORTUNITIES

- Basketball – Grades 5-8 (Intramural Basketball – Grades 1-4)
- Cheerleading – Grades 4-8
- Cross Country – Grades 4-8
- Golf – Grades 4-8
- Soccer – Grades 5-8 (Intramural Soccer Grades 1-4)
- Volleyball – Grades 4-8
- Student Council – Grades 5-8
- President's Award for Educational Excellence – Grade 8
- CPR Training/First Aid – Grades 7-8
- Presidential Physical Fitness – Grades 1-8
- Drama – Grades 7-8
- Boys and Girl Scouts
- Lego League
- Science Olympiad
- Jump Rope Club

STUDENT UNIFORM DRESS CODE POLICY

revised August 2017

~Items listed below with * are required purchases through Schoolbelles Uniform Company.
~All khaki items, polo shirts, blouses and sweaters must be purchased from Schoolbelles or Educational Outfitters.

GIRLS

Jumpers for Grades 1-3

*Plaid with white blouse or polo shirt
Bike shorts or plain black/navy leggings may be worn under jumper with jumper length no shorter than the kneecap

Skirts or skorts for Grades 4-8

*Plaid
Khaki
Length must be no shorter than meeting the kneecap with the skirt fitting at the natural waistline.
Bike shorts or plain black/navy leggings may be worn under skirt.

Pants and Walking Shorts

Khaki
Must be worn with a belt.
Shorts may only be worn in Sept., Oct., May and June and must be no shorter than meeting the kneecap with the shorts fitting at the natural waistline.
Shorts may **not** be worn on Liturgy days.

Shirts, Polo or Oxford

White or hunter green
Short or long sleeves
Traditional or "feminine" style for polo shirts
School logo optional
Shirts are to be tucked in unless they are a banded bottom style.

Belts

Traditional buckle belts are to be worn with pants and shorts.

Socks

Socks must be worn at all times.

Hair

Hair must be of reasonable style and tidy.
Natural hair color – no hair dye.
No distracting haircuts or styles.

Hair Accessories

Please keep hair bows, barrettes and hair ties conservative in color and size.

BOYS

Pants and Walking Shorts

Khaki
No oversized pants or shorts; all pants and shorts must fit at the waist and inseam.
Must be worn with a belt securely ABOVE the hips (at the waist), allowing for a proper inseam (not a baggy) fit.
Shorts may only be worn in Sept., Oct., May and June and must be no shorter than meeting the kneecap with shorts fitting at the natural waistline.
Shorts may **not** be worn on Liturgy days.

Shirts, Polo or Oxford

White or hunter green
Short or long sleeves
School logo optional
Shirts are to be tucked in.

Belts

Traditional buckle belts are to be worn with pants and shorts.

Socks

Socks must be worn at all times.

Hair

Hair must be neat and cut above the collar, eyebrows and ears.
Must be clean-shaven.
Sideburns are to be no longer than earlobes.

Jewelry

A single, simple necklace or chain is permitted.
A single wrist bracelet is permitted.

Optional Sweaters

Navy or hunter green
Crew, v-neck, cardigan or vest

***Optional Polar Fleece**

Zipper vest
Hunter green, school logo optional

Girls

Jewelry

One pair of post earrings is permitted.

No hoops or dangling earrings will be permitted for safety reasons.

A single, simple necklace or chain is permitted.

A single wrist bracelet is permitted.

No Make-up

Optional Sweaters

Navy, hunter green, white

Crew, v-neck, cardigan or vest

***Optional Polar Fleece**

Zipper vest

Hunter green

School logo optional

ALL STUDENTS

School-approved sweatshirts or hoodies may be worn. Students must wear uniform shirts underneath the sweatshirt. All sweatshirts must be removed for Liturgy.

Shoes

Please keep in mind that shoes will be worn outside during recess and in the gym during lunch. Therefore, shoes should be comfortable, safe and functional with NON-MARKING soles.

Tennis shoes will be allowed.

- Lights, reflective strips, wheelies or other gadgets are not permitted.
- Shoes must be in good condition, neat and clean.
- They may not be higher than 1" above the ankle.
- Laces must be tied appropriately.
- High heels or platforms are not permitted.
- Heels may not be higher than 1".
- Sandals may be worn if there is a heel strap.
- **Clogs, crocs, slippers, open-backed shoes, and boots are not permitted.**
- Shoes must have sole.
- Socks or hose must be worn with all types of shoes.
- Snow boots must be removed indoors.

Physical Education Dress Code

Students are required to wear gym shoes during their physical education classes. They may participate in gym class wearing their school uniform or the school-approved gym uniform on their scheduled gym day. The school-approved gym uniform consists of a St. Patrick School t-shirt that may be purchased at the school office. School-approved gym pants consist of the following: nylon track or sweat pants in solid colors of black, navy blue or hunter green. A white stripe is acceptable down the outside leg of the pants. No spandex or yoga pants may be worn as part of the gym uniform. Students are allowed to wear black, navy blue or hunter green long basketball style shorts during gym class. The shorts must be no shorter than meeting the kneecap. The shorts may be worn throughout the school day on gym day during the months of September, October, May and June. From November through April, school-approved gym shorts may be worn under-

neath the school-approved gym pants during the day. The pants may be removed during gym class and the shorts worn for gym class only.

Schoolbelles carries approved gym pants and shorts under the St. Patrick School code.

