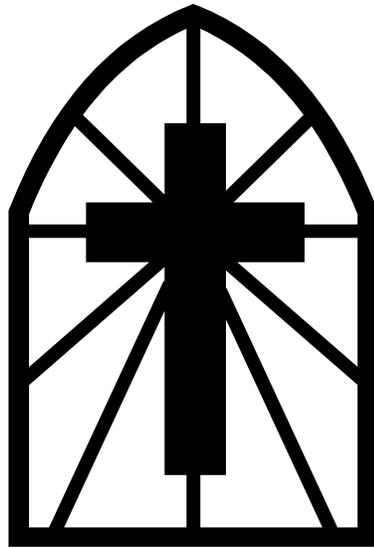


# St. Paul School

## Parent and Student Handbook



St. Paul Catholic School  
718 W. Main Street  
Owosso, Michigan 48867  
989-725-7766

Revised 2013

# Table of Contents

Academic Work	10
Accreditation	2
Admissions Policy	2
Alcoholic Beverages	19
Arrival and Dismissal Procedures	3
Asbestos Inspection Program	15
Attendance	5
Behavioral Expectations of Students	18
Bicycles and Wheels	7
Bullying	13
Communication with Parents-Academics	11
Computer/Internet and Technology	23
Cell Phones	24
Disciplinary Action	12
Dress Code	24-25
Emergency Card	8
Emergency Drills	14
Field Trips	16
Forgotten Books etc.	10
Forgotten Lunches	9
Immunizations and Communicable Diseases	8
Latchkey Services	4
Lost and Found	10
Lunch	9
Lunch Recess	9
Mandatory Attendance Events	16
Mass and Sacramental Preparation	16
Medical Services	8
Mission Statement	2
Narcotics	19
Non-Custodial Parents	11
Parent Teacher Council	7
Parking	4
Parties	17
Pesticide Application	15
Petitions, Promotions, Endorsements	7
Problems and Concerns	12
Promotion and Retention	10
Schedule of the Day	3
School History	1
School Phone	7
School Pictures	17
SCRIP Program	7
Severe Weather Conditions	15
Sexual Harassment	20
Special Services	12
Sports Program	22

Standardized Testing	10
Student Expulsion	21
Student Records	11
Student Suspension	21
Tardy Policy	5
Textbooks and School Supplies	6
Transportation	6
Tuition and Fees	6
Vacations	17
Vandalism	20
Visitors	7
Weapons	19
Website	4

## **School History**

For over a century, St. Paul Catholic School has provided a rich educational environment to area students. In August of 1902, five Dominican sisters from Adrian began teaching classes to children in grades first through eighth in a convent located on the southeast corner of Main and Cedar Streets in West Town. The first 8th grade graduation class in 1905 had only four graduates. The ceremony was held in an opera house located on North Washington Street.

In 1919, a high school was added, requiring more room than the convent had at that time. The present school building was opened in 1927. By 1930, the curriculum was accredited by the University of Michigan. The high school prospered and was renowned as both a scholastic and athletic powerhouse in the area for many years. However, because of a shortage of funds caused by the statewide defeat of parochialism, the high school closed its doors in 1971.

Today, St. Paul Catholic School continues to enroll students in grades Kindergarten through eighth and has a preschool for ages three through five. The school employs a staff of 13 full- and part-time teachers. It offers a before- and after-school latchkey program, a multi-media computer lab utilized by all grades, a comprehensive music program which includes 4th grade recorder instruction and 8th grade guitar class, hands-on science labs, 8th grade algebra, release time for 5th - 8th grade band students to the public school, and a competitive sports program in the Lansing Area Catholic League. The school is accredited by the Michigan Association of Non-Public Schools (MANS).

## **Mission Statement**

At St. Paul Catholic School we strive for excellence  
in faith and academics.

Our mission is to be a loving and forgiving community  
that receives our Lord Jesus Christ  
and reflects his teachings.  
God is our focus and heaven our goal.

### **Accreditation**

St. Paul School is accredited through the Michigan Non-Public Schools Accrediting Association. St. Paul School is a member of the Michigan Association of Non-Public Schools (MANS) and the National Catholic Educational Association (NCEA)

### **Admissions Policy**

Per Diocesan Policy, no child whose parents desire to enroll him/her in any Catholic School of the Diocese of Lansing shall be denied admission on the basis of sex, race, color, national origin, or religious affiliation. Priority, however, is given to Catholic children. Non-Catholics will be accepted if the school possesses capacity for additional enrollees. Priority will be given to families with children currently attending St. Paul School, to active registered parishioners with new students, and to Catholic families who may be registered in neighboring parishes.

Children with special needs may be admitted on consideration that they themselves will benefit from a normal classroom environment, and they will not be a detriment to the progress of other students. Current class loads are established at 28 for grades 2-8, and 24 for grades K and 1. This is subject to principal discretion.

The State of Michigan requires that kindergarten students to be five years of age by September 1. We offer developmental assessment to potential kindergarten students, which provides information about a child's maturational or behavioral age, separate from a child's chronological age, achievement scores, or intelligence. It looks at specific behaviors: motor, personal-social, language and adaptive ability to learn with reasonable attention span and concentration, responsiveness to teaching, and attention to details and complexity. This assessment is generally scheduled in late spring.

*"My Lord and my God!"*  
~St. Thomas (John 20:28)

## **Schedule of the Day**

Latchkey:

7:00 a.m. to 8:30 a.m.

3:30 p.m. to 5:55 p.m.

Daily Schedule (Grades K-8)

8:20 a.m. - 8:30 a.m. - Students may be dropped off  
(Outside supervision provided)

8:30 a.m. - Doors open

8:40 a.m. - Tardy

8:40 a.m. - 8:50 a.m. - Homeroom

Dismissal at 3:30 p.m.

