

# **St. Lawrence Catholic School**



## **Parent/Student Handbook**

**2023-2024**

This Handbook is in the process of being revised

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## **Handbook Amendments**

Administration retains the right to amend this handbook at any time.  
Parents will be given notification should any changes be made.

## **ST. LAWRENCE CATHOLIC SCHOOL**

### **WELCOME**

Thank you for asking us to share in your child's development. Having selected a Catholic school, you have demonstrated a commitment to the values and philosophy of Catholic education. We are extremely grateful for the blessings that have been bestowed upon us.

Please review this material carefully. If you have any questions, please feel free to call the school office at **(586) 731-0135**. We will be happy to help you.

### **PHILOSOPHY AND MISSION**

#### **School Philosophy**

We will treat each other with respect and kindness and recognize that the presence of Jesus is in all of us. We will proclaim the gospel message of Jesus by celebrating the sacraments, serving others, and evangelizing through our words and actions. Students will grow to be spiritually alert, morally aware, and ethically empowered young Catholics.

#### **School Mission**

We are a Catholic School family dedicated to nurturing and celebrating a love for Jesus Christ and educating the whole child with academic excellence.

### **CONTINUING RELIGIOUS EDUCATION (C.R.E.) PROGRAM**

The religious program at St. Lawrence Catholic School is under the direction of the St. Lawrence Continuing Religious Education (C.R.E.) Department and follows the Archdiocesan religion curriculum.

#### **Liturgy, Holy Days, and Classroom Prayers**

Students attend a weekly Liturgy during the school day. Every school day begins with school-wide united prayer and ends with prayer and reflection.

### **ADMISSION POLICIES**

St. Lawrence School respects the student's right to an education in a Catholic school. As required by law, it does not discriminate on the basis of race, nationality, or ethnic origin in the administration of its educational policies, admission policy, athletics, or other school-administered programs.

Students with disabilities will be individually evaluated based upon their needs and the school's ability to accommodate those needs.

Children must be five years of age by September 1 in order to enter the kindergarten programs. Perspective kindergarten students will be assessed by kindergarten teachers for placement purposes only.

**Any willful neglect on the part of the parent or guardian to disclose a physical, educational, or emotional handicap will result in the cancellation of the child's registration and his/her immediate removal from school.**

## **Order of Admission**

St. Lawrence gives preference to students enrolled in their preschool program and to children of existing school families, St. Lawrence Parishioners, other financially supporting parishes, and all students of the Catholic faith. Registration periods are provided. Students enrolled in the present year at St. Lawrence are automatically considered for a space the following year. Also, legal siblings of these students, who are not presently enrolled, are also considered for any available openings in their own grade level. The other remaining openings are offered to St. Lawrence Parish families who have met the acceptance criteria. Finally, families from other parishes are offered openings according to order of registration.

## **Acceptance Criteria and Process**

The date of registration in St. Lawrence Parish is used to rank all applying students for a particular grade level. From this ranking, students are chosen for available spaces in that grade level. Students ranked above the available openings create a waiting list.

## **New, Transfer, and Home-Schooled Students**

All new students, including transfer students and home-schooled students, must provide St. Lawrence with a copy of their current year report card, and test scores (i.e. Iowa Basic, MEAP) and or assessments. This material will be used to assist us in determining classroom placement of your child into St. Lawrence Catholic School. Individual interviews with the student and their family and contact with their transfer school(s) may also be considered.

Admitted transfer students in grades kindergarten through eight are accepted with probationary status for the first quarter of attendance at St. Lawrence School. During this time, the student must display an interest in academics and an effort to observe the school rules and Code of Conduct. The principal and teacher(s) will evaluate the progress of the student after his/her first quarter.

## **Document of Enrollment**

A child is considered a candidate into St. Lawrence Catholic School when the legal parent(s) or legal guardian signs a Document of Official Enrollment and pays the annual non-refundable registration fee. By signing this document, the legal enroller pledges to fulfill all financial obligations to St. Lawrence Catholic School according to the payment schedule.