Casual Dress Days and School Dances

On the occasional casual dress day, appropriate school attire is required. Spandex, yoga pants, leggings, tight fitting skinny jeans, torn jeans, midriff tops, short shorts, t-shirts with inappropriate sayings, tank tops, sleeveless tops will not be permitted. Shoulders must be covered. Shoes are always to be worn with socks or tights – no flip flops, high heels, clogs, or opened-back shoes. This list is a sample and not to be considered all-inclusive. No hair color or face paint.

Dress Up Days

Shoulders must be covered. Dress, skirt and shorts length must be no shorter than meeting the kneecap. If dressy shoes are worn, tennis shoes must be sent in and worn for gym and preferably recess. No spandex, yoga pants, or jeans.

Appearance and Grooming

All students are expected to be well-groomed, neat and presentable at all times. Clothing should be clean, properly fitting and modest. Since it is impossible to identify in advance all possible deviations from acceptable dress and grooming, the Administration and staff reserve the right to determine what is acceptable. In all cases, the decision of the principal will be final.

Gum Chewing is not allowed in school. As part of appearance and grooming, any student caught with gum will be asked to immediately dispose of it and will be issued a Dress Code Violation.

Dress Code Violation: If a student violates the Uniform Dress Code Policy, a Dress Code Violation will be issued and emailed for parent signature. Parents must make every effort to correct the violation by the next day. If the Dress Code Violation cannot be remedied by the next school day, the parent must advise the school of the date by which the Dress Code Violation will be remedied. If a student violates the Dress Code Policy three times in one marking period, s/he will receive a detention.

CODE OF CONDUCT

Since the Catholic school is a unique educational institution, the spirit of Christ-like charity, respect for authority and mutual cooperation are essential to the learning situation. The Catholic school, as a Faith Community, encourages an atmosphere conducive to learning not only academic skills but Catholic values as well.

The primary goal of St. Patrick School is to provide a learning environment that fosters each student's Christian development and academic excellence. We believe it is important to work with parents and to encourage the development of responsible, respectful students. We support positive peer relationships, as well as foster a positive teacher-student relationship. We stress the care of personal belongings and our school facilities.

The immediate objective of the school is to maintain effective learning conditions. The ultimate objective is student growth in abilities, attitudes and habits essential to acceptable behavior. In order to accomplish this, emphasis will be placed on techniques designed to assist each child to accomplish a sense of individual responsibility for one's own actions.

Students are expected to follow the Code of Conduct at St. Patrick School. Students will be held accountable for infractions. The principal reserves the right to act on disciplinary matters not specifically addressed in this handbook.

It is not the custom or intent of St. Patrick School to monitor a student's behavior away from school. However, the school sometimes knows such behavior. Moreover, a student's behavior away from school can affect the safety of the student or of other students, or can be a sign of a significant issue in the student's life, or can affect the overall well-being of the school community. For this reason, the parents agree that St. Patrick School has discretion to impose disciplinary measures or other action, or decline to take action, as it deems appropriate for behavior occurring at or away from the school.

The authority to make reasonable rules and regulations regarding discipline and to authorize suspension or expulsion is granted under Michigan Law, as indicated in sections 340.613 and 340.614 of General School Laws of Michigan, 1960.

Parents and/or students who do not abide by school policies or instructional programs and/or who are disruptive in their actions to such may be asked to withdraw their children from the school.

BEHAVIORAL POLICY

In conjunction with Love and Logic principles, St. Patrick School will be using the Positive Behavioral Intervention and Supports (PBIS) system. This approach helps to establish a school culture allowing for a productive learning environment for all students. Expectations are clear and all students will be taught the behaviors that are expected at St. Patrick School. This system will provide positive feedback for students as well as consequences for problem behaviors.

St. Patrick School Expectations

	Classrooms	Bathrooms	Office	Hallways/Lockers	Arrival/Departure	Playground	Lunchroom	Liturgy/Chapel
Be Reverent and Respectful	<ul style="list-style-type: none"> * Use appropriate and positive language * Listen when others are speaking, and speak when it is your turn * Respect others, all staff, and property * Greet adults respectfully when they enter the room 	<ul style="list-style-type: none"> * Use appropriate and positive language * Respect others, all staff, and property * Respect the privacy of others 	<ul style="list-style-type: none"> * Use appropriate and positive language * Respect others, all staff, and property * Report to the desk and address the staff politely <ul style="list-style-type: none"> • Wait quietly • Use please, thank you, excuse me 	<ul style="list-style-type: none"> * Use appropriate and positive language * Respect others, all staff, and property * Observe silence in Chapel area * Walk quietly * Respect all hallway displays * Respect lockers: yours and your neighbors' 	<ul style="list-style-type: none"> * Use appropriate and positive language * Respect others, all staff, and property * Remove hats and hoods upon arrival 	<ul style="list-style-type: none"> * Use appropriate and positive language * Respect others, all staff, and property * Enter and exit in orderly lines 	<ul style="list-style-type: none"> * Use appropriate and positive language * Respect others, all staff, and property * Use good manners * Get permission to leave your table * Use indoor voices in lunch line and at lunch tables 	<ul style="list-style-type: none"> * Use appropriate and positive language * Respect others, all staff, and property * Observe silence in Chapel area * Observe silent arrival and dismissal * Actively participate
Be Responsible	<ul style="list-style-type: none"> * Follow all staff directions the first time given * Take care of your personal belongings, and clean up after yourself * Give your best effort * Be prepared * Keep hands, feet, and objects to yourself * Follow dress code * Ask permission to leave the room 	<ul style="list-style-type: none"> * Follow all staff directions the first time given * Get in and out as quickly as possible: go, flush, wash * Keep bathrooms clean 	<ul style="list-style-type: none"> * Follow all staff directions the first time given * Tell the truth 	<ul style="list-style-type: none"> * Follow all staff directions the first time given * Report problems to a staff member * Get, grab, go 	<ul style="list-style-type: none"> * Follow all staff directions the first time given * Wait at your assigned entrance * Follow established procedures (including bus riders) * Stay on the sidewalk * Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> * Follow all staff directions the first time given * Report disturbances, accidents, and injuries to staff members * Follow established procedures * Use games, equipment, and materials properly * Put all materials away 	<ul style="list-style-type: none"> * Follow all staff directions the first time given * Keep all food in the lunchroom * Clean up after yourself 	<ul style="list-style-type: none"> * Follow all staff directions the first time given * Model appropriate behavior for your buddy