Dismissal at 11:50 a.m. on half days

Lunch/Recess Hours

K-3: 11:50- 12:30 p.m.

4-8: 12:15- 12:55 p.m.

## **Arrival and Dismissal Procedures**

The school day begins at 8:30 a.m. Children are expected to remain outside before this time unless the weather is rainy or excessively cold, at teacher discretion. Children walking, riding bikes, or who come to school in cars should plan their departure so that they do not arrive at school before 8:20 a.m. unless they use the latchkey service. Students are not permitted inside the school building outside of school hours without the permission of a teacher or the school office. Outside supervision is provided at 8:20 a.m. Students are allowed to play on the playground during this time.

We ask that you drop off and pick up your children at the rear of the school. The buses park directly behind the school along the yellow-painted curb. No cars should be parked in the bus loading zone. Drivers are asked to park either curbside (not painted) on the south side of the street or in the parking lot on the north side of the street. **NO PARKING IN STREET ON NORTH SIDE, PLEASE.** Students may cross at the crosswalk in front of the busing zone where a safety patrol member is stationed. The blacktop area behind the school (next to the playground) **CANNOT** be used for parking during the school day as it is used for recess and gym classes.

Students are asked to leave the building immediately upon dismissal unless they are involved in a task with a teacher. No child will be kept after dismissal time unless the teacher or school office has arranged with parents for a child to stay. Outside supervision is again provided at dismissal time from 3:30 p.m. until 3:40 p.m. Students not picked up by 3:50 p.m. will be sent to the latchkey room and charged accordingly. The school office closes at 4 p.m.

We ask that parents wait outside the school building at dismissal so as to eliminate further congestion and noise in the hallways. Students who are waiting for rides after school may NOT use the playground, but are to remain in the designated area for pick up. Students who ride bicycles or scooters to school are to walk them to the corner before they begin riding. There is to be no riding of bicycles, scooters or skateboards on the blacktop area at arrival or dismissal time.

Parents who have asked that children be released from classes for such things as doctor or dental appointments are asked to send a written note or phone the school office explaining the reason for the release and the time the child will be leaving. Students being dismissed early should be picked up at the office and parents or a designated adult must sign them out.

### **Parking**

The parking lot across from the school on Bradley Street is to be used for St. Paul School. Please do not park in the bus zone at any time during the school day. Also, no parking on the north side of the Bradley Street for safety purposes. With the school doors locked during the school day, with the exception of the door on Main Street, many parents find it easier to use the Main Street parking lot across M-21. Please DO NOT allow students to cross from the Main Street parking lot to the school. Also, Main Street/M-21 is not a drop off zone as vehicles are not allowed to stop in the traffic lanes on Main Street/M-21 at any time.

### **Latchkey Services**

Latchkey services will be available to registered families beginning the first day of school, both before and after school. Latchkey will also be available in the afternoon to the kindergarten students who have only half days the first week of school. Our latchkey program is open on full days beginning at 7 a.m. and closes at 5:55 p.m. It is NOT open on afternoons of half days or school days off (vacations or snow days). Latchkey is open in event of a delay due to fog.

### **SPS Website**

Please visit our website often at [www.spsowosso.org](http://www.spsowosso.org) where you'll find updates and valuable information, including our calendar of upcoming events, pictures, classroom information, links to teacher pages, and much more.

*“A spiritual joy is the greatest sign of the divine grace dwelling in a soul.”*

~St. Bonaventure

## **Attendance**

Regular attendance at school is necessary for success. Daily presence and participation in the classroom routine is essential to the growth and learning process. Missed class time cannot be made up and can have a significant impact on a student's grades.

Should a student be kept home from school because of an illness, PLEASE CALL THE SCHOOL OFFICE (725-7766) BY 9:30 AM TO INFORM US OF THE ABSENCE. A call from the office will be made if we do not hear from you by 9:30 a.m.

Students who are kept home in the morning because of an illness may be sent to school at any time during the day providing the child has fully recovered from any symptoms and can participate in all class activities. If a child has a fever or is unable to keep food/drink down, s/he should be kept home until s/he is free of these symptoms for 24 hours without medication.

A student's absence from a day's classes for more than half of the school day forfeits his/her right to attend that day's extra-curricular activities, i.e. athletics, scouts, clubs, dances, etc.

Excessive absences may result in withholding a student's report card until all assigned work is satisfactorily completed and graded. A parent-student-teacher conference may be required.

## **Tardy Policy**

Students are expected to arrive at school on time, and be in the classroom by 8:40 a.m. All students arriving at school after 8:40 am must report to the office immediately upon arrival for a tardy slip. Recorded tardies in excess of 20 for the school year will exclude a child from receiving a perfect attendance award.

*“Never grow weary from doing what is right.”*  
~Sister Jacquelyn Walsh, Sister of Mercy

## **Tuition and Fees**

St. Paul Parish has established two rates for tuition for students attending St. Paul School: a Catholic rate and a non-Catholic rate. St. Paul Church subsidizes a large portion of the school's operational costs per pupil, for which we are grateful. To qualify for the subsidized rate, parents must:

- Be registered members of St. Paul Church, Owosso, or another area Catholic Church and regularly attend Mass. Contribute time and talents to support both church and school.
- Support their church financially through responsible stewardship.

Fees charged at a rate of \$100 per student include:

- Non-refundable registration fee per family
- Books
- Music
- Science Lab
- Computer Lab
- Parent Teacher Council

## **Textbooks and School Supplies**

Textbooks will be issued to students. A student will be asked to pay for any lost book or one that is damaged beyond normal wear. The student must cover all textbooks with paper sacks in order to protect them from damage. Paper sacks are available in the school office throughout the year.