It is the responsibility of the official legal enroller to ensure that tuition and fees are paid. If difficulties arise in meeting this obligation, it will be the responsibility of the enroller to inform the school office so that a mutual solution can be achieved. Should a legal enroller fail to meet their financial obligations and become indebted to the school, the administration has the right to eliminate the active status of a student and retain their official records.

\*Please note that registration applications will not be considered valid if signed by anyone other than the child's (children's) legal guardian or legal parent. Signees may be required to show legal documentation of guardianship or parental status.

## **Applefest/Gala**

All St. Lawrence Catholic School families are required to participate in the annual fall Applefest and Gala Dinner Dance/Auction Fundraiser. This yearly commitment does not have to be a financial one. There are several ways (volunteering, donating items, selling raffle tickets) for you to fulfill this responsibility.

**If a commitment designation has not been made by the cutoff date set by both Applefest and GALA Committees, the fees and any additional late charges for each event will automatically be attached to the FACTS agreement plan to be withdrawn along with the FACTS payment the following month.**

Families that pay by one payment will receive an invoice. Eighth graders will not have their records released for high school unless this is paid in full. In order for students to attend school the following year, both of these obligations must be met. Guidelines and more detailed information are included in the registration packet.

## **Volunteers**

Volunteerism is an essential component of the St. Lawrence School experience. Without our parent and grandparent volunteers, St. Lawrence would be unable to accomplish all that it does for our children. Furthermore, two components of Catholic Stewardship are volunteering our time and volunteering our talent. In doing so, we instill in our children the importance of Christian Service. Lessons learned in school are better understood when children see their parents actively participating in volunteer roles at St. Lawrence. Parent volunteering also helps parents get to know other parents and teachers, helps parents understand what is happening at St. Lawrence, and is a lot of fun. We are always looking for volunteers in our lunchroom. If you would like to volunteer during lunch and recess, we ask that you stay during the entire lunch period, not just during your child's lunch time.

All volunteers at St. Lawrence must consent to a criminal background check and complete the Virtus course *Protecting God's Children*. The session lasts about 3 hours. Sessions are available at neighboring parishes in the Archdiocese of Detroit. If you have never taken this course, you must register in advance for any of these sessions through the Virtus website ([www.virtusonline.org](http://www.virtusonline.org)).



## **TUITION**

St. Lawrence Catholic School has one tuition rate whether families are registered parishioners or not. If your family is not registered as a St. Lawrence Parishioner there may be a sacramental fee added to tuition. Please contact the office for more information.

## **Payment**

Tuition may be paid according to one of three options:

1. Single payment paid directly to St. Lawrence Catholic School (June of the preceding school year).
2. Two (2) payments paid through the FACTS Program (July and November of the school year).
3. Monthly payment through FACTS.

Ten-month payments begin in July and end in April.

## **Refunds**

Families who must withdraw their children prior to the completion of the school year will receive the following refunds:

If you withdraw prior to the first day of school, you will receive all tuition back minus the \$300.00 enrollment fee for holding your child/children's seat.

All tuition fees must be paid before we will transfer your child's academic record.

**Once a semester begins, that semester's tuition is non-refundable.**

## ACADEMIC POLICIES

### Attendance

St. Lawrence Catholic School abides by the State of Michigan School Code regarding the minimum number of days and hours that are required in the annual calendar. Furthermore, it follows the state mandate on required attendance. It is a serious parental obligation to see that their child is in attendance each day. Habitual absences or tardiness will result in a formal letter being sent home from administration explaining the consequences and possible reporting in accordance with the law.

If a student will be absent from school, the parent or legal guardian must call the Absentee Hotline at **586-731-3212** to report the absence. The Hotline is open 24 hours a day. In addition, you may e-mail your child's absence at [absent@stlawrenceparish.com](mailto:absent@stlawrenceparish.com).

St. Lawrence School has a computerized student management system entitled FACTS. All attendance is completed through this system.

St. Lawrence School adheres to the following attendance policies:

- a. Students who arrive at school after the posted start time of 9:00 AM will be marked tardy.
- b. Students who arrive 90 minutes after the 9:00 AM posted starting time will be marked absent for a ½ day.
- c. Students who leave school 90 minutes before dismissal will be marked absent for ½ day.
- d. Students who leave school prior to the bell to prepare for dismissal at 4:00 PM will be marked tardy.
- e. If a student is tardy four times, it will count as one absence.

