

# St. Fabian Catholic School K-8 Handbook



## Mission Statement

*"Our mission at St. Fabian Catholic School is to follow Jesus' example through Strength in academics, Trustworthiness, and Faith in Christian Values."*

## Philosophy of St. Fabian School

- † St. Fabian Catholic School develops and educates the entire student in mind, body, and spirit.
- † St. Fabian Catholic School integrates technology into classroom instruction to enhance learning to the fullest.
- † St. Fabian Catholic School respects and embraces a diverse student population.
- † St. Fabian Catholic School provides a setting where the administration, teachers, parents, and students work together for the advancement of the entire school community.
- † St. Fabian Catholic School promotes Catholic social teaching, values, and morals, which are reflected in the curriculum and climate.

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## **ACCIDENTS/INJURIES/INCIDENTS/MEDICAL EMERGENCY NOTIFICATION PLAN**

Accidents that occur on school property will be reported to the office immediately. In cases of minor abrasions, the injury will be washed with soap and water. For other minor injuries, ice may be applied. Parents will be notified immediately in all cases when there is a possibility that medical treatment is required. If parents cannot be reached, the contacts indicated on the emergency card will be notified. *It is absolutely essential telephone numbers are kept current on the card.* School law prohibits the use of First Aid equipment and internal medicine.

If necessary, emergency personnel (911) may be called before parents are notified. In an emergency, when time is an important factor, the student may have to be taken to the hospital before parents can be notified. The doctor/hospital information you provide on the emergency card will authorize this action.

## **ACQUIRED IMMUNE DEFICIENCY SYNDROME/AIDS RELATED CARRIER POLICY**

The policy on AIDS/ARC has been established by the Archdiocese and covers both students and employees. It is identified in the Archdiocesan School Policies and Guidelines handbook (#5001) and the complete policy is available in the school office to any interested party.

## **ADMISSIONS POLICY**

An essential criterion for admission is the informed acceptance by the student and parents of the fact that the school is Catholic in philosophy and practice. All students must participate in the religious education courses offered for their grade level, participate in the worshipping community while in school, and agree to act in a manner consistent with Christian values. Parents/guardians are expected to cooperate with all administrative and educational policies of the school. Parents/guardians who do not fully cooperate and/or who are disruptive in their actions to such may be asked to withdraw their children from school.

St. Fabian Catholic School respects the dignity of all students. It does not discriminate on the basis of race, national origin, sex or disability unrelated to the student's ability to participate in the school's program, or other legally protected status.

Admission priority will be as follows:

1. Currently enrolled students who have met the previous year's financial obligations.
2. Siblings of currently enrolled students dependent on available classroom space.
3. Children of registered, contributing and participating members of St. Fabian Parish.
4. Children of families registered in another Catholic parish that does not have a school for a specific age or cannot accept due to space limitations.
5. Non-Catholics who qualify and agree to comply with 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 conduct records. Admission may be denied individuals for any reason deemed to be inappropriate by school or parish authorities, including but not limited to the following:

1. Students with past disciplinary or academic problems.
2. Students who require special services.
3. Students whose families fail to meet financial responsibilities to the school or parish.
4. Students who leave the school and reapply.
5. Students in Jr. High unless they are moving into area or if there are special circumstances.

Children admitted to St. Fabian Catholic School Kindergarten must be five years old by September 1<sup>st</sup> of the enrolling year and sequentially a year older for each following grade level. Kindergarten students will be required to take the Kindergarten Readiness Test. New students in grades 1-8 may be required to take a grade level entrance test.

A birth certificate for new students must be presented at the time of registration. A record of compliance with the immunization requirements of the Health Department must also be provided prior to the first day of school. In the absence of these documents, admission may be denied until files are completed. The school follows the regulations of the Oakland County Department of Health regarding all immunization and health requirements for all students entering our school for the first time. Health records must be kept up to date as is mandated by the county throughout the duration of the student's attendance at the school. New enrollments are probationary and are not official until all CA-60 and other school records are received and verified. ***All new students will be on probation academically and behaviorally for the first trimester. Continued enrollment will be jeopardized if the student or parents fail to support the school, its staff and/or policies.***

### **ADVANCEMENT POLICY**

Students will not be promoted because of parent request. St. Fabian Catholic School deems this to be a socially disadvantageous situation for students.

### **ALLERGIES**

If a student has allergies that the school needs to be aware of this must be listed on the Emergency Card and an emergency plan must be on file in the school signed by the child's physician. St. Fabian Catholic School will comply with any accommodations that are reasonable and fair.

### **ARRIVAL/DISMISSAL**

The faculty at St. Fabian Catholic School is very concerned for the safety of all students. To enable the children to walk safely to and from their cars, parents must abide by these parking lot rules:

#### **ARRIVAL: Between 7:45-8:00 a.m. (not before)**

- Enter the parking lot via 12 Mile Road
- Drive to the front of the school where parent volunteers will assist the children in exiting the cars. Parents are not to get out of cars.
- Exit via 12 Mile Road
- If you need to come into the school, drop off your child first, then park and come into the school.