St. Patrick School – Definitions of Infractions

Minor	Inappropriate language/comments	Student engages in low intensity instance of inappropriate language (includes teasing and taunting)
Major	Profanity/Inappropriate language	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Minor	Physical contact/aggression	Student engages in non-serious, but inappropriate physical contact
Major	Fighting/ physical aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Minor	Defiance/disrespect/non-compliance	Student engages in brief or low-intensity failure to respond to adult requests.
Major	Defiance/disrespect/non-compliance	Refusal to follow directions, talking back and/or socially rude interactions.
Major	Harassment/Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.

Parent Letter Discipline Referral Form:

Date: _____

Dear Parent/Guardian of _____,

As you know, it takes parents, students, and teachers working together to ensure a suitable learning environment for all children.

This letter is to notify you that today your child received a Discipline Referral Form due to recurring behavior for the following reason(s):

- Aggressive behavior
- Defiance/disrespect/non-compliance
- Disruption
- Dress code (3 violations)
- Electronics/telecommunications (in possession)
- Fighting/physical aggression
- Harassment/Bullying
- Inappropriate language/comments
- Leaving class w/o permission
- Lack of preparedness
- Profanity/Inappropriate language
- Physical contact/aggression
- Property misuse
- Significant vandalism
- Throwing objects
- Other: _____

Action Taken:

- | | |
|--|---|
| <input type="checkbox"/> Conference w/ student | <input type="checkbox"/> Time out of activity |
| <input type="checkbox"/> Time out of activity | <input type="checkbox"/> Loss of privileges |
| <input type="checkbox"/> Re-teach expectations | <input type="checkbox"/> Before school detention |
| <input type="checkbox"/> Peer Mediation | <input type="checkbox"/> In-school suspension |
| <input type="checkbox"/> Think About It Sheet | <input type="checkbox"/> Out-of-school suspension |
| <input type="checkbox"/> Lunch detention | |
| <input type="checkbox"/> Other _____ | |

Sincerely,

Please sign and date below acknowledging you have received the above form informing you about your child's Discipline Referral Form.

Parent Signature: _____

DETENTION

Detention sessions will be scheduled on designated mornings from 7:45 a.m.–8:25 a.m. Teachers will supervise detentions on a rotating schedule.

A detention may be given for but is not limited to:

- Three written referrals in one quarter
- Three lunch/recess written referrals in one quarter
- Three dress code violations in one quarter

PROBATIONARY CONTRACT

Repeated acts that indicate a pattern of non-compliance with the Code of Conduct will require further action. One such action is to place the student on a probationary contract for a predetermined length of time. The contract requires the student to follow the Code of Conduct. A conference with the parent, student, administration and teacher(s) involved will be held to ensure complete understanding of the conditions of the contract. If a serious infraction of the Code of Conduct should occur, the student will be required to withdraw from St. Patrick School.

EXCLUSION FROM SCHOOL

I. Suspension

The principal is empowered to suspend a student. While suspended from school, a student is not allowed to attend class, participate in, or attend any school-sponsored activity, including athletics. Any suspended student who, without the permission of the Administration, returns to school grounds may be recommended for expulsion. Student must complete missed assignments.

The Administration may determine that an in-school suspension is appropriate during which time the child will be placed in another classroom or the office and will not have any contact with his/her classmates.

The Administration shall determine the length and type of suspension.

II. Expulsion

The term "expulsion" shall mean the permanent dismissal of a student from St. Patrick School.

Expulsion is reserved for serious or repeated violations determined by school Administration to be contrary to the best interests of the school and/or detrimental to the good of the school. The principal makes the decision for expulsion.

BUS RULES FOR BRIGHTON AREA SCHOOL BUSES

School Buses – Transportation Safety Rules and Consequences

The Brighton Area Schools wish to provide safe and efficient transportation to and from school and to co-curricular activities when needed. This requires cooperation and open communication between students, staff, parents and administration. The policies and procedures adopted by the Board include direct communication between the driver and the home that are explained below. Levels of disciplinary consequences may be skipped in situations where behavior has been severe. Transportation and school rules, along with their consequences, apply to co-curricular trips taken by students as well. Students must remember that transportation is a privilege for all to enjoy if they observe proper behavior.

School Bus Rules

The following rules have been adopted by the bus drivers and the administration as being necessary for the safety of the students and the maintenance of the buses.

1. The Board of Education discipline codes as stated in the Student – Parent Handbooks are in effect on the bus.
2. The driver is in full charge of the bus and students. Students must obey the driver. On field trips, the teacher,

sponsor, or coach is in charge of student discipline.