Each student is responsible for obtaining the basic supplies of paper, pencil, crayons, etc. for use in the classroom. A list of these supplies is sent home in the summer packet. Supplies should then be supplemented as the need arises throughout the year.

## **Transportation**

The Owosso Public Schools provides bus transportation for children residing in the Owosso Public School District. Arrangements can be made by contacting the Bus Transportation Office at 725-7665. If your child should experience a problem with his/her schedule, route, or driver, please contact the school office so that it can be dealt with properly.

Students are to **REMAIN SEATED** during the entire bus trip. They are to behave in a polite and courteous manner. They are not to put anything out the window, nor are they to talk or shout out the window. For serious infractions, the bus driver will notify the principal. Continued disobedience on the bus may cause your child to lose the privilege of riding the bus to and from school.

## **Bicycles and Wheels**

Bicycles must be parked in bicycle racks immediately upon arriving at school and are the sole responsibility of each student. The school cannot assume responsibility for any stolen or damaged bicycle. Parental permission should be given for a child to ride his or her bike to school. Every child must have a lock for his or her bike. Skateboards, roller blades, scooters, etc. are not allowed to be used on school property.

## **Visitors**

Children are not permitted to bring friends, younger siblings, visiting relatives, or pets to the regular school class without receiving permission from the office prior to the day of the visit. Parents are encouraged and invited to visit their child's class; however, you must contact the teacher and school office to make arrangements for a visitation.

## **Petitions. Promotions or Endorsements**

No students, parents, or other persons are permitted to engage in selling, endorsement of any kind, petitions, promotions, etc. in the school building, or on the premises, without the prior approval of the principal.

## **School Phone**

Neither students nor teachers will be called to the phone during school hours unless it is an emergency. Students are asked not to use the school phone except for emergency purposes, in which case the office phone, not the classroom phone, will be used. Forgotten items or a desire to stay after school for an activity or to go home with another student at dismissal are not emergencies.

## **Parent Teacher Council (PTC)**

The St. Paul Parent Teacher Council (PTC) was established to bring a closer relationship between the home and school. Parent involvement with the school will help assure that each child receive the best spiritual, moral, mental, and physical education possible. Membership is open to parents whose children attend or will attend St. Paul School, the school faculty, and any other adult interested in furthering the aims of the PTC. Meetings will be scheduled and parents will be notified of the place and time of meetings in advance.

## **SCRIP Program**

There is currently a SCRIP program in place to assist families in reducing their tuition costs. Enrollment forms are located in the office. Parents should pick up SCRIP in the office. SCRIP orders may not be sent home with a student without a note or phone call to the office in advance. St. Paul School is NOT responsible for SCRIP orders sent home with students upon parent request.

## **Immunization and Communicable Diseases**

Adequate immunization of a child is the responsibility of the parent. A record of your Child's immunizations must be kept on file in the school office. Michigan school law requires that each child have three basic series DPT, two DPT boosters, three basic series Oral Polio, two Polio boosters, Hepatitis B immunization, chicken pox vaccine, and one vaccine of MMR before entering school for the first time. Your child will be excluded from school if immunizations are incomplete.

If your child is diagnosed with a communicable disease, (to include head lice, pink eye, scabies, ringworm, chicken pox, measles, strep throat, or scarlet fever), please notify the school office immediately.

## **Medical Services**

Medication MAY NOT be administered to any child while at school unless:

- The over-the-counter medication is sent to the school office with a note from parent requesting permission for the child to take such. This includes pain relievers and cough drops.
- Prescription medication to be taken on a regular basis MUST have an authorization from both parent and doctor with specific written directions for administration by school personnel. It is the child's responsibility to remember to come to the office for said medication which will be administered by the school secretary, principal, or other authorized adult.
- A medical authorization form is available in the school office and must be completed by the parent. Medications will be stored in a secure location in the school office. A log of medication administered will be kept in the school office. Medicines must be in their original, labeled prescription containers.

First aid will be given in the form of cleaning and bandaging. If a child comes home with a cut received while at school, parents should examine it and apply medication they feel is necessary. If an injury appears to need more than simple first aid, parents will be called to make a determination as to how to proceed. If an injury appears serious and it is impossible to contact the parents or designated adults, office staff may contact emergency medical personnel.

## **Emergency Card**

If it becomes necessary to send your child home because of illness or injury, we will refer to the Emergency Card completed by you at the beginning of the school year. Make certain that you have returned this emergency form and that the office is informed of any changes in telephone numbers, places of employment, changes of physician, or changes of designated adult contacts made throughout the school year. Students are not released to any adult unless the adult is designated on the Emergency Card or parent authorization is given.

## **Lunch**

The lunch period at St. Paul School is closed. Students will eat lunch with their class in the church basement or classroom. No student will be allowed to leave to purchase food from area vendors. If parents choose to pick their child up for lunch, they must sign him/her in and out in the school office. Fast food should not be brought in at lunchtime due to federal restrictions for the hot lunch program offered at St. Paul School.

Contact with your child during the lunch period must be done through the school office. Please do not drive up to the children while they are outside at recess. The lunch duty aides are responsible for the safety of all children in their care. They may not recognize you or your vehicle, and may rightly become alarmed by an adult approaching a child without notification from the school office.

## **Forgotten Lunches**

Students WILL NOT be allowed to call home for forgotten lunches. Peanut butter and/or jelly sandwiches will be available in the lunchroom for any student who forgets his/her lunch.