### Tardiness

A student is considered tardy when he or she arrives at school after the **9:00 AM** bell rings. Tardiness is a serious matter. This is particularly true if tardiness is habitual. Being organized and on time is an integral part of the educational process.

**For students in grades 6-8, attendance is taken at the start of each class period. Students who are not in their seats when the class bell rings will be marked tardy. Ten tardies will result in a detention.**

When a student is tardy, the student **and** parent must come to the School Office where they will receive a **Tardy Pass** that will admit the student into class. If your child is tardy due to a doctor's appointment, please bring a doctor's note to for an excused tardy.

Students who arrive late due to a bus transportation problem will not be marked tardy. All efforts will be made to resolve the problem with the Utica Community Schools Transportation Department.

Students that are picked up early at the end of the school day, before 3:00 pm, will be marked tardy.

Ten tardies are considered an absence and 10 absences are reported to truancy.

## **Early Dismissal**

Leaving school early interrupts the flow of the educational process. Therefore, doctor, dental, optical, and other appointments during school time are discouraged. However, this may not always be possible. Should it be necessary to schedule an appointment during school hours, the following requirements must be met:

- A written request giving the reason for the early dismissal must be presented to the homeroom teacher.
- Parents must report to the school office to sign out the child and pick up the student at that location.
- If the child is to return to school that day, the parent must bring the child to the office, sign them in, and then the student will be allowed to return to class.

If you must schedule an appointment during school hours, doctor's notes are strongly recommended to prevent the absence from counting against your child. If there is a pattern of continued absences, and no doctor's note is provided, the county will be notified in accordance with State Law.

## **Extended Absence**

Family vacations or trips should be scheduled when school is not in session (e.g., Christmas, Easter, and Winter Break). Should an absence be necessary outside those times, one week's notice to the teacher(s) and the office is required. A request for homework prior to the absence will not be honored. Students, on their return, must seek the work missed, and the homework policy will be applicable.

A child who misses school may make up missed homework. Unfortunately, the student cannot make up the classroom instructional time that they have missed during their absence. This places the student at a disadvantage upon their return to school and can negatively impact the student's academic performance. In some instances, it can make the difference between the student receiving a passing or failing grade, making the Honor Roll, etc.

## **Homework**

Learning activities which are designed to be accomplished at home provide the student with an opportunity to gain additional practice on material that was covered in class. They help communicate with the parent as to what the student is learning and allow the parent to participate in their child's formal learning.

- Homework can be assignments which have extended beyond the school day or are distinctly different activities than were done in the classroom.
- The age and grade level of the student determines the amount of homework.
- When a student spends the majority of their non-school hours on homework, it may be indicative of a time-management or academic problem. Both situations should be discussed with the teacher as soon as possible.

When a student is absent, it is his/her responsibility to find out what work was missed, complete it, and return it to their teacher in a timely manner. The student has as many days as he/she was absent to complete the missed assignments.

## **SUMMER ASSIGNMENTS**

All students will be required to participate in our summer math and reading program. Reading and math selections and assignments will be posted on the website a week after school is out for summer. Both assignments are due back to school for a letter grade on the first day of school. Any missing assignments will result in a zero. Any incomplete assignments will be graded accordingly.

Any middle school students who register after the school office closes in June should look on the website for their summer reading assignment. This assignment will be due the first day of school. This assignment is used as part of the curriculum used in the fall.

Middle School students who register in August will have an extension of 30 days from the first day of school to complete their summer reading assignments. Any assignments turned in after the 30 days will result in a zero.

### **Book Damage**

Students are responsible for the cost of repairing or replacing school and library books that they damage or lose. Students are cautioned to avoid placing their beverage containers inside their backpacks along with their school and library books.

### **Grading Scale**

#### **(Young 5's, K-2)**

**P** = Proficient

**D** = Developing

**N** = Needs Support

#### **(Grades 3 - 8)**

**A** .....100 - 93

**B** ..... 92- 83

**C** ..... 82 - 72

**D** ..... 71 - 60

**F** ..... 59- and below

**I** ..... **Incomplete**

**W** ..... **Withdrawal**

#### **Effort and Conduct**

**A = Excellent**

**B= Very Good**

**C= Average**

**D=Needs Improvement**

**F=Poor**

**\* Not Evaluated at this Time**

NOTE: Students who are issued an **Incomplete** will have the **Incomplete** changed to a letter grade after 30 calendar days after making up the incomplete work.