3. Students must be on time to the bus stop; the bus will not wait for those who are tardy. It is suggested that students arrive at their bus stop at least five minutes ahead of the scheduled pickup time.
4. Students must stand six (6) feet off the road in front of the bus and are to wait for the driver's signal before crossing.
5. Students are to always cross the road in front of the bus and to wait for the driver's signal before crossing.
6. Students are to board the bus in an orderly manner.
7. Students are to remain seated at all times.
8. Students are to keep their arms and head inside of the bus windows. Bus windows will be no lower than half way down on school property.
9. Outside of ordinary conversation, classroom conduct is to be observed.
10. The driver has the right to assign students to certain seats to promote order on the bus.
11. No eating, drinking, spitting, using or possessing tobacco or illegal substances, or weapons (or dangerous objects) are permitted.
12. Complete silence must prevail at railroad crossings. Public Act 187 mandates this.
13. Students must have written permission from their parent and the principal's office to get off the bus at any place other than their designated bus stop, or to ride a different bus.
14. Parents of students who vandalize buses in any way will be required to pay for the damage.
15. Recreational items are not allowed on the bus. For example (but not limited to): skateboards, hockey sticks, golf clubs, etc.
16. No live animals are permitted on busses.
17. All items carried on the bus must fit on the student's lap.

Consequences for Misconduct on the Bus

The driver has the authority to impose discipline at a higher level if the behavior warrants. The driver may also, at their discretion, repeat a level.

Intervention: The bus driver will warn the student that his/her misconduct will not be tolerated. The driver may also have a conference with the student on the bus or give the student a different assigned seat. A phone call *may* be made to the parent.

Level 1 A **GREEN** ticket will be issued to the student and sent home to the parent/guardian, with a copy to the principal. The ticket will contain a description of the misconduct. The student will not be allowed to board the bus again until the ticket is signed by the parent and returned to the bus driver by the student.

Level 2 A **YELLOW** ticket will be issued to the student and sent home to the parent/guardian, with a copy to the principal. The ticket will contain a description of the misconduct. The student will lose his/her bus privileges for up to three (3) days. The ticket must also be signed by the parent and returned to the driver.

Level 3 Additional offenses shall result in the issuance of **PINK** tickets, with bus suspensions of greater duration, up to and including suspension for the balance of the school year. Whenever a bus driver issues a Bus Violation Ticket, or a Notice of Suspension, the driver will make **one documented attempt** to contact the parent or guardian. It is also the responsibility of the student to notify his/ her parent or guardian of the ticket and/or suspension. Suspensions greater than three (3) days will be handled by building administration.

Appeal Process and Restrictions

Because of the safety-sensitive nature of school bus transportation, the bus driver is vested with discretion to issue tickets and suspend students from the bus. In the event a student is suspended from the bus more than six (6) days in one semester, the parent may request a conference with the driver and Director of Transportation to discuss the suspensions. During the conference and based on mutual agreement, the parties may alter the most recent discipline and establish a long-term behavior plan to address the concerns of the parent and driver. There shall be **NO APPEAL** of bus suspension that does not exceed three (3) consecutive school days. In the case of a suspension from the bus that exceeds three (3) consecutive school days, a parent or guardian may appeal the suspension to the Bus Safety Appeal Committee. To make an appeal, the parent or guardian must contact the Transportation Office (810-299-3890) within **24 hours** (with the exception of weekends) of the notice of suspension. The Transportation Director will determine whether the student may continue to ride the bus during the time the appeal is being considered. The Bus Safety Committee shall be convened within two (2) scheduled school days of the request for appeal. The Committee membership shall include the Transportation Director or his/her designee, the bus driver recommending the suspension, the building principal or his/her designee and two (2) other employees appointed by the principal. The student's transportation discipline record will be reviewed during the appeal along with other student records that may assist the Committee in reaching an informed decision. All appeals will be heard weekdays between 10:00AM and 11:00AM. The decision of the Bus Safety Committee *is final* and may not be appealed to any other level.

GUN FREE SCHOOLS ACT and P.A. 328

The law requires **the expulsion of students who possess a dangerous weapon on school property (including on the bus) or at school activities, or who commit arson or rape in a school building or on school grounds.**

A dangerous weapon refers to a firearm, dagger, dirk, stiletto or knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device (switchblade), iron bar or brass knuckles. This law (P.A. 328) provides for **the permanent expulsion of students who violate its provision.** Also, the **EXPULSION IS MANDATORY**, meaning the school must expel the student. Michigan law does provide for possible reinstatement by the Board of Education after a certain time period. If the student is in grade six or above, the student may be re-admitted after 180 school days. If the student is in kindergarten through grade five, reinstatement is possible by board action only, after a ninety (90) school day suspension. It is important for parents and students to know that the expulsion applies to **all Michigan schools**. A student cannot be admitted to any public school in Michigan during the expulsion period.

LUNCHROOM RULES

Lunch monitors oversee the students during lunch and recess. No electronic devices of any kind are allowed at anytime throughout the school day, including lunch and recess. Students who demonstrate inappropriate actions or behavior during lunch or recess may receive a written referral by the lunch monitor.

Depending on severity of the action, the following action will be taken:

- 1st offense, - parents will be notified
- 2nd offense – may result in lunch detention
- 3rd offense – detention

VANDALISM

Students and their parents shall be financially liable for any damage to school property or to another student's property. This liability applies to items such as, but not limited to, books, supplies, equipment, buildings, and grounds.