## **Lunch Recess**

Following dismissal from the lunchroom, students will go to the playground area unless the weather is rainy or severe. We ask that you do not request that your child stay indoors unless a written recommendation from a doctor is provided. All children should wear clothing appropriate to the season and weather. Please refer to the “Cold Weather Policy” for details. This policy is sent home each year as the weather turns cold.

## **Playground Rules:**

For your child’s safety, the following rules apply at all times:

- Students must remain outside for the entire lunch recess period unless weather interferes (which will be determined by an adult in charge).
- Children may not leave the school premises without permission. The school does not accept responsibility for any child who does.
- No food is to be taken out of the lunchroom at any time.
- Fighting is not permitted or tolerated.
- No tackle games or rough play is allowed.
- Interfering with others' games or causing any disturbance on the playground will be reported to the office and the students involved will be disciplined.
- Throwing or kicking snow in any form (loose or packed) is not permitted.
- Only one child may use a swing at any time. No standing while swinging.
- Only one child may go down the slide at a time and must go feet first. No climbing up from the bottom.
- No throwing of dirt, pea gravel, or anything else that would endanger someone.
- Off-Limit Areas: rectory yard, front school yard, parking lot across from school.

### **Forgotten Books etc.**

As teachers and parents, we strive to teach our children a sense of responsibility. However, if your child has forgotten his/her books, homework, etc. you may bring the item/s to the school office. Students will NOT be allowed to call home for forgotten books, work, etc. If you do bring forgotten items in, the office will notify your child's teacher and s/he will be allowed to pick them up during a time deemed appropriate by the teacher. Please do not interrupt your child's classroom for such deliveries.

### **Lost and Found**

Inquiries about lost articles should be made at the school office. Items will be kept in a designated "Lost and Found" area near the school office for a reasonable period of time. Those items not claimed will periodically be given to St. Vincent DePaul. Please mark all clothing and personal items with names.

### **Academic Work**

Each class period is vitally important in a school day, and every assignment has a definite educational purpose. We ask for your help in conveying this by insisting that each task be taken seriously and done carefully. Homework assignments are part of the school program and require parental supervision to promote neatness and accuracy. Parents are not expected to help their children excessively, but parental interest goes far in encouraging a child. Homework assignments are given regularly.

Students are required to make up all possible assignments missed because of absence. It is the student's responsibility to see his/her teacher about the assignments s/he missed. Requested work on a day of an absence will not be available until 3:40 pm.

Quarterly recognition of academic achievements is given to students in grades 5-8. In addition, St. Paul School recognizes students throughout the year as Students of the Month and in various ways that encourage virtuous behavior.

### **Promotion or Retention**

Continuous promotion through the grade levels is the standard for the vast majority of students who are making normal progress. Recommendation for retention would be made only after a thorough study of the child's needs involving parents, teachers, administrator, and specialists.

### **Standardized Testing**

At St. Paul School the Northwest Evaluation Association (NWEA) is administered to all students in grades two through eight, three times per year. This test is used throughout the Lansing Diocese. Parent information will be sent home when results are available. Information regarding this test is available in the school office.

## **Communication with Parents Regarding Academics**

Academic reports of pupil progress are sent to parents four times a year in the form of quarterly report cards. In addition, progress reports are sent home at mid-term in grades one through eight for the purpose of informing parents how their child/ren are progressing in each subject. Teachers may also choose to send progress reports to show significant student achievement. Parents may access grades at anytime using our online gradebook.

A minimum of two parent-teacher conferences is scheduled each year. Additional conferences may be scheduled according to need. Special conferences may be necessary when a pupil's work and/or behavior deviate from the normal to the extent that his welfare and that of his classmates becomes an issue.

If parents desire a conference with a teacher, they may set up a meeting with the teacher by sending a note, emailing the teacher, or phoning the school to arrange a time when the teacher is free from teaching duties. Unscheduled conferences held in the hallway, while the teacher is involved with classroom responsibilities, or during school, parish, or extracurricular activities beyond the school day are not acceptable. It is in the best interest of your child that a teacher has sufficient notice of an appointment in order to give as full and complete a report as possible of your child.

## **Non-Custodial Parents**

St. Paul School abides by the provisions of the Family Educational Rights and Privacy Act, with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Paul School can provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Parents are encouraged to furnish the school with a copy of the custody section of the divorce decree.

## **Student Records**

A record file for each student (CA-60) is kept for recording attendance, scholastic progress, test results, health information, and any other information which may contribute to the understanding of the child. Teachers, counselors, administrators and education specialists have access to these records. Due to the confidential nature of these records, they are kept secure in a file in the main school office. Generally, access to school records shall be available to persons or agencies outside the school *only* with the consent of parents or legal guardians, or by court order or subpoena.

When a student graduates from eighth grade or transfers to another school, school records are forwarded by mail upon written request from the new school. St. Paul may withhold these records due to financial obligations that are not met, until they are settled.

## **Special Services**

The following special services are available to children attending St. Paul School. If you feel that your child may need special help offered by these services, please call the school office for information or speak to your child's teacher:

- Speech and Language
- Psychological Testing
- Hearing and Vision Testing
- Diagnostic Reading Testing
- Kindergarten Readiness Testing

These services are provided by local public school districts and/or the Shiawassee Regional Education Service District (SRES) to qualifying students.

## **Disciplinary Action**

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching-learning activities prepared for the day. The school has an obligation to assist each student in developing self-control and self-discipline and to assume more responsibility for his/her actions, as s/he matures and gains experience. We should never be obliged to invoke serious penalties; however, if there are flagrant violations of school regulations or repeated indifferences are demonstrated, appropriate disciplinary action will be taken.