#### **DISMISSAL:**

- Enter the parking lot via 12 Mile Road - not before 2:30p.m.
- Turn into the parking lot and follow directives
- Park in the east end of the parking lot
- When students enter the "Safe Zone", exit your car, walk to the Safe Zone, and escort your child to your car. When you and your child are in your car, exit safely.
- No students or siblings may play on the play structure after this time
- Your student will be escorted to the office and you or your emergency contact will be phoned if you are late.

### **ASBESTOS**

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires that all schools be inspected to determine if there are any building materials that contain asbestos. St. Fabian School has complied with AHERA by completing the following requirements:

1. Inspecting all facilities for both friable and non-friable asbestos-containing building materials.
2. Samples were taken during the inspections of all materials suspected of containing asbestos, and the samples were analyzed at an EPA-accredited laboratory.
3. A Management Plan written, based upon the inspection report and laboratory finds, outlining the administration's intent in controlling and abating any asbestos-containing building materials.

The building was found to be entirely free of any asbestos-containing building materials accessible to inspectors. The inspection results are available for review in the administrative office. The Management Plan, maintenance and custodial actions required by the plan, and training of personnel are all dedicated

toward a serious and careful effort to always ensure that any potential health hazard from asbestos is eliminated. Students, faculty, and employees have, and will continue to have a safe environment in which to learn, teach, and work.

## ATTENDANCE

Punctual and regular attendance is important for consistent academic progress. Absenteeism in excess of 16% of the school year may jeopardize student promotion.

In addition, we are required to follow Oakland County's Truancy Intervention Protocol. The Compulsory Education Law requires that "every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday shall send that child to school during the entire school year. That child's attendance shall be continuous and consecutive...Violation of this law is a misdemeanor punishable by up to 90 days in jail..." We shall notify, in writing, parents whose children are repeatedly absent and/or tardy.

- **Absences** - If a student must be absent, it is required that the parent, prior to the start of the school day, report the student's name and reason for the absence.
- **Extended Absence Due to Illness** - A student who is absent from school for an extended period due to an illness that required a doctor/hospital visit and is viewed as possibly contagious to other students is required to provide a note from the doctor at the time he/she returns to school.
- **Early Dismissal** - A written request for early dismissal must be presented to the homeroom teacher and then forwarded to the school office. In the case of unforeseen circumstances that prevent advance notification, a call to the school office is suggested. This will allow time for locating and preparing the student. Any student leaving school early with an approved family member or friend **must be signed out** in the school office. An approved family member or friend is one who is listed on the emergency card on file in the school office. This person may be asked to show identification.
- **Tardiness** - Any student arriving after the 8:00 am bell is considered tardy. Parents must walk tardy students in and sign them in at the school office to receive a tardy slip before going to the classroom. Students in Grades 6-8 will be assigned an after-school detention if they receive 5 tardies. St. Fabian urges families to promote punctuality. Continual tardies will result in the authorities being contacted for truancy.
- **Vacations** - It is expected that vacations be planned around the school calendar. However, in the rare instance that this cannot happen, homework will be given to the student after he or she returns from the vacation.

## BACKGROUND CHECKS

Before volunteering, all school volunteers/chaperone must complete an I-CHAT background information form. This form will be updated/required every 7 years. Additionally, all faculty members have been fingerprinted and profiled. All coaches have completed this form as well.

In an effort to protect God's children, we require that all volunteers/chaperones attend a Protecting God's Children Workshop. Proof of attendance, in the form of a certificate can be shown to the school office. Workshops are held regularly and can be found at [www.virtus.org](http://www.virtus.org).

## BIRTHDAYS

For this special occasion, students may **NOT** bring in a birthday treat. Also, invitations to parties cannot be distributed at school unless the entire class is receiving one. This avoids hurt feelings and does not show favoritism. If in doubt, please put the invitations in the mail.

During school, on the day of a student's actual birthday should it fall during a school day, students will be given a choice for 15 minutes of structured free time at the discretion of the homeroom teacher. Birthdays not falling on a school day will be celebrated at the discretion of the homeroom teacher.

## BOOKS

The school furnishes books to students in grades K-8. Reasonable wear (as determined by the administration) is expected as a result of daily use. Unreasonable damage to textbooks will result in a charge equal to the cost of a new book. The charge must be paid at the office. Lost textbooks must be paid for and replaced immediately. Report cards may not be distributed to a student owing a charge to the school.

## CELL PHONES & OTHER ELECTRONIC DEVICES

St. Fabian students are not permitted to have cell phones and other electronic devices (PDA, iPod, iTouch, MP3, cameras, video, etc...) in their possession during school hours unless instructed by a teacher for class purposes. If brought to school, these devices must remain off while on school property and will be collected and stored in a classroom container for the day. If the device is found on the student, or in the backpack and/or locker during these hours, it will be confiscated and must be claimed from the principal's office by a parent.

## CHANGE OF ADDRESS

It is critical that you inform the office of any address, email, home/work/emergency telephone number change.

## CLASSROOM ASSIGNMENTS

St. Fabian Catholic School respectfully requests that parents honor the faculty and the administration's professional judgments about student placement. Parent or student requests will not be granted. Student placement is taken seriously and is initiated according to a process involving time and careful thought concerning the best interest of every child.