HEALTH ISSUES

IMMUNIZATIONS

All students shall comply with State of Michigan required Immunization and Health laws. (MCL 340.376) If the child's immunization status proves to be inadequate, he or she must meet the Health Department's requirements within two weeks. If this does not happen, said student shall be excluded until such time that the appropriate requirements have been completed. Parents must keep the office informed of all updated immunizations. Waiver forms are available in the school office.

MEDICATION

Should it be necessary for a child to receive medicine during the school day, the following provisions shall apply:

- Medication Release Form signed by the parent/guardian and physician must be on file in the office before any medication can be dispensed, non-prescription and/or prescription. (Verbal permission will not be accepted.)
- Prescription medication shall have the pharmacy label indicating the physician's name, child's name, and strength of the medication.
- Medication shall be given to the child listed on the label only and will be given in accordance to the label instructions.
- The medication must be in its original container.
- The dosage for non-prescription medicine shall not exceed the label instructions for the particular age of the child.
- No child will be allowed to take medicine without supervision.

All medication left in the school office at the end of the school year will be destroyed.

ILLNESS

For the protection of your child and other students, your child will not be admitted if s/he displays any of the following symptoms:

- temperature of 99.6 and above
- intestinal distress
- undiagnosed rash
- eye or ear discharge
- nausea and vomiting
- any type of non treated communicable disease

Parents are asked to keep the school office informed of changes in phone number, doctor, or the emergency contact designee for those instances when the parent is unreachable. Communicable diseases should be reported to the school office as they must be reported to the Livingston County Health Department. Parents of affected classrooms will be notified.

MEDICAL EMERGENCIES

Parents are contacted for all medical emergencies, and are encouraged to take the child to a doctor or hospital for immediate help. If necessary, emergency personnel (911) are called before parents are notified. If a child is injured, parents will be notified. It is essential that telephone numbers are current. Emergency contact designee will be contacted in the event we are unable to contact parents, however, every effort will be made to contact parents first.

ACCIDENTS

In cases of minor abrasions, the injury will be washed with soap and water. For other minor injuries, ice may be applied. In cases of more serious injuries, parents will be notified. School law prohibits the use of First Aid equipment and internal medicine.

STUDENT ACCIDENT INSURANCE

Michigan Catholic Conference provides accident coverage to school students while they are in school or participating in school sponsored events, including sports. Payments are made on an excess basis, which means the parents first file the medical expense claim with their insurer, and then the MCC policy can provide payment for the deductible or co-pay. If the family does not have medical insurance, the MCC policy will reimburse the medical expenses (on a primary basis) subject to the terms and conditions of the coverage.

NOTIFICATION OF MENINGOCOCCAL DISEASE AND VACCINE

Protect your child from serious diseases that can affect preteens and adolescents: Preteens and adolescents need vaccines to protect them from serious illnesses. Immunizations begin at birth and continue throughout life. These shots are an important step to maintain your child's health.

Meningococcal disease (meningitis) is a serious illness caused by bacteria which infects the blood or tissues around the brain and spinal cord.

- This germ can be spread from person to person by close contact.
- Common symptoms include a fever, rash, headache or stiff neck.
- It can lead to brain damage, disability and death.

Meningococcal vaccine (MCV4) can protect children and adolescents from this disease.

- This vaccine is usually given to 11-12 year olds (6th graders)*
- Because it is a newer vaccine, older adolescents may not have received it. Teens that have not had meningococcal vaccine should be given a dose.
- Ask your child's health care provider if s/he needs meningococcal vaccine.

To obtain meningococcal vaccine and other immunizations for your child, see your child's health care provider or your local health department.

For more information about meningococcal vaccine or other immunizations talk to your child's health care provider or call your local health department. Information is also available at Centers for Disease Control and Prevention (CDC) website: www.cdc.gov/nip.

There are vaccines that can protect preteens and adolescents from other serious diseases. Sixth graders and teens need the following shots if they have not already received them:

- 1 dose of meningococcal vaccine (MCV4)*
- 1 dose of tetanus, diphtheria and pertussis vaccine (Tdap)
- 3 doses of hepatitis B vaccine (hep B)
- 2 doses of measles mumps and rubella vaccine (MMR)
- 1 or 2 doses of chickenpox vaccine (var), if they did not have the disease
- At least 3 doses of polio vaccine (IPV or OPV)
- Some children and teens may need hepatitis A and flu vaccine.

****As of May 19, 2006, vaccination of children 11-12 years of age is currently deferred due to limited supply of meningococcal conjugate vaccine (MCV4).***

GENERAL SCHOOL POLICIES

ARRIVAL PROCEDURES

Car riders may be dropped off at school beginning at 8:30 a.m. at the gym entrance. Students arriving earlier than 8:25 a.m. must report to the early morning care classroom located near the gym. Parents will be billed for supervision fees.

No drop-off is allowed in the circular driveway as it is the bus-unloading zone.

When dropping off students in the morning, parents are to drive as close to the gym entrance as possible. Please pull all the way forward along the sidewalk and let children out at the curb. If a parent chooses to walk the student to the building, parking is available near the gym entrance.

The tardy bell rings at 8:40 a.m. Students must be in their classrooms and ready to begin when the tardy bell rings.

ASBESTOS

In accordance with section 763.84 of the Code of Federal Regulations, this is to inform you that St. Patrick School is asbestos free. Documentation is on file.