Disciplinary actions may include one or more of the following measures: verbal warning, notification of parents, referral to principal, detention (classroom, lunch, after-school), loss of privileges, conferences, suspension (in-school and out-of-school), and expulsion.

## **Problems and Concerns**

Should problems arise over something that occurs in your child's classroom, you have access to us all. It is best, however, to follow the established grievance procedure for St. Paul School:

- Start with the teacher. Discuss your concern with a view toward resolution. If a satisfactory resolution is not reached...
- Talk to the principal. If no resolution...
- Discuss your concern with the priest as the parish's last step in the grievance process.

*“Each day is a step we make towards eternity and we shall continue thus to step from day to day until we take the last step, which will bring us into the presence of God.”*

~Venerable Catherine McAuley

## **Bullying**

At St. Paul School we seek to be a place where students, parents, teachers, non-instructional staff, administrators, and others live ever more fully in the presence of Jesus, whom we encounter in the Sacraments, in the Word, and in each other. Bullying is thus fundamentally and wholly incompatible with the Gospel values that are the foundation of this school.

We therefore will not tolerate bullying in our school, on our property, or in our programs and activities. It is not possible to comprehensively define the concept of "bullying." Bullying usually involves one or more students intentionally subjecting another student to repeated degrading actions, words, or social interactions. Individual incidents of unkindness, such as a fight or an insult, are improper, but might not constitute bullying. Bullying goes further, with actions or speech that are deliberate and sustained, and are intended to isolate, hurt, or humiliate. Ordinarily, bullying would not involve silence or inaction, or mere physical presence, but it is possible that those non-actions could intentionally exacerbate a bullying situation. Bullying speech could occur in the victims hearing or elsewhere, and could be oral, written, or electronic.

Any student, parent, teacher, or other person who is aware of a bullying situation should immediately notify the principal. Upon such a report, the principal will determine the facts and take appropriate action.

Just as bullying cannot be comprehensively defined, it is not possible to catalogue in advance all the appropriate responses that the school might choose to take. However, by enrolling a child in the school, parents and guardians give consent to the school's exercise of complete discretion to take any action it deems appropriate including, without limitation, oral caution, written warning, probation, conditions, suspension, expulsion, or even referral to civil authorities.

Every member of our community shares, in the manner appropriate to age and role, responsibility for the well-being of this Catholic Christian educational community. As appropriate to age and role, each of us should model good behavior, shelter the vulnerable, and treat with respect and kindness other members of our community.

Bullying and other unhealthy and immoral behaviors are sometimes portrayed in popular media as normal. St. Paul School exists for the purpose of introducing children to a fundamentally different way of living - a life in Jesus. Each of us should be vigilant about bullying and unceasing in our prayer for all the members of this community.

*"I will go anywhere and do anything in order to communicate  
the love of Jesus to those who do not now Him or have forgotten Him."*

~St. Frances Xavier Cabrini

## **Emergency Drills**

Every emergency situation is unique; however, the school has procedures in place for handling various situations. If an emergency situation occurs, we ask your cooperation. Please do not attempt to telephone the school for information as it may interfere with the school's ability to communicate with appropriate agencies.

Fire, tornado, and lockdown drills are held during the course of the school year. Each room has a designated evacuation route in case of fire, a designated shelter in case of tornado or severe weather, and a set procedure in event of a lockdown for security purposes. Teachers have been trained to care for students during emergency situations.

Lockdown: The lockdown drills are used to secure the school to keep students and staff safe in the event of an emergency that would be potentially dangerous. St. Paul students and staff will remain in the school building until it is determined that the situation is no longer possibly dangerous and it is safe for dismissal.

Tornado Watch: The tornado watch is used to alert the public to the possibility that tornadoes may develop. St Paul School students will remain in school until their regular dismissal time.

Tornado Warning: If a tornado has actually been sighted in the area, the US Weather Bureau issues a tornado warning. School will not be dismissed at any time during a warning. Students will be sheltered within the building until an all clear is issued or the warning reverts to a watch, whichever comes first. This may require students and staff to stay beyond the normal school hours. Owosso Public School bus transportation will be available to bus students after the all clear is issued.

After-School Activities: All after-school activities (enrichment clubs, athletic practices and games, scout meetings) will be cancelled if either a watch or warning is in effect. Please discuss this policy with your child so that both parent and child know what will occur in the event of a watch or warning. We follow the same procedures as those issued by the Owosso Public Schools. Radio and television stations will provide you with up-to-date information: WOAP AM 1080, WRSR FM 103.9, WFMK FM 99, WFDF AM 910, WJSX FM 92.5, WFBE FM 91.5, WWCK FM 105, as well as television stations WJRT - Channel 12, and WLNS - Channel 6, NBC Channel 25/CW 46, and online at ABC.com.

*"I believe in God. I hope in God. I love God. I want to live and die for God."*  
~Mother DeLille

## **Severe Weather Conditions**

If weather conditions are such that school must be closed, this information will be broadcast over both radio and television stations. Please check: abc12.com, WOAP/WMZK (103.9 FM Owosso), WNEM (Channel 5), WJRT (Channel 12) or WLNS (Channel 6). If no news is carried about school closing, it can be assumed that classes will be in session. Please do not phone school personnel for information relative to school closings. If Owosso Public Schools are closed due to weather conditions, then St. Paul School will also be closed. Please note that there are occasions when fog delays are required. Check the above-mentioned radio and television stations/websites before heading out on foggy mornings. If school is delayed due to fog, St. Paul Latchkey is open during normal hours.