## CODE OF CONDUCT/DISCIPLINE POLICY

St. Fabian Catholic School practices principle-governed discipline following the guidelines in our St. Fabian Catholic School Discipline Policy and Behavior Rubric. We believe that to discipline is to teach. In all situations, students will be given all the information they need to make morally responsible choices in their daily conduct. It is our intention to create an environment that promotes self-control and responsibility for decision-making on a daily basis. We believe in children.

- **General School Rules** - St. Fabian Catholic School students are expected to conduct themselves as people who respect themselves, their teachers, and the rights and the property of their fellow students. St. Fabian students must understand that their conduct is a reflection of themselves, their families, and the entire school community. Each student is responsible for his/her conduct throughout the entire school day including lunchtime, any school related activities, or field trips. ***Issues are expected to be resolved with acts of intelligent communication, not aggression.*** A school-wide Discipline Policy exists at all times and at all grade levels. **Parents will acknowledge and sign agreement to all school policies as stated in the handbook on the annual Tuition Contract.** Students and teachers sign the Behavior Contract issued at the beginning of the school year. The Discipline Policy must be followed and will be enforced.
- **Academic Dishonesty (Cheating/Copying/Plagiarism)** -It is expected that each student complete and take credit for his own work. St. Fabian Catholic School holds to the following policy regarding cheating:
  - Cheating/copying/plagiarism includes but is not limited to:
    - Looking at another student's work, regardless of intent.
    - Talking during a test or quiz or other inappropriate work time, regardless of intent.
    - Copying another student's work or providing one's work to another student to copy.
    - Reporting or writing false scores on tests and/or assignments.
    - Use of notes and/or other materials not allowed by the teacher.
    - Theft of materials or looking at stolen materials.

- Plagiarism of any kind. Plagiarism is any intentional representation of another's ideas, words or works as one's own.
  - Refer to the Behavior Rubric for consequences for academic dishonesty
- **Major and Minor Violations to the Code of Conduct** - Refer to the Behavior Rubric
- **Egregious Violations** - The most common egregious violations are:
  - Arson
  - Failure to cooperate fully in any school investigation
  - Gross or repeated conduct which is disruptive to the education process
  - Initiation of false fire alarm or bomb threat
  - Possession of a weapon, or weapon-like article
  - Possession or use of any unauthorized drugs (tobacco, marijuana, alcohol, or any other substance used to alter the mind's natural state), while in the care of school staff at school, school functions, on the school grounds, or to and from school. School functions include field trips, class trips, and athletic activities on or off campus.
  - Violent acts against any person
  - Possession or use of any performance enhancing drug (i.e., steroids)

Student behavior at St. Fabian Catholic School is based on Christian fundamentals and principles. Students should develop a sense of personal responsibility and social concern. The school rules have been developed to maintain order on a daily basis as well as to guide the students toward desirable types of behavior.

St. Fabian Catholic School recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, St. Fabian Catholic School prohibits acts of bullying, harassment, and other forms of aggression and violence. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors in order to provide positive examples for student behavior. For more information regarding discipline, refer to a copy of the *Discipline Policy*.

Candy and gum are absolutely forbidden during or between classes. Candy may be eaten during lunch in the cafeteria only. Gum is never allowed in the building, on the school grounds or on a bus.

For the good of all, the following items are not permitted in the school building or on the grounds during school hours:

Aerosol containers/ hair spray/ body spray	Glass bottles/containers	Playground equipment
Cameras/Radios	Hair dryers/curling irons/straighteners	Roller blades/Skateboards
Drugs	Large sums of money	Toys
Energy drinks	Laser pointers	Trading cards
Expensive jewelry	Perfume/cologne	Weapons

*---As well as anything deemed unsafe by the Administration---*

The lunch/recess monitors supervise the students during lunch/recess. Students are to show them the same respect that they have for their classroom teachers and each other. The attitude and actions of the students while in the cafeteria and on the playground should reflect the quality Christian education that they receive both at school and at home. Courtesy and concern for others should be the rule, not the exception. It is vital that the students have a safe lunch/recess period, so the following rules have

been established to insure the safety of the students. This list is not meant to be a definitive list, nor does it address all areas of concern to the fullest.

- Students shall be seated during lunch
- Reasonable talking is permitted
- Proper table manners are required and must be maintained.
- No food or candy is to be taken out of the cafeteria at any time.
- All students are responsible to clean up after themselves.
- Students may not leave the playground or stay inside the school building without permission. Once they are outside, they are to stay outside unless a recess supervisor permits them into the building.
- Safety requires that students never throw snow or play on piles of ice while out at recess.
- Students who are injured while playing should report to one of the recess supervisors. The office staff will notify parents of any injury that may need further attention.
- In general, it is expected that the behavior and language of each student would reflect the Catholic teachings that parents and teachers try to instill in all of the St. Fabian children.

Students are prohibited from bringing weapons to school and school sponsored activities, or having weapons in school or at school sponsored activities, on the school premises, on a school bus or en route to or from school, or in the immediate vicinity of the school. State law requires the reporting of possession of a “dangerous weapon” to the local law enforcement agency. “Dangerous weapon” may include but not be limited to a firearm, BB gun, dagger, dirk, stiletto, knife with a blade over 3 inches long, pocket-knife opened by mechanical device, iron bar, or brass knuckles.