ATTENDANCE

Punctual and regular attendance is important for consistent academic progress. If a student misses any two periods during the course of the day, s/he will be marked absent for a half day. A report card may be withheld from a student who has been absent for ten or more days in any one quarter should teachers feel there is insufficient material on which to evaluate achievement.

Each time a student is absent, parents should call the school attendance line by 10:00 a.m. Siblings or classmate may pick up missed assignments. Students should check PowerSchool and with teachers for missed work and make-up tests. Also see Middle School Policies on the website.

Lengthy planned absences for students during the school year are discouraged and parents must notify the office teacher(s) at least one week in advance. Homework is an extension of class lessons and often cannot be done until after the lesson has been presented. Students should be prepared to make up any tests or projects missed during the planned absence upon their return.

Students are discouraged from missing school because of sport commitments. Written work can be made up but the actual instruction time and class work cannot, leaving the student at a disadvantage.

Tardiness

When a student is late for school, s/he must report and sign in at the school office. Dentist/doctor appointments are considered an “excused tardy.” Students are not penalized for tardiness due to hazardous road conditions during winter.

BICYCLES / WALKING

Parents must notify the school in advance of any student riding a bike or walking to or from school. St. Patrick School does not assume any responsibility for theft or damage to individual bikes while on school property.

CASUAL DAY PASSES

Students must give the casual day pass to the homeroom teacher the morning before the desired ‘casual day’. The teacher will send the pass to the office for approval. If not approved by the principal or designee, the pass will be returned unsigned for the student to use another day.

CHANGING BUSES

The students may not ride a bus other than that assigned without the written request of the parent, signed by the principal.

COMMUNICATIONS

Communication from School: Weekly updates will be sent from the school office. Parents may access school calendars and other pertinent information on the website.

Communication by Students: Students may contact home via the school office telephone. NO cell phone use will be permitted throughout the day. Cell phones will be confiscated if a student is using or has it in his/her possession during school hours. Confiscated phones may be retrieved from the school office by a parent during school hours. Please assist students to abide by this policy by refraining from texting your child during school hours.

Communication by Parents:

Teacher Level: Issues involving a student’s schoolwork, classroom behavior, lunch or recess activities, etc. should be addressed at the teacher level. Teacher contact must be made via email so as not to disrupt classroom instruction. The teacher will respond in a timely manner via email or phone based on the method deemed necessary.

Administration Level: If a parent determines that the issue was not resolved at the teacher level, contact the administration. Issues involving overall school policy should be addressed with the administration by emailing or calling the school office. Questions may be asked of parents so that staff can direct matters to the correct person and ensure that sufficient information is received in order to prepare for proper resolution. Meetings will not be scheduled without information provided in advance.

DISMISSAL PROCEDURES

Parking is located near the gym. Do not park in the bus-loading zone, which is clearly marked with signs and painted diagonal lines on the pavement. Parents must wait outdoors until all students are assembled in the gym at approximately 3:40 pm.

Middle School students without younger siblings may be picked up at the main entrance near the Chapel. Parents must park in the parking lot (not in the circle drive) and walk into the building to pick up students.

Any student not promptly picked up will be escorted to homework club to contact parents. Parents may pick up student in the homework club at the entrance near the gym.

DRIVER/CHAPERONE RESPONSIBILITIES

Field trip chaperones are required to follow the format arranged by the teacher for the field trip.

Driver/Chaperone responsibilities:

- Drivers must submit an online Volunteer Driver Form. Only vehicles registered on the Volunteer Driver form may be used to transport students and liability limits must be a MINIMUM of \$500,000.00.
- Driver/Chaperones must be in compliance with Volunteer Requirements listed in this handbook.
- Driver may not deviate enroute to or from the field trip destination. No additional stops or side trips are permitted.
- Students must go to and return from the trip in the same vehicle.
- If a meal is included in the field trip, all drivers and students must eat at the same stop.
- No cell phone use, except in emergency situations.
- No student may ride in the front seat.
- Every student must be in a seatbelt.
- Chaperones are required to stay with their designated group at all times.
- Every student must report to school for attendance before and after field trips.
- *"Hands on students not allowed"*. Driver/Chaperone may never hit a child, grab a child, yank a child, push a child, squeeze an arm, etc., of a child. Seek teacher assistance in the event of difficulties.
- Verbal remarks are not to be of a demeaning nature.
- Parents may not smoke or drink alcohol on any field trip or at any school function.
- NO siblings may accompany on field trips as driver/chaperone full attention is required at all times.

EARLY DISMISSAL

Students may not leave the school premises at any time for any purpose without the notification by the parents to the school. Any student scheduled to leave school early will be dismissed through the school office. Early dismissals will be noted on the report card.

EMERGENCY DRILLS AND EMERGENCY PROCEDURES

Schools are required to conduct and record a specific number of fire, tornado and Home Land Security drills per year. Emergency drills are a serious and students are expected to carry them out in silence and full cooperation with the faculty and administration.

In an emergency, students may be sheltered in the school or if necessary, evacuated from school. If protective actions are being taken at the school, parents should not come to the school. Students will not be released and the public will not be admitted. School personnel are trained to handle emergencies. Please do not call the school as incoming calls may disrupt a phone line that is required for emergency communications. The school will notify parents via email or text message regarding release details.

FAMILY EDUCATION AND PRIVACY RIGHTS

In accordance with Public Law 93-380 regarding the Protection of the Rights and Privacy of Parents and Students, the parents of any student shall be entitled to receive, or be informed of, that part of such record or data as pertains to their child. If a parent wishes to examine his or her child's record, that parent should make this request through the school office. In turn, the principal will make an appointment with the parent. The records will then be examined in the office with the principal and the parent. Written consent from the student's parent will be required when specific records are to be released to judicial or counseling agencies with any subpoenas or orders from any educational institution or agency.