## **Asbestos Inspection Program**

Once every three years, the school is inspected by a licensed asbestos control agent. Additionally, in accordance with the Asbestos Hazard Emergency Response Act regulations (AHERA), the school conducts a twice-yearly inspection of all friable and non-friable asbestos containing materials in the school building. Certified maintenance staff conduct these annual inspections. The Asbestos Management File is located in the school office and is available upon request.

## **Pesticide Application**

As part of our school maintenance program, we may find the need to apply pesticides. You have the right to be informed prior to any pesticide application to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application.

*“The Christian life is the continuation and completion of the life of Christ in us.  
We should be so many Christs here on earth,  
continuing his life and his works,  
laboring and suffering.”*  
~St. John Eudes

## **Mass and Sacramental Preparation**

The weekly celebration of Mass includes grades preschool-8. Each class is assigned a number of Masses with which they will assist. Parents are invited to attend school Masses and prayer services. The Sacrament of Reconciliation is offered to students two to three times per year. Adoration, Benediction, Stations of the Cross, and Rosary devotions are also scheduled during the year. Reconciliation and First Eucharist preparation occurs in grade 2. Preparation for the celebration of Confirmation begins in grade 7, and Confirmation occurs in grade 8.

## **Mandatory Attendance Events**

All students in grades K-8 are required to participate in two evening events during the school year. The Christmas program is held in December, and May Crowning is held in May. We request that all students and their families attend these two events. There may be additional events during the school year which require particular student attendance. Students will be notified accordingly. Eighth grade students will attend their evening graduation ceremony at the end of the school year, which is followed by a dinner and award ceremony.

## **Field Trips**

Field trips are educational outings which have been designed for the purpose of achieving specific goals and providing enrichment to a particular area of study. Field trips are arranged by the classroom teacher, with prior approval of the school principal. All field trips are supervised by classroom teachers, and parents may be asked to assist with supervision. Generally, the supervision ratio of one adult per ten students is required. Parent drivers will be asked to complete a Volunteer Driver Information Sheet before driving students on a field trip. Adults are requested not to bring younger siblings of students. Please Note: All chaperones must be VIRTUS trained per the Lansing Diocese. To get information about upcoming VIRTUS classes, please ask in the office or contact the DRE.

Parents are required to sign a permission form before a student is allowed to participate in each field trip. If no slip has been returned, the student will remain at the school. Field trips are a privilege given to students; therefore, students may be denied participation on a field trip if they fail to meet academic or behavioral requirements. Appropriate dress and decorum is expected of all students and adults.

*“Keep the word of God...Let it pierce deep into your inmost soul  
and penetrate your feelings and actions.”*

~St Bernard of Clairvaux

## **Vacations**

Every effort should be made to schedule family vacations on non-school days. Vacations encompassing school days are highly discouraged. If trips are unavoidable, it is requested that you notify the school office and your child's teachers in advance. When possible work will be prepared ahead of time. It is the responsibility of the student to complete, turn in, and make up any additional missed assignments upon his/her return to school. Tests announced before a student leaves for vacation will be given on the agreed upon day. Projects announced before a student leaves for vacation and due while the student is away will be due on a predetermined day as well.

## **Parties**

Class parties on Halloween, Christmas and Valentine's Day will be arranged by the classroom teacher with the help of parent volunteers on or near the holiday being celebrated. The party will be simple and will not take up a large part of the school day. Please Note: All party volunteers/attendees must be VIRTUS trained per the Lansing Diocese. To get information about upcoming VIRTUS classes, please ask in the office or contact the DRE.

Halloween Costume guidelines (grades K-5):

- Positive costumes such as religious figures, cartoon characters, sports heroes, career individuals, animals, etc.
- Must be non-violent in nature. No costumes that depict or promote violence, blood and death.
- No accessories such as swords, guns, or weapons of any type.
- Appropriate body coverage is required.
- No masks are allowed for the safety of the children.
- Shoes must be worn.
- Parents may assist in the application of make-up at the time of the party.
- Costumes may be worn only during the party, not before.
- If a student's costume is judged inappropriate, regular school clothes will have to be worn during the party instead of the costume.

Student Birthdays: Parents may celebrate a child's birthday with a small treat after first making arrangements with the teacher in advance of the date. Invitations to out-of-school parties may not be passed out in school, on the bus, or at school activities unless all children in the class receive one (or all boys are invited or all girls are invited).

## **School Pictures**

School pictures are taken of each student early in the school year by an outside contractor. Purchase of these pictures, on a pre-paid basis, is optional. A school yearbook, with pictures of all students and various school groups and organizations, is available to all students for a fee.

## **Behavioral Expectations of Students**

Students at St. Paul School are expected to conduct themselves as courteous, Christian young people at all times. These behavioral expectations and rules have been established to maintain order, create a positive educational atmosphere and promote pride in our school. These rules of conduct also apply to all school sponsored activities.