### Definitions

- A weapon is any object that can be used to threaten or injure another. It includes but is not limited to “dangerous weapons” as defined by the State of Michigan law.
- School premises include the school building and the adjacent grounds including but not limited to parking lot, playground, student lockers, and busses.
- Immediate vicinity of the school means a block radius of the school.

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

A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student’s person, pockets (the student empties his/her own pockets), book bags, purse, lunch bag, locker, etc. Questioning of the same purpose may include questions from the school administration, a teacher, the pastor, or a person acting in place of any of these.

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

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

Any student determined to have brought a firearm to school will be expelled. The term “firearm” means:

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



Appropriate disciplinary action will be taken for any student who makes a written or verbal statement threatening harm to school personnel, students, or property. Depending on the circumstances, a student could face suspension or expulsion, as well as possible criminal prosecution.

## COMMUNICATIONS

Teachers may keep parents informed as to classroom events and happenings in a number of ways.

- Parents may be requested to sign a graded test or assignment
- Parents may be contacted by phone or email
- Parents may contact the teacher via email, telephone, or note
- It is the parent's and student's responsibility to keep track of progress in school via our online grading tracker

Telephone use by students will be limited to emergency use only. Students must get teacher permission before using the telephone. Students may not use cell phones during the school day. The office staff has the right to deny student use of the telephone if it is not any emergency or illness.

It is expected that personal interviews or conference with the faculty be arranged by appointment. This may be taken care of by a note, email, or by calling the school office at 248-553-2750. A teacher's personal phone number is never given to families. To contact them, please phone the school and leave a message to have them return the call. **ALL VISITORS MUST SIGN IN AT THE FRONT OFFICE UPON ENTRY.**

Annual and monthly calendars are issued and distributed to all school families. They provide important information concerning attendance days, holidays, hot lunch days, and special school events.

## CONFERENCES

Parent Teacher Conferences are scheduled annually in the fall for grades K-8. All parents/guardians are expected to sign-up for a time to meet with their child's teacher(s). Throughout the year, parents are encouraged to contact their child's teacher with questions or concerns. Please call the school office, email, or write a note to the teacher requesting a meeting. Teachers will also be communicating with parents as needed. Grades are usually available via the online grading system.

## CRISIS PLAN

All teachers have been in-serviced on how to react if a crisis would occur. Students will practice fire, tornado, lockdown, and evacuation drills throughout the school year. In the event that a serious situation may occur, the school building will be locked down for the safety of the students and all activities will assume as normally as possible. Information will be disseminated to parents as efficiently as possible. If for some reason the school would have to be evacuated, the students walk to Dunckel Middle School or McCabe Funeral Home.

In the event of a lock-down situation, the students will remain in secured areas with staff members until local authorities issue the "all clear". No one will be allowed to enter or exit the building until the lock-down has ended.

A **Tornado Watch** is a general indication that tornadoes are possible within a designated period of time. In the event of a tornado watch, which falls within school hours and the school areas, the student will NOT be sent home. A **Tornado Warning** is information that tornado is likely to strike within a matter of minutes. It is imperative that each student promptly follows the direction of the faculty.

In the event of a tornado warning, the students will be held in school until proper authorities give an all clear. This could cover a period of hours. Staff members will stay on duty during this period. Parents are requested not to call the school in the event of a tornado warning, so that the telephone lines will be open for emergencies that may arise. If parents insist upon having a student at home during a tornado watch and/or warning, they must come to the building and personally take their child home. It is recommended that parents do not attempt to take children from school in a period of a tornado warning.

Fire drills are required by law and are an important precaution. It is essential that, when the signal is given, everyone promptly clear the building by the prescribed route as quickly and silently as possible. The teacher in each classroom will give the students instructions.

## **CUSTODY ISSUES/INFORMATION PROCEDURES**

### **Access to Educational Information**

Unless otherwise ordered in a court order, information commonly made available to parents of any student in attendance (e.g., notices of school functions, report cards, appointments for parent-teacher conferences, etc.) will be provided to both parents. If the parents maintain separate residences, the non-custodial parent will be asked to provide self-addressed stamped envelopes.

### **Access to the Student**

Only the parent responsible for the child's physical care may, with permission of the school's administration, have access to the child during class hours for absences due to doctor or dental appointments, accompanying students on field trips, etc. An exception to this can be arranged with the school's administration and the parent with physical custody.

### **Procedures**

The following procedures further clarify the above policies:

- Absent a court order, both parents will be provided access to educational information regarding the child.
- The school will respect and comply with lawful court orders.
- In cases where a step-parent or other adult seeks to act on behalf of a natural parent, authorization signed by the custodial parent for whom the step-parent or other adult acts is required.
- In the case of conflicting instruction or requests that the school is not clearly authorized to honor, both parents will be requested to provide clear instructions for St. Fabian School.

### **Information from Parents to St. Fabian School**

In order to carry out the above policy, St. Fabian School needs the following information:

- Names, addresses, and telephone numbers (home, work, cell) of both parents
- True copies\* of all applicable court orders
- True copies\* of subsequent modification(s) of the court order

\*A true copy has the stamp from the court clerk and judge's signature. It is usually the first or last page. St. Fabian Catholic School is to have a copy, not the original.