## **SPECIALS CLASSES**

8th Grade will receive a letter grade at the end of the semester. Grades Prk-6 will receive a letter grade at the end of each card marking. 8th Grade Spanish will receive a letter grade at the end of each card marking.

## **Electronic Grading**

FACTS is our current on-line grading system which enables parents to view their child's grades 24/7. A secure password is issued at the beginning of the school year.

## **Honor Roll – Grades 6-8**

An Academic Honor Award is given for the purpose of recognizing those students who have accomplished distinctive work in all academic and social areas. There are three types:

1. **High Honors** – All "A's" and the student must have 1's and/or 2's in Conduct.
2. **Honor Roll** – All "A's" or "B's" and the student must have all 1's and/or 2's in Conduct.
3. **Academic Achievement** – All "A's", "B's" or "C's" and the student must have 1's or 2's in Conduct.

## **Principal's Honor**

At the end of 8<sup>th</sup> grade, all students that have achieved a grade point average of 3.5 or higher, for grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>, will receive a gold cord.

## **Field Trips**

Throughout the course of the school year, classes plan field trips to add an extra dimension to their educational experience. Field trips are privileges afforded to students; students can be denied participation if they fail to meet academic or behavioral requirements.

Prior to the field trip, a **Permission Slip** will be sent home for the parent's signature.

## **NOTE: Other forms of letters or verbal statements cannot be used in place of the Permission Slip.**

Parents may drive students on class field trips. However, parents must have the following automobile coverage as required by the AOD.

*The minimal, acceptable liability for privately owned vehicles is \$250,000/\$500,000. It is recommended that parents consider expanding coverage to \$500,000.00 CSL (Combined Single Limit). The additional coverage is considered appropriate protection and, generally, inexpensive to purchase.*

A photocopy of the driver's valid driver's license and auto insurance policy MUST be supplied prior to the field trip.

Parents who decide not to have their child attend a school field trip must send a written and signed letter to the respective classroom teacher stating that they do not wish to have their child attend the field trip.

A student who is not going on a field trip is still required to attend school or they will be marked absent. Students are also required to do an academic activity equivalent to the missed field trip.

**Students in Grades 6-8**

Parents will sign a Compliance Form stating they understand and will abide by the academic and citizenship requirements listed on the form.

**Some activities require clothes other than school uniforms. The coordinating field trip teacher will inform parents in writing of what their child should wear on the field trip if it is different from their school uniform.**

## **Retention Policy**

The goal of St. Lawrence Catholic School is to promote students in a normal chronological progression from Kindergarten through Grade 8.

Should a student struggle or be unsuccessful in the first two card markings, by mid-January the classroom teacher will contact the parents informing them of concerns, problems involved, and a written plan will be put in place for the remainder of the year.

At the end of the school year a meeting will take place with parents, classroom teachers and administration to discuss and determine if the student will be successful in the upcoming grade.

It is the decision of the parents to decide if they want their child to be promoted. However, St. Lawrence Administration will make the decision if St. Lawrence School is the appropriate educational setting.

## **Graduation**

Graduation marks the successful completion of a course of study at the end of the eighth grade. Students must have passing grades in all the core subjects to be eligible for graduation.

**These core subjects include Religion, Language Arts, Mathematics, Science, Social Studies.**

Students who do not have passing grades in the core subjects may not be allowed to participate in graduation ceremonies and activities that celebrate their accomplishment.

Graduation is celebrated with the following ceremonies and activities:

- **Ribbon Ceremony:** During Middle School Recognition, graduates receive a Graduation Ribbon and pins.
- **Class Trip: Washington D.C. Commencement Mass & Ceremony:** Students and families attend a special mass. Immediately following the Mass the graduate is issued a Diploma.