GUESTS/VISITORS

All visitors and parents are required to report to the office upon entrance into the building. Normally, visitors/parents may not visit teachers or students during school hours. Parents may visit a student during the lunch period, but must sign in at the office first. Meetings with teachers must be scheduled in advance.

LIBRARY

Accelerated Reader Program – The “*Accelerated Reader Program*” is an optional program that is designed to encourage students to enjoy reading while improving their comprehension skills.

Student ID Cards are used to track Library Books.

Damaged Books – If a library book is returned damaged, a repair fee will be imposed. If it cannot be repaired, a lost book fine will be imposed to replace the book.

Lost Books – A lost book will result in a replacement fine, which includes the current cost and processing, shipping, handling and bar code fees.

Library Fund Raiser - The Giving Tree is an excellent way to honor someone special. Families may donate \$15.00 to the media center in someone’s honor or memory. The name will be placed inside the front cover of the book. A special certificate will also be provided upon request.

LOCKERS

In order to maintain proper functionality of the lockers, decorations may not be used.

LUNCH PROGRAM

Students may bring lunch from home or purchase it through our hot lunch program. The price of the hot lunch is \$3.00, which includes milk. Monthly menus are posted on the website. Other items are available a la carte. If lunches are hand-delivered at lunchtime, they should be brought to the school office.

St. Patrick School’s Food Service Department offers an online program (e-Funds for Schools) that provides a secure prepayment service for depositing money into the student’s lunch account. Parents may view account balances and student lunch history on child’s PowerSchool account. Student ID cards are used to track lunches. Questions regarding lunch services can be addressed to hotlunch@stpatschool.org.

OFFICE HOURS

School office hours are 8:15 a.m. to 4:00 p.m. Parents are asked not to call the office from (11:30-1:15 student lunch and recess periods) and dismissal time (3:15-3:45 dismissal period), unless it is an emergency.

PARENT-TEACHER CONFERENCES

Regularly scheduled conferences are held in November, after the end of the first quarter. All parents are encouraged to attend. Please contact teachers via email should any concerns arise throughout the school year.

PARKING

Open parking is available in the lot near the entrance of the school for parent volunteers, field trip drivers/chaperones, and visitors. Parking is not permitted in the gym area during the lunch period (11:15-1:15). This area must be kept clear for the students to use at recess. Parking in the circle drive is not permitted as it is reserved for priority pick up for auction winners and morning bus drop-off.

PESTICIDES

As required by Michigan Department of Agriculture, the following ADVISORY TO PARENTS is provided: As part of *St. Patrick 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 emergency situations, pesticides may be applied without prior notice. If you need prior notification, please provide the school with your name, address and telephone number.

PROTECTING ALL GOD'S CHILDREN

The bishops of the United States have passed a charter entitled *Charter for the Protection of Children and Youth*. As part of this charter, every employee and all volunteers who work with minors (children or youth under 18 years of age) are required to take part in an awareness and prevention program that educates us about the sexual abuse of minors and how we can create an environment that is safe for children and youth. The Lansing Diocese has contracted with Virtus, which has created a video based program entitled *Protecting All God's Children*. Any parent who has not already completed a session must do so before volunteering for any event/function involving contact with the children.

RECESS

St. Patrick students participate in daily-supervised outdoor recess. Students shall bring adequate outdoor attire. In the winter months, grades K-4 students must have hats, gloves, coat, snow pants and boots. If a student does not bring an item listed, outdoor recess will not be allowed. In the event of inclement weather, there will be indoor recess. Indoor recess guidelines include wind chill temperatures below zero.

SNOW DAYS

Brighton Area Schools determine St. Patrick School closings when due to adverse weather conditions. Announcements pertaining to Brighton Area Schools will broadcast on stations WJR (760) and WHMI (1350) Howell. St. Patrick School will notify parents via the parent notification system. If school is dismissed early because of the weather, the school will contact parents and all after-school activities are cancelled. On snow days, all sporting events are cancelled. Practices may be held at the discretion of the athletic director. The individual parent determines the student's participation in these practices.

STUDENT IDENTIFICATION CARDS

Students are issued an ID card containing a barcode used to track library books and lunch accounts. A fee will be collected for all lost or damaged student ID cards.

SUSPECTED CHILD ABUSE

State law requires designated persons in a supervisory role having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of physical abuse or neglect, must report the matter promptly to the State of Michigan Department of Human Services in the county where the suspect injury occurred. Parents need not be notified of such a report.

VOLUNTEER REQUIREMENTS

Before a parent may volunteer to work in the school or as a chaperone/driver, s/he must complete/submit the following:

- Attend or submit online completion of a Protecting God's Children Awareness Session. Online sessions are found at www.virtusonline.org. Sign up for St. Patrick Parish in the Lansing Diocese.
- Volunteer Driver Form with a minimum of \$500,000 insurance (for those planning to drive for a field trip)

ATHLETICS

St. Patrick School utilizes as guidelines the policies and regulations as set forth by the Diocese of Lansing, the Michigan High School Athletic Association (MHSAA) and the Catholic Youth Organization (CYO).

MISSION

The goal of St. Patrick School Athletic Department is to produce young athletes that demonstrate reverence, respect and responsibility both on and off the playing field. Reverence for God, respect for one another and authority, responsibility to school and family, accomplished through youth athletic programs that embrace the love and example of Jesus Christ.