## **DAILY SCHEDULE**

7:45 - 7:55am	Students arrive at school and line up in designated areas according to grade.
7:55am	First Bell. Students may enter the building.
8:00am	Final Bell. School begins. Students are considered tardy unless they are in the building by 8:00am.
11:16-11:56am	Lunch/Recess
3:05pm	Afternoon dismissal

## **DRESS CODE**

If students are not compliant with school dress code parents may be called to bring appropriate attire.

### **GIRLS GRADES K-8:**

Bottoms: St. Fabian Catholic School uniform jumper or skirt purchased from Education Outfitters (with bike shorts no longer than the skirt), black or khaki dress pants or shorts (Shorts may only be worn as an option from April 1<sup>st</sup> - November 1<sup>st</sup>)

Tops: White or Red Polos/Black Sweaters/Black Fleece Jackets and must have St. Fabian logo available for purchase from Educational Outfitters.

The hem of skirts, jumpers, and shorts should rest at the top of the knee and may not be higher than **2 inches above the knee**. If a student wears the pants or shorts, they must wear a dark dress belt with their shirt tucked in unless the shirt has a banded bottom.

Socks and tights must be solid white or black. Socks must be knee high or above the anklebone.

Shoes: Mostly solid black, brown, or white athletic or dress shoe. (No heels) Shoes must have a back and toe. No light up shoes, boots, sandals, flip-flops etc. **Uniform shoes MUST BE mostly solid black, brown, or white athletic or dress shoe with NO OTHER COLORED stripes or accents.**

Hair/make-up/accessories: Students may only wear clear or white tipped French manicures. No student is allowed any make up. Hairstyles are to be conservative with natural/original hair color, no extreme styles or colors, no bleached tips, dying, or tinting. Hair accessories should remain simple and discrete (no feathers). Students are permitted one watch, one ring, one bracelet, and one necklace as long as they are not a disruption/distraction to learning as determined by staff. There are no tattoo or body piercings allowed. Girls may wear one small discrete hoop or post earring per ear lobe, no multiple sets.

#### BOYS GRADES K-8:

Bottoms: Black or khaki dress pants or shorts (Shorts may only be worn as an option from April 1<sup>st</sup> - November 1<sup>st</sup>)

Tops: White or Red Polos/Black Sweaters/Black Fleece Jackets and must have St. Fabian logo available for purchase from Educational Outfitters.

Student must wear a dark dress belt with their shirt tucked in unless the shirt has a banded bottom.

Socks must be solid white or black and above the anklebone.

Shoes: Mostly solid black, brown, or white athletic or dress shoe. Shoes must have a back and toe. No light up shoes, boots, sandals, flip-flops etc. **Uniform shoes MUST BE mostly solid black, brown, or white athletic or dress shoe with NO OTHER COLORED stripes or accents.**

Hair/accessories: Hairstyles are to be conservative with natural/original hair color, no extreme styles or colors, no bleached tips, dying, or tinting. Hair must be combed, cut above the shirt collar, cut above the ears, and cut above the eyebrow. Boys must be clean-shaven and sideburns may not extend below the ear. Students are permitted one watch, one ring, one bracelet, and one necklace as long as they are not a disruption/distraction to learning as determined by staff. There are no tattoo or body piercings allowed. Boys are not allowed to wear earrings.

#### GYM UNIFORMS:

Red St. Fabian t-shirt provided by Educational Outfitters. Black gym shorts (mid thigh or longer) may be worn from April 1<sup>st</sup> - November 1<sup>st</sup>. Students must wear the black sweatpants with the St. Fabian logo year round. Athletic shoes must be worn. Gym uniforms are to be worn to school on PE days only.

#### DRESS -UP & DRESS-DOWN DAYS:

Dress-up and dress-down days are special days when students are not required to wear the school uniform. On these days, make-up and nail polish rules still apply unless special permission is granted. In addition, high heeled shoes, open toe shoes, ripped pants, tank tops, shirts with inappropriate writing/drawings as determined by staff, hats, jeggings, spandex, cut-off shorts, and flip-flops are not

permitted. Leggings may be worn only if an appropriate length dress, skirt, or short is worn over the top.

#### SPIRIT DAYS:

Students may only wear St. Fabian logo clothing or **solid** casual clothes that are red, white, black, or gray with **no wording or logos**. Pajama pants are not allowed. Spirit wear is available for purchase through school several times a year. Neat looking sweatpants/athletic pants are allowed, but no jeans. Any closed-toe shoe is fine. Students are always welcome to wear their regular uniform on Spirit Days.

#### **DRUGS**

Students are not permitted to be under the influence of, use, possess, or sell drugs, alcohol or mind-altering substances on school property. Violations will result in automatic suspension or expulsion from school as per Archdiocese regulations. A student exhibiting behavior consistent with being under the influence of any substance which alters consciousness will be detained in the school office until the parents are notified and come pick him/her up. Upon picking up the child, parents are required to immediately take the child to a medical facility for a urine analysis and/or blood test. In order for a student to be readmitted to school, he/she must have a statement from the doctor who administered the tests. The statement must include: the doctor's signature, the test results, which include not only the results but also a recommendation for treatment, if any. Failure to comply with the above policy will result in expulsion from school and notification of the incident to juvenile authorities.