## **Student Record Policy**

A confidential permanent record (i.e. CA-60) for each student is kept on file in the school office. The student's record includes:

- Scholastic Ratings
- Results of Standardized Tests
- Attendance and Tardiness Records
- Records of Visual and Hearing Tests
- Promotion and Retention

These records reveal much about the student. Grades earned in the various classes indicate a student's willingness and ability to work. His/her record of attendance and tardiness is an indication of his/her reliability. The results of various tests can point to a student's interests, abilities, and accomplishments. Parents who wish to view their child's Permanent Record (i.e., CA-60) must make their wishes known to the principal in writing and must submit their request at least 24 hours prior to the date of the planned review. Parents may obtain copies of the contents of their child's CA-60 file

at their own expense. The CA-60 file in its entirety or parts may not be removed from the school office.

The transfer of a student's records must formally take place from one school to another. The receiving school must submit a written request that records are to be transferred directly to them. School to school fax requests are also permissible.



## **NON-ACADEMIC INFORMATION**

### **Daily Schedule**

- Teacher's Day:  
8:15 a.m. - 4:15 p.m.
- Student's Day:  
9:00 a.m. – 4:00 p.m.
- Building is open for student admittance at 8:40 a.m.

Every effort is made to provide the safest possible environment for the students.

**No student is to remain in school after dismissal unless it is for an extra-curricular activity where an adult is present.**

### **Signing Students In and Out**

Parents must sign students in when they arrive at school after 9:00 a.m. and must sign them out when they are being picked up prior to 3:00 p.m. Parents must pick the child up in the school office. If a parent picks up a child who normally rides the bus home, the office must be notified. Parents must provide a written note to the teacher regarding any change to a student's transportation.

### **Change in Dismissal Transportation**

If there is to be a change in the transportation of your child during the school day, you must notify the school office no later than 3:00 p.m.

The school will not be held responsible for students taking the wrong transportation home or being left at school if notification is not received prior to 3:00 p.m. Parents must provide a written note to the teacher regarding any change to a student's transportation.

### **Unexpected Dismissal**

If it becomes necessary for a student to leave school for any reason during the school day, the parents will be called first. If the school is unable to reach the parents, the person(s) designated on your child's school **Emergency Card** will be called. **It's the responsibility of the parent to notify the school office of any changes (i.e., phone numbers, contact people, etc.) to their child's Emergency Card.**

### **Non-Custodial Parent**

St. Lawrence Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the noncustodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent should also notify the school office and provide documentation regarding any provisions limiting or barring the noncustodial parent from interaction with the student.

## School Closing

When Utica Community Schools closes due to inclement weather, St. Lawrence Catholic School will also be closed. Please do not call the school, parish office or rectory. You will be contacted via our **mass communication system** and are advised to listen to the following radio and television stations for up-to-the-minute information about school closings: **WXYZ, WDIV, WWJ 950 AM, or WJR 760 AM.**

## Tornado, Fire and Other Emergency

In times of a tornado watch, warning, or other emergency situations, students will remain in school until regular dismissal time or until it is all clear. Students learn safety procedures in State-required tornado, fire, disaster, and other emergency drills. Fire exits and storm shelter areas are posted in each room of the school.

## Transportation

Students living within the Utica Community School District are provided transportation to and from school. This is done at no extra expense to the parent if one or more of the following apply:

1. The student lives more than 1 ½ miles from school.
2. The student resides in a hazardous walking area determined by a qualified traffic safety consultant.
3. Medical reasons upon written request of a physician.
4. Kindergarten students living more than one mile from school.
5. Buses will pick up and drop off students at designated route stops.

**NOTE: Bus transportation is provided in accordance with the aforementioned criteria. Bus transportation is not provided or available to families that reside outside of the Utica School District boundaries but who send their child to a relative, friend, Day Care Center, etc. that is located within the boundaries of the Utica School District.**

Elementary students may be required to walk up to 1/2 mile to the stop. Students must be at the stop five minutes prior to their pickup time. Drivers are not permitted to change or add stops on their route. Such decisions are made at the Utica Community Schools Transportation Department supervisory level.

Students in grades K-8 should ride the bus on the first day of school that transportation is offered so that the driver is assured of the riders and stops. Students are expected to observe all the rules of safety and be good

Christian models in their conduct.