- Students must exhibit respect toward all school personnel, fellow students, and visitors. Students are to follow the directions of their teachers or designated adults at all times. When a student oversteps the established limits set by the teacher, s/he will be referred to the principal. Students must behave in such a manner that they are not infringing upon another student's right to attain an education.
- Students are to stay in designated areas and keep their hands, feet, and objects to themselves. Theft or possession of stolen goods will not be tolerated.
- Students are to walk in the building in an orderly fashion. No one should push or run in the halls. Students' use of lockers must be done in an orderly and quiet manner.
- Students are prohibited from exiting the building at any time without permission.
- Students are to use all school and parish materials, equipment, and property with care. When outside, students must play in designated areas. Students should take pride in the appearance of all school and parish property. Litter should be placed in trash receptacles.
- The following recreational or play equipment should NOT be brought to school or on the bus: Laser pointers and handheld video games. If a student brings such an item to school, the item will be confiscated by school staff and held; the student/parent may pick up the item at the end of the school day. Repeated violations will result in disciplinary action.
- Cell phones, IPODS, MP3 players, electronic tables, electronic book devices, and laptops may be used during school hours as long as permission is granted by the teacher and it is used only for the purposes indicated by the teacher. All students and parents must sign and turn in a user policy before the above devices may be used at school. St. Paul School is not responsible for lost, stolen, or broken items.
- Use of aforementioned electronics requires submission of all required technology forms. When not in use, electronics must be kept in lockers, and a lock is required. Combinations and spare keys must be turned in to the office for any students using a lock on his/her locker BEFORE lock is placed on locker.
- No inappropriate display of affection between students. Inappropriate affection includes but is not limited to: handholding, hugging, kissing, touching.
- Criminal acts will not be tolerated, such as physical, verbal or sexual assault/harassment. The commission of or participation in any act defined as criminal by state or local law or ordinance is prohibited on school property or at school sponsored events. The proper authorities will be notified. Disciplinary action may be taken by the school whether or not criminal charges result.
- Being under the influence of or possession of drugs, alcohol, or tobacco is prohibited.

- Possession or use of any weapons, fireworks, matches, lighters or other materials or chemicals that could cause bodily injury or property damage will not be tolerated.

### **Alcoholic Beverages (Diocesan Policy #5131 A)**

No alcoholic beverages shall be carried onto, purchased, sold or consumed by students on any property under the jurisdiction of this board or at events or activities carried on under its auspices. Nor shall any student who is under the influence of alcoholic beverages be present on such property or at such events or activities. Violations of this policy render the student liable to immediate suspension or expulsion.

### **Narcotics (Diocesan Policy #5131 B)**

Narcotics (controlled substances) as defined by law shall not be carried onto, purchased, sold or consumed by students on any property under the jurisdiction of this board or at events or activities carried on under its auspices. Nor shall any student who is under the influence of such narcotics be present on such property or at such events or activities. Violations of this policy render the student liable to immediate suspension or expulsion.

### **Weapons (Diocesan Policy #5131 C)**

Students participating in school, religious education, or youth ministry programs are prohibited from bringing weapons into school or parish buildings, onto school or parish premises, or in the immediate vicinity of the school or parish; at school, religious education or youth ministry sponsored activities; onto a school bus or enroute to or from school, religious education, or youth ministry programs. Violations of this policy render the student liable to immediate expulsion.

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

A “dangerous weapon” refers to a firearm, dagger, dirk, stiletto, or knife with a blade over three inches in length, pocketknife opened by a mechanical device (switch blade), iron bar, or brass knuckles. This law (P A. 328) provides for the permanent expulsion of students who violate its provision. The expulsion is mandatory, meaning the school must expel the student.

Michigan law does provide for possible reinstatement after a certain time period. If the student is in grade six or above, the student may be readmitted after 180 school days. If the student is in kindergarten through grade five, reinstatement is possible after a 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.

## **Vandalism (Diocesan Policy #5131.5)**

Students and their parents shall be financially liable for any damage to property under the jurisdiction of this board as may be intentionally inflicted by such students. This liability applies to such items as, but is not limited to, books, supplies, equipment, buildings, and grounds.

## **Sexual Harassment**

The Diocese of Lansing absolutely prohibits sexual harassment of any kind. Unwelcome sexual advances and verbal or physical conduct of a sexual nature will be considered sexual harassment.

Sexual harassment may include (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and (3) other verbal or physical conduct of a sexual nature when (3a) submission to such conduct is made either explicitly or implicitly a condition of a person's employment or education, (3b) submission to or rejection of such conduct is used as the basis for employment or educational decisions, (3c) such conduct has the purpose or effect of substantially interfering with a person's work or school performance, or (3d) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment can include, but is not limited to, improper physical contact, lewd or sexually suggestive comments, off-color language, leering, jokes of a sexual nature, slurs, and display or known possession of sexually explicit material. It can involve works or actions by any member of the school community, directed against any other member of the school community (or, in some circumstances, guests and visitors to the school community).

A report of sexual harassment will be promptly and thoroughly investigated. Substantiated acts of sexual harassment will result in appropriate disciplinary action up to and including termination or expulsion.

*“Today we must translate the words of Scripture into deeds,  
and instead of speaking saintly words,  
we must act them.”*

~St. Anselm

### **Student Suspension (Diocesan Policy #5114)**

Each school, realizing its obligation to the students, must extend every reasonable effort to assist students to adjust to the social and academic requirements of the school environment. Decisions to suspend should follow only after other means of motivation have failed and/or attendant circumstances of crime, scandal, morality, or disruption necessitate this extreme disciplinary action. In reaching such decisions, consideration must always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body.

1. The student shall be informed of the specific charges, which are the basis for disciplinary action to be taken against him/her. S/he shall have the right to present any relevant information in his/her behalf.
2. Parents must be notified immediately of the suspension, the reasons for it, and the steps to be taken prior to the student's being permitted to re-enter school. In no instance shall the student be asked to leave the school before parents have been notified.
3. In those cases where it is warranted, students returning to school following suspension should be referred to a counselor or other social agency as an aid to effective adjustment.

Records of disciplinary action leading to, concurrent with, and following suspension, should be kept in the student's folder, but not as part of the permanent record.

### **Student Expulsion (Diocesan Policy #5114.1)**

Expulsion shall be defined as the permanent dismissal of a student from the school. It shall be enacted only as a last resort after other means of motivation and correction has failed and/or attendant circumstances of crime, scandal, morality, or disruption necessitate this extreme disciplinary action. Any expulsion must involve. (1) prior notice to parent/guardian of the general nature of the punishable offense and of the specific violation, (2) referral to the Diocesan Superintendent or his/her delegate, (3) notification of an appeals process.