#### **EARLY DISMISSAL**

Parents are urged to make children's doctors and dentist appointments outside school hours and on school holidays. If it is necessary for any student to be dismissed earlier than the regular dismissal time for an appointment, etc., a note of explanation/permission must be cleared through the school office. Parents/guardians must sign out the student in the school office.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT/MEDIA RELEASE**

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

- The annual yearbook and student directory
- Recognition lists and graduation programs
- Sports activity sheets
- St. Fabian School website
- St. Fabian School Facebook Site

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, local news media, companies that publish yearbooks. ***If you do not want St. Fabian to disclose directory information in specific circumstances, you must notify the school annually before the school's start date.*** St. Fabian has designated the following information as directory information:

- Student's name/address/telephone/email for sports and directory
- Photograph (Photographs online will not include names)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date and place of birth

- Dates of attendance
- Grade level

### **FIELD TRIPS**

Field trips are also recognized as an integral part of a sound educational program and provide a valuable addition to the classroom curriculum. Each child must have a school-issued permission slip and a medical treatment release form, signed by a parent or guardian, in order to accompany the class on a field trip (verbal permission or handwritten notes by a parent will not be accepted). At such times, students are under the jurisdiction of the school and responsible to the chaperones. All reasonable and prudent steps to safeguard the welfare of participating students shall be taken. Only students enrolled in St. Fabian Catholic School will be allowed to participate in class field trips. Younger or older children may not accompany adult chaperones on the class trips. Chaperones must be able to give their undivided attention to supervising class members, have a criminal background check, as well as, have attended the Protecting God’s Children workshop. Only chaperones chosen for trips may attend. Please respect and cooperate with these trip guidelines.

When valid school bus transportation is not available and private vehicles are used, qualified volunteer drivers over 21 years of age must complete and be in compliance with all stipulations on the Volunteer Driver Information Form provided by the Office for Catholic Schools. This must be returned to the supervising teacher. Every student in a car must wear a seat belt.

### **GUESTS/VISITORS**

Parents are not to walk students to classrooms after the first few days of school. This allows students to have a much easier adjustment to the everyday schedule. A visitor is any person requesting admittance to the school during the instructional day who is neither a student nor a staff member. Visitors and parents are required to report to the main office upon entrance into the building. Visitors/parents may not visit teachers or students during school hours unless previously arranged and/or approved by administration. Appointments/requests will be taken in the office and relayed to the teachers involved. ***Meeting with teachers must be scheduled in advance.***

### **HOMEWORK GUIDELINES**

Each teacher establishes his/her own daily or weekly homework requirements. Homework may be assigned on weekends or weekdays.

St. Fabian students receive homework appropriate to their grade level. Late assignments NEED not be accepted (except for absences). Individual teacher policies regarding late assignments are distributed at the beginning of the year to their classes and to parents at Parent Night in the Fall.

Homework will not be given in advance of absences. Students will make up all work upon return. The amount of time absent will determine the amount of time to make up the work. For example: if a student is out three days, he/she will have three school days to complete all assignments and tests/quizzes.

### **ILLNESS**

Students, staff, and volunteers will not be admitted to school if they display any of the following symptoms:

- Temperature of 99.6 and above
- Intestinal distress
- Undiagnosed rash
- Eye or ear discharge
- Any type of non-treated communicable disease

***Should a child be absent from school for a fever-related illness, s/he is not to return to school for 24 hours after the fever has returned to normal.***

Parents or guardian will be notified should a child need to be sent home. If a parent or guardian is not available, the emergency contact person on the student emergency card will be notified. Parents are asked to keep the school office informed of changes in information on the emergency card such as phone number, address, doctor, or the person to be contacted when they are not at home. Communicable diseases are to be reported to the school office. In turn, they will be reported to the Oakland County

Health Department. Students are excluded from school for the following illnesses but may be re-admitted after the time required.

ILLNESS	SCHOOL EXCLUSION TIME
Chicken Pox	Exclude until 1 week after the eruption of the first crop of lesions and all lesions have crusted.
Pink Eye	Exclude until under medical care and drainage from eyes has cleared.
Fifth Disease	No exclusion if rash is diagnosed by a doctor.
Impetigo	Exclude until under treatment, lesions are healing and no new ones appear.
Mononucleosis	Exclude until under medical care and physician approves return.
Mumps	Exclude until swelling or other symptoms have disappeared.
German Measles	Exclude until 5 <sup>th</sup> day after onset.
Head Lice	Exclude until 1 <sup>st</sup> treatment is done. Admit if a single treatment medication is used, or re-exclude if 2 <sup>nd</sup> dose product is used and not done within 10 days.
Ringworm	Exclude until under medical treatment.
Scarlet Fever	Exclude until under treatment for 2 days.
Strep Throat	Exclude until under treatment for 2 days.

### **IMMUNIZATION**

All students shall comply with State of Michigan required immunization and health laws prior to admission. “A child enrolling in a public or non-public school for the first time shall submit either a statement signed by a physician that the specified child has been immunized for and guarded against diseases specified by the Department of Public Health; or a statement signed by a parent or guardian that a child has not been immunized because a religious or other objection; or a request signed by a parent or guardian that the local health department gave the needed protective injections.” (MCL 340.376)

Proof that immunizations are current must be available when the student enters school. Failure to comply with this directive will result in exclusion from classes. Parents must keep the office informed of all updated immunizations.