**Drivers are the authority for maintaining order on the bus as it relates to courtesy, quietness, cleanliness, safety, eating, and assigned seats.** Students may be denied the privilege of riding the school bus for violation of rules of conduct on the bus when boarding at St. Lawrence or at the neighborhood bus stop. Bus drivers will issue transportation notices for infractions of the transportation rules. A St. Lawrence student who receives a Transportation Infraction Notice will lose their bus riding privileges as follows:

- **First notice:** Three-day Bus Suspension
- **Second notice:** Five-day Bus Suspension

- **Third notice:** Loss of transportation privilege for the remainder of the school year.

Suspension from the bus means that the parent will be required to make transportation arrangements to and from school during the entire period of the suspension.

### **Bus Transportation**

UCS uses Michigan State Board of Education guidelines to determine student eligibility for bus transportation, based on the distance from home to school, as well as safety conditions for walkers. Ask the principal if your neighborhood or street is on a district busing route. Routes may be altered early in the school year to accommodate enrollment changes. **Bus riding is a privilege.**

Students may be denied this privilege for misconduct on a bus or at a bus stop.

Students are dropped off and picked up in designated bus lanes near the school entrance. **Parents who drive their children to school must keep bus and fire lanes free by parking or standing only in designated areas.**

Students should be at their assigned bus stops approximately five minutes before the bus is scheduled to arrive. **For the first two weeks of school, kindergartners and first graders riding the bus should wear a tag that indicates their bus number.**

Student conduct while riding to and from school should be an extension of good classroom behavior. Whether at the bus stop on an off-site field trip, students are expected to behave appropriately:

- Obey the bus driver, show respect to the bus driver and fellow passengers
- Remain seated at all times
- Eating, drinking and gum chewing is not allowed
- Keep bodies and other objects to themselves and inside the bus
- Hold all carry-ons such as backpacks, instruments, etc. in laps
- Board and exit the bus in an orderly manner at assigned bus stop
- Name calling, vulgarity, profanity, abusive or derogatory comments or gestures, bullying, harassment or threats of violence are prohibited
- Use of electronic communication devices, (cell phones, cameras and pagers) is not permitted
- No preferential seat assignments – although bus driver or administrator may assign seats

**Students may ride home with another student in case of an emergency, or childcare situation.** No authorization will be given to a student(s) to ride another student's bus for social gatherings (i.e., birthday parties, sleepovers, etc.)

**Parents will have to provide transportation on these days. In cases of an emergency, the students must have a permission note from both sets of parents and signed by the principal.**

Call the UCS Transportation Department at 586.797.7100 with busing questions or comments.

## **Emergency Cards**

At the beginning of each school year, parents will be asked to complete **emergency** information online to indicate who to contact in case of an emergency. It is the parent's responsibility to notify the school office of any changes including changes in telephone numbers, persons authorized to pick up your child, home address, etc.

## **Medication**

We recognize the fact that certain medications are necessary and may have to be taken at prescribed hours of the day. When physician prescribed or over-the-counter medicine is a necessity during school hours, a **Medication Authorization Form MUST BE COMPLETED by the student's physician and parent, or the original prescription bottle/box with the child's name and current date must be returned to the school office.**

Our school nurse will administer the medication. St. Lawrence School has a full-time employed LPN on staff.

## **Medical Emergencies**

When a student is not feeling well, or is injured, they are immediately sent to the clinic for care, or first aid measures are taken. If ill, the student may be questioned as to the severity of the illness.

Our school nurse treats minor injuries. When serious injuries occur parents are immediately contacted. When parents cannot be reached, the first person on the **Emergency Card** is called. This process is continued until someone listed on the **Emergency Card** is reached who can pick up the child. If neither parent nor anyone on the **Emergency Card** can be reached, and the student needs medical care, the student will be taken to the nearest emergency room.

Accident insurance is available for all students while they are in school or participating in school sponsored events, including sports. Forms are available in the school office.

## **School Uniform**

The intent of the school uniform is to focus the student's attention on Christ-like behavior that will result in proper development of Catholic and Christian values and academic success. School sanctioned uniforms must be worn at all times beginning from the first day of school until the last day of school. Throughout the year other suitable clothing may be worn as announced or on a pre-determined schedule.