ADMINISTRATION RESPONSIBILITIES

Athletic Director

The *Athletic Director (A.D.)* coordinates the sports program and supervises the coaches. The A.D. assigns coaches ensuring they meet volunteer requirements, schedules games and officials, assigns equipment, supervises facilities or appoints designee, ensures fair administration of the program so that all children benefit from athletics and that they are in compliance with requirements such as physicals and athlete forms. The athletic director develops athletic policies with the approval of the principal.

Coaches

Coaches are required to subscribe to the values of good sportsmanship and provide positive influence on players. Responsibilities include teaching Christian sportsmanship, selecting a team manager, enforcing school building rules during practice and games, abiding by policies of St. Patrick School, CYO rules and regulations, and athletic policies of the Diocese of Lansing.

Team Manager

Team Managers consist of a team parent or another responsible, willing individual to conduct administrative tasks, such as communication of practice and game times to families, organize parent volunteers for home games such as gate, concessions, running clocks, keeping score.

Student Athletes

Student Athletes are expected to conduct themselves as representatives of St. Patrick School, submit the Athletics Requirements form that contains the Athletic Code of Conduct, and adhere to the rules of the school and coaching staff.

PROBLEM SOLVING

If a conflict arises, the athlete should first discuss it with the coach before or after practice. If not resolved, the athlete, parent, and coach should meet and discuss. If not resolved at that level, the athlete, parent, coach and A.D. should meet and discuss. A 24-hour cooling off period is required before a parent should contact a coach after a game.

ELIGIBILITY AND GENERAL RULES

Eligibility

Academic: Students must maintain their grades in order to participate in the athletic program. Ineligibility is based on a student's effort, conduct and/or academics and is the decision of the principal. Actions may include no practices, games or after school activities until grades improve as determined by the principal.

Evaluations: The purpose of sport evaluations is to place athletes at the level of play for which they are best suited and not necessarily by grade level. It is anticipated that each student will play at a level in which s/he will benefit from participation, experience growth and prepare for the next level of play.

Rules

Compliance: The St. Patrick athletic program will comply with the Catholic Youth Organization (CYO) guidelines.

Participation: CYO requires that athletes participate in only one same sport league at a time.

Snow Day/No School: Early dismissal or cancellation of a scheduled school day results in cancellation of scheduled games. Practices may be scheduled at the discretion of the A.D.

Absentee: Athletes may not participate in after-school practices or games if absent from school or dismissed early due to illness. Scheduled appointments do not apply. Athletes should advise coaches in advance of schedule conflicts for practices or games.

REQUIREMENTS

All athletes must have a physical dated after April 15 of the prior school year and submit required athletic documents. Athletic Fees are assessed for each sport. We ask that each player pay the amount suggested. Season Passes are available for purchase allowing immediate family (and grandparents) entrance into all home games for that sport.

The success of the athletic program relies on the participation and volunteerism of our parents.

TECHNOLOGY POLICIES

E-READER POLICY

Privately owned e-reader devices will be allowed at St. Patrick School. Devices may not include games, videos, or internet access. St. Patrick School assumes no responsibility for the loss of, theft of or damage to any personal device. Students must follow St. Patrick School's Technology Policies. Students must register the e-reader device with the school office prior to usage in the building. Students must obtain teacher permission before using the device in class and turn off and put away the device when requested by teacher. Students may use the device before school, during study hall, and after school in adult supervised areas only. No electronic devices are allowed in the lunchroom. School staff may examine a student's personal e-reader device and search its contents at any time.

INTERNET USE POLICY

The network is provided for students to complete class work, conduct research and to communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner.

All students using the Internet at St. Patrick School are supervised. Safeguarding features include, but are not limited to, filters, remote desktop monitoring and limited access.

Parental permission is required to access the Internet from the St. Patrick network. Students must agree to follow the Technology Use Policy guidelines. Parents agree to assume financial responsibility for any damages to school equipment and for any legal or financial liabilities incurred by their child. Students are also responsible for their communication on the computer network. Further, parents agree that they will waive any and all liability against St. Patrick School, and all of its employees, regarding any use of the St. Patrick network, or any exposure to the Internet at all, by their child.

All student work will be generated and stored on the St. Patrick computer network. Network administrators may review files and communications to maintain system integrity and to insure that students are using the system responsibly. *Users should **not** expect that files stored on the network will remain private.*

Ultimately, parents are responsible to set and convey the standards their children should follow when using all media and information sources. Parents are strongly encouraged to monitor home Internet use. The following behaviors are not permitted:

- Sending or displaying offensive messages or pictures on or off the St. Patrick network.
- Intentionally accessing inappropriate material on the Internet.

- Using inappropriate language to harass, insult or attack others.
- Accessing chat rooms or the unauthorized use of email.
- Taking any action that will deny use of the network to other users.
- Damaging any computer equipment or intentionally wasting limited resources.
- Violating copyright laws and any law of the United States, State of Michigan, or local authority; or assisting another person in such behavior.
- Fraudulently representing the Internet users or students identity or anonymously communicating in a manner that violates this policy or the student behavior code.
- Using another student's password, trespassing in another person's folders, work, or files or any other violation of the student behavior code.
- Using school network resources for commercial purposes.

Students should be aware that network administrators will monitor their Internet use. Inappropriate use of computer resources may result in loss of computer privileges as well as other disciplinary or legal action including financial liability for any damages.