*“Man is created to praise, reverence, and serve God our Lord, and by this means to save his soul. All other things on the face of the earth are created for man to help him fulfill the end for which he is created.”*

~St. Ignatius of Loyola

## Sports Program

The St. Paul School Athletic Program is currently affiliated with the Lansing league for all athletic contests. All students from grades 5th - 8th may participate in the athletic program. The availability of a team and the grade configuration of teams is dependent on the number of athletes. All student athletes must have a current physical form on file in the school office. They must also have health insurance. A fee is charged per sport, to a maximum family charge.

The St. Paul School Athletic Program offers the following sports for students:

Girls Sports:        Gr. 5 and 6: Basketball, Volleyball  
                             Gr. 7 and 8: Basketball, Volleyball

Boys Sports:         Gr. 5 and 6: Basketball, Golf  
                             Gr. 7 and 8: Basketball, Football, Golf

Student athletes must maintain a minimum grade of 70% in all subjects, and possess good study habits, a positive attitude, and good conduct in order to remain on the team. If an athlete is not maintaining a satisfactory school standing, parents and coaches will be notified by the school principal. The athlete may be suspended from practices and/or games.

A schedule of practice times will be given to each participant. Players are expected to attend all practices. A reason for missing practice should be given to coaches in advance. Missed practices may result in reduced playing time. Coaches are responsible for the students in their care at all times and must remain after practice until each student has been picked up.

No athlete will be allowed to practice or participate in a game on a day in which s/he was absent from school for more than half of the school day.

The athletic director, with the approval of the principal, designates coaches and assistant coaches. Should problems arise over something that occurs in our athletic program, please follow the grievance procedure outlined below:

- Start with the coach. Discuss your concern with a view toward resolution.
- Discuss your concern with the athletic director.
- Talk to the principal.
- Take the matter up with the parish priest.

Conflict resolution procedures like this help us all to work together effectively.

*“Not all of us can do great things.  
But we can do small things with great love.”*  
~Bl. Mother Teresa

## **Computer/Internet and Technology**

The educational programs in Catholic schools and parishes of the Diocese of Lansing require the ethical use of the Internet and related technologies by all employees, volunteers and students.

### Diocese of Lansing Acceptable Use Contract for Student Technology

The Diocese of Lansing, Department of Education and Catechesis, encourages and strongly promotes the use of technology in the Catholic schools and parish catechetical programs of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocesan, parish, and school terms, conditions and regulations for the use of Internet and other technologies including, but not limited to, computers, telephones, video, fax, and digital camera.

These procedures apply to all computers/technologies whether located at school, Parish Center or office, home, or anywhere else.

- I will not use a computer unless an adult is present.
- I will follow the Diocese of Lansing's and the school's and parish's code of ethics for internet and technologies.
- I will use only authorized computer disks. I will not use a disk from outside the school or parish until it has been virus checked by the school and authorized for use in the school or parish.
- I will respect the privacy of others. I will not use another's computer or computer disks without permission. I will not use another's password, file, or identity code. If I enter another's file or know that another person has, I will notify my computer teacher, principal, or parish catechetical program leader.
- I will respect my safety and that of others. I will not reveal my personal address or phone number through the use of technology. I will not allow another person to reveal my personal address or phone number through the use of technology. I will not reveal the name, address or phone number of others through the use of technology. I will not transmit or use photographs of others without their permission.
- I will respect the laws of the United States, its individual states, and foreign countries in regard to copyrighted material; threatening, violent, or harassing material; obscene, and material protected by trade secret.
- I will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of a controlled substance.
- I will use technology in a way which preserves it and which is an acceptable use of it. I will not vandalize the school's or parish's or anyone's data, software, hardware or technological equipment. I will not enter into any financial obligation nor make any purchase through the use of the school's or parish's technology.

- I will attend and participate in a training session on acceptable use of the Internet and local area network before I am granted the privilege of access.

Access and use of the Internet, local area networks, computers, and other technologies is a privilege for the user.

### **Cell Phones**

Cell phones may not be used by students during the school day without the express permission of the school principal. If they are brought to school for after-school use, they must be kept turned off and stored in the student's locker or held in the school office for safe-keeping until the end of the school day. If storing a cell phone in a locker, a lock is required. Combinations and spare keys must be turned in to office for any students using a lock on his/her locker BEFORE lock is placed on locker. If students are found using cell phones during the school day, they will be confiscated. St. Paul School assumes no liability for lost or stolen cell phones.

### **Dress Code**

Kids do better when “dressed for work.” See official Dress Code for details. Students and parents are responsible for reading it carefully each year and making note of changes. Parents will be called to bring a change of clothing if a student is out of code. If parents cannot be reached, replacement clothing will be found in our Dress Code Sale closet. These clothes are clean and in good condition. We ask that you wash and return them for future use.

Jean days are on Fridays, except on Adoration Fridays or during Lent when we attend Stations of the Cross. For the first week of the month, the jean day will be held on Thursday instead of Friday. During Lent jeans days will be held on Thursdays instead of Fridays.

Jean passes are available monthly for students who bring in Box Tops for Education and Campbell’s labels. These passes require a collared shirt.

Christmas jean pass booklets make GREAT stocking stuffers! These passes are sold in the school office during the month of December and include five passes, one for each month, January through May. These booklets must be purchased in a 5-pack and must be purchased in advance. Only one booklet per student is allowed. No individual passes can be bought at any time.

*“Therefore, that shining light of which has been lit for our salvation  
must always shine in us.”*

~St. Chromatius