**Interpretation of the Dress Code is always at the discretion of the administration.**

## **Responsibility**

Proper dress is the responsibility of the parent and student. The most effective place to resolve dress issues is in the home prior to the student leaving in the morning. Students who arrive improperly dressed may need to phone a parent.

**Disciplinary warnings may also be issued for students not following uniform guidelines.**

**Please note:**

- The STL logo **must be visible on the outermost layer of clothing.**
- **Interpretation of the Dress Code is always at the discretion of the administration.**
- Disciplinary warnings will be issued for students not following uniform guidelines. 3 warnings will result in a detention.
- Uniforms may be purchased from School Blues Uniform Company or from St. Lawrence School. Another option is on our school website.
- Gently used uniforms are available in the school office free of charge. Please call the office for an appointment.

**UNIFORM DRESS CODE**

<b>Girls Uniform</b>	<b>How to wear it:</b>
<p><b><u>Jumpers and Skirts:</u></b></p> <ul style="list-style-type: none"><li>• <b>Young 5's, K-4<sup>th</sup></b> STL plaid uniform jumper</li><li>• <b>K-5</b> Uniform skort in navy blue, <b>school appropriate length</b></li><li>• <b>5<sup>th</sup>-8<sup>th</sup></b> STL plaid uniform skirt</li><li>• <b>6<sup>th</sup>-8<sup>th</sup></b> Beige uniform skort</li></ul>	<ul style="list-style-type: none"><li>• Jumper length and skirt length is to be no shorter than two inches above the kneecap.</li><li>• Skirts cannot be rolled and must be worn at the waist.</li><li>• Plain shorts should be worn under skirts.</li></ul>
<p><b><u>Slacks:</u></b></p> <ul style="list-style-type: none"><li>• <b>Young 5's, K-5<sup>th</sup></b> Navy blue dress slacks Docker style or dress twill, or plaid uniform slacks with front zipper.</li><li>• <b>6<sup>th</sup>-8<sup>th</sup></b> Khaki dress slacks Docker style or dress twill, or plaid uniform slacks with zipper front.</li><li>• Plain-front and pleated-front slacks are acceptable.</li></ul>	<ul style="list-style-type: none"><li>• Must be worn at the waist.</li><li>• Must be worn with a navy or black belt.</li><li>• <b>NOT PERMITTED:</b> low-rise or dropped hip slacks, Capri-style, jean-style, flares, slacks with rivets, and slacks with exterior pockets (i.e. cargo pants) Belts with grommets or rivets are not allowed.</li></ul>

<b>Girls Uniform</b>	<b>How to wear it:</b>
<p style="text-align: center;"><b><u>Shorts:</u></b></p> <p style="text-align: center;">May be worn 5/1-10/1</p> <ul style="list-style-type: none"> <li>• <b>Young 5's, K-5<sup>th</sup></b> Navy blue knee-length walking shorts with front zipper and belt loops.</li> <li>• <b>6<sup>th</sup>-8<sup>th</sup></b> Khaki knee-length walking shorts with front zipper and belt loops.</li> <li>• Plain or pleated front shorts are acceptable.</li> </ul>	<ul style="list-style-type: none"> <li>• Shorts may be no shorter than 2 inches above the knee.</li> <li>• Must be worn at the waist.</li> <li>• Must be worn with a navy or black belt.</li> <li>• <b>Young 5's, K-5</b> Belt must be visible.</li> <li>• <b>NOT PERMITTED:</b> Cargo shorts or uniform plaid shorts. Belts with grommets or rivets are not permitted.</li> </ul>
<p style="text-align: center;"><b><u>Shirts:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Young 5's, K-4<sup>th</sup></b> solid white blouse, white Polo-style shirt, short or long sleeved.</li> <li>• <b>5<sup>th</sup>-8<sup>th</sup></b> solid white blouse, white Polo-style shirt, or navy polo, short or long sleeved.</li> <li>• <b>Young 5's, K-8</b> LOGO on shirt if wearing pants.</li> <li>• Blouses or Polo-style shirts must have a button-down front, and a PLAIN collar.</li> </ul>	<ul style="list-style-type: none"> <li>• Shirt must be tucked into the slacks with the waist visible.</li> <li>• Only the <b>top button</b> of the shirt may be unbuttoned.</li> <li>• <b>Solid white</b>, short-sleeved t-shirt or undershirt may be worn underneath uniform shirt.</li> <li>• Undershirt sleeves should not extend beyond the sleeve of the uniform shirt.</li> </ul>
<p style="text-align: center;"><b><u>Sweaters:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Young 5's, K-5<sup>th</sup></b> A solid navy sweater or <math>\frac{3}{4}</math> zip sweatshirt with a LOGO.</li> <li>• <b>6<sup>th</sup>-8<sup>th</sup></b> Can wear a navy sweater vest, cardigan or <math>\frac{3}{4}</math> zip sweatshirt with a LOGO.</li> </ul>	<ul style="list-style-type: none"> <li>• A blouse or Polo-style shirt must be worn under vests or sweaters.</li> <li>• <b>NOT PERMITTED:</b> Sports spirit wear (only on designated days) hooded, striped, floral or design sweaters.</li> </ul>