### **KIDS’ CLUB PROGRAM**

The Kids’ Club Program is run by St. Fabian Catholic School and is licensed by the State of Michigan. Hours are from 7:00am-7:55am and 3:05pm-6:00pm each full school day. Kids’ Club will not run on days when the school is closed for holidays or inclement weather, or when there is a ½ day of school.

### **LOCKERS**

Lockers are the property of the school. It is the responsibility of the student to keep them clean and undamaged. If a student wishes to use a lock, a duplicate key or the combination must be filed in the office. Any items kept in a student’s locker are to be left untouched by other students. Valuables should not be kept in lockers. Nothing may be permanently affixed to lockers (inside or outside). Appropriate items may be affixed to the inside of lockers with magnets only. No white boards and markers are allowed. Food cannot be left overnight in lockers. The administration or staff may inspect lockers at any time.

### **LOST AND FOUND**

Lost and found articles are stored in a container in the vestibule. Parents and students are encouraged to check these when looking for missing items. All school items (clothing, lunch boxes, etc.) should be clearly labeled. Unclaimed items will be donated to a local charity at various times throughout the year, but due notice will be given.

### **LUNCH/ RECESS**

Students may bring their own food for lunch or take advantage of the daily hot lunch program. Milk and water is available for purchase online through the hot lunch program website. Parents may **NOT** bring or have delivered a fast food lunch for their child after the school day begins. Late lunches are to be placed on the provided cart in the main vestibule no later than 11:00 a.m.

St. Fabian students are expected to partake in daily-supervised outdoor recess. It is the parents' responsibility to assure that their child is adequately dressed for daily recess. The school's administration will cancel outdoor recess in cases of inclement weather. Generally, the students will not go outside if the wind chill is ten degrees or below.

### **MEDICAL EXCUSE FOR NON-PARTICIPATION**

Should a student have medical excuse for non-participation in gym and/or recess, a note from a physician is required stating the duration of the absence from the activity.

### **MEDICATION**

Should it be necessary for a child to receive medicine during the school day, please contact the office for instructions. When medication is administered, the following provisions shall apply:

- A Medication Release Form signed by the parent/guardian and doctor 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 and non-prescription medication shall have the pharmacy label indicating the physician's name, child's name, and strength of 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.
- No child will be allowed to take medicine without supervision.
- However, in accordance with Public Act 10 of 2000, the school will allow students to possess and use metered dose asthma inhalers or epinephrine auto-injector (epi-pen) or epinephrine inhaler provided written approval to possess and use these devices from the physician and parents is received by the office, along with a written emergency care plan. The office will notify the student's classroom teachers.

### **OFFICE HOURS**

The office will be open for business on school days between the hours of 7:30am and 3:30pm. The office is extremely busy during lunchtime (11:16-11:56) we ask that you refrain from calling during this time unless it is an emergency. Your cooperation is greatly appreciated.

### **PARENT INVOLVEMENT PROGRAM (PIP)**

Parents/guardians are expected to participate in the St. Fabian Catholic School Parent Involvement Program (PIP). Families are required to work PIP hours from sanctioned PIP activities or pay a fee. The fee per hour and required number of hours are established yearly.

### **PESTICIDE**

As part of St. Fabian School's pest management program, pesticides are occasionally applied. Parents have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice. If prior notification is needed, please provide the school with your name, address, and telephone number at the beginning of the school year. Areas are posted after pesticides have been applied.

### **PRIVACY POLICY**

St. Fabian Catholic School treats the social security numbers of its employees, students, and others confidential. Information containing social security numbers will be kept in locked files. St. Fabian prohibits the unauthorized or unlawful use or disclosure of social security numbers.

Records and information containing social security numbers are accessible to authorized administrators and staff, only, who have a valid, demonstrable need to obtain such records or information. All who have access to social security numbers are required to maintain the confidentiality of social security numbers. This includes not leaving documents or computer screens containing social security numbers visible to others.

St. Fabian Catholic School requires all who have access to social security numbers to properly dispose of records containing social security numbers. Proper disposal includes shredding papers records containing social security numbers with crosscut paper shredders. Under no circumstances are paper records containing social security numbers to be disposed of without shredding.

To minimize the damage to employees, students, or others, employees are required to immediately report any actions by them which may have resulted in an actual or suspected security breach or unauthorized or improper disclosure of social security numbers. In determining the level of discipline, if any, school will take into consideration whether employees promptly self-reported their own actions. Any questions about the application or enforcement of these security measures should be directed to the principal.

### **RELIGIOUS ACTIVITIES**

All students will attend the Liturgy and Prayer services. Devotions in honor of the Blessed Virgin Mary are encouraged and conducted throughout the year (May Crowning, Living Rosary, etc...). Preparation for sacramental life occurs at the appropriate grade level. School-wide prayers occur daily.

### **REPORT CARDS**

Report cards show the student’s progress in school subjects. Report cards will be issued electronically each trimester. Report cards will only be released *if all fees, including tuition, Kids’ Club and PIP hour obligations have been fulfilled.*

Grades will be available via the school’s online grading program. The teachers will update information regularly. Parents will be given a code/password to access their account.

The interpretation of the marking system used in evaluation is as follows:

<b>Grade/Range</b>	<b>Competencies</b>	<b>Breakdown</b>
A = 100-90%	An excellent knowledge of the subject; Completeness and thoroughness in daily assignments; voluntary participation in class; Exemplary attention during class period	A+ = 100% A = 99-93% A- = 92-90%
B = 89-80%	Good knowledge of subject matter; More than average preparation of daily assignments; Willingness to participate in class discussion; Above average attention during class period	B+ = 89-87% B = 86-83% B- = 82-80%
C = 79-70%	Average knowledge of subject matter; Unwilling to do extra work on assignments; Participation in class when called upon; Ordinary attention in class	C+ = 79-77% C = 76-73% C- = 72-70%
D = 69-60%	Completion of only minimum requirements; Incomplete and/or low quality assignments; Little participation in class; Lack of interest in class	D+ = 69-67% D = 66-63% D- = 62-60%
F = 59-0%	Inadequate knowledge of subject matter; Irregularity and incompleteness of daily assignments; Little or no participation in class discussion; Little or no interest in class	
I	This grade is only given on rare occasions when a student is absent. After the work has been made up a letter grade will then be assessed on the report card.	

### **RETENTION**

Administration and staff will contact parent for conference should a student require consideration for retention.

### **SCHOOL EMERGENCY & CLOSING**

In the event of inclement weather/emergency school closing, St. Fabian Catholic School will adhere to the decision of the Farmington Schools. If, however, the school is forced to close for some reason which would not affect the public schools, it will be announced via email, on the school website and through news media.



## **SEXUAL AND ILLEGAL HARASSMENT**

It is the policy of the Archdiocese of Detroit and St. Fabian Catholic School to make every effort to provide an educational environment as well as a work environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff, and students at St. Fabian as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and St. Fabian Catholic School are open to and respect the complaints brought under this policy. Respect for the dignity and worth of each individual is a basic tenet of St. Fabian School. Each individual faculty, staff member, student, or others who are in a working relationship with the school, are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct that ensure that the school is free from sexual and other forms of illegal harassment.

St. Fabian Catholic School will neither tolerate sexual harassment, nor will it tolerate reprisal against any employee, student or other persons who make a sexual harassment complaint. Any faculty or other staff member who violates this policy will be subject to disciplinary action, including termination of employment. Any supervisor or faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment.

Students are expected to be courteous and respectful to others including administrators, teachers, parish, and school employees, volunteers, parents, and students in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings or social networks will be disciplined, up to and including expulsion. Deliberate defamation of others is not consistent with Christian values and students will be held accountable for intentional harm they cause to others.

### **Definition of Sexual and Illegal Harassment-Student Relationships**

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

### **Examples of Sexual and Illegal Harassment**

Sexual innuendoes	Jokes of a sexual nature	Sexual propositions
Sexually suggestive pictures or cartoons	Foul and obscene language, jokes or gestures	Unwanted and unnecessary physical contact
Unwelcome comments about appearance	Racial epithets	Slurs
Negative stereotyping or threats	Intimidating or hostile actions	Written or graphic material related to race, color, religion, etc...
Hazing		

### **Reporting Sexual and Illegal Harassment**

The school will delegate a person to answer questions and disseminate information about the policy, investigate complaints and take appropriate corrective action. Any faculty, staff member, student or other person in a working relationship with St. Fabian Catholic School, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the principal.

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

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

### **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 that 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. Pamphlets explaining the coverage are distributed at the beginning of each year.

### **STUDENT RECORDS**

A cumulative record of each student is kept on file in the school office. The student record includes previous report cards, test results, and health records, any auxiliary services provided, and school entrance information. A student's record may be transferred to another school only with the appropriate approval of the parent until such student is a legal adult. Parents can review their child's records by making an appointment with the principal.

### **SUSPECTED CHILD ABUSE**

State law requires designated persons in a supervisory role having a reason to believe that a child under the age of eighteen years has had a 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 Department of Social Services in the county where the suspected injury occurred. Parents need not be notified of such a report.

### **TESTING**

Each fall, as required by the Archdiocese of Detroit, the Iowa Test of Basic Skills and the Cognitive Abilities Test, is administered to students. Portions of the test are administered over a two-week period. Results of the tests are used not only as an overall picture of individual student achievement and ability, but more importantly, to help the school assess curriculum needs. Individual student results are sent home with an explanation of the scoring.

### **TRANSFERS AND WITHDRAWALS**

The office must be notified of any student transfers or withdrawals. All textbooks are to be returned to the teacher and all financial obligations to the school are to be settled. Academic and health records of the student will be sent to the new school when a request signed by the parent is received from that school. If financial obligations are not settled, academic records will be withheld until such amounts are paid in full.

### **TUITION REFUND POLICY**

Registered student enrollment is used when establishing the school's total budget, as well as purchasing textbooks, instructional materials, and supplies. In order to support the established budget, the following policy has been adopted regarding reimbursement of prepaid tuition for withdrawal of students:

- Registration fees are non-refundable
- Pre-paid tuition is fully refunded prior to the start of school
- After the start of school, including the first day of school, you will be reimbursed prepaid tuition based on a per diem *plus* thirty (30) days. Registration fees are never reimbursed.
- Students will not be allowed to remain in school if tuition payments are not current