<b>Girls Uniform</b>	<b>How to wear it:</b>
<p><b><u>Socks/Tights:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Young 5's, K-8<sup>th</sup></b> Navy knee socks or navy tights with jumper/skirts.</li> <li>• Navy or white crew socks can be worn with pants/shorts and should be 3 inches above the ankle.</li> </ul>	<ul style="list-style-type: none"> <li>• Socks must be worn and visible at all times.</li> <li>• <b>NOT PERMITTED:</b> socks or tights displaying logo, lacy socks, frilled socks or tights.</li> </ul>
<p><b><u>Shoes:</u></b></p> <ul style="list-style-type: none"> <li>• Saddle Shoes: Blue and white or black and white Jumping Jack Cheerleader 111 saddle shoe or any shoe that looks like the Jumping Jack is acceptable. Ked's Saddle Shoe II is also an option.</li> </ul>	<ul style="list-style-type: none"> <li>• Shoes with laces should be tied.</li> <li>• They should be clean and neat-worn or ripped shoes should be replaced.</li> <li>• Boots are to be worn to and from school or at recess only.</li> </ul>
<p><b><u>Accessories:</u></b></p> <ul style="list-style-type: none"> <li>• A simple cross or religious medal with chain.</li> <li>• Simple Wristwatch-no toy like watches.</li> <li>• One pair of small stud earrings.</li> <li>• Headbands, bows, scrunchies and barrettes must be solid navy, white, yellow or dark green, or uniform plaid.</li> </ul>	<ul style="list-style-type: none"> <li>• Earrings must be worn on the earlobe.</li> <li>• <b>NOT PERMITTED:</b> multiple or dangling, hoop earrings.</li> </ul>
<p><b><u>Hair and Make-Up:</u></b></p> <ul style="list-style-type: none"> <li>• Hair must be a natural color, as well as neat and clean at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Hairstyle is not to be a distraction.</li> <li>• <b>NOT PERMITTED:</b> Make-up or nail polish or excessive fad haircuts or styles.</li> </ul>

<b>Girls Uniform</b>	<b>How to wear it:</b>
<p data-bbox="272 216 508 254"><b><u>Dress Up Days</u></b></p> <ul data-bbox="142 296 678 1056" style="list-style-type: none"> <li data-bbox="142 296 678 405">• Dress or Skirt. The length of the skirt or dress MUST BE no more than 2 inches above the knee.</li> <li data-bbox="142 411 678 520">• If your dress has spaghetti straps, you MUST wear a sweater or shrug.</li> <li data-bbox="142 527 678 562">• Loose fitting clothing.</li> <li data-bbox="142 569 678 636">• No low-cut shirts, midriffs must be covered.</li> <li data-bbox="142 642 678 709">• Closed-toe FLAT shoes only, no sandals, heels or wedges.</li> <li data-bbox="142 716 678 783">• Must wear tights, nylons or socks that cover the ankle.</li> <li data-bbox="142 789 678 898">• Dressy pants allowed. No leggings/yoga pants or cargo pants.</li> <li data-bbox="142 905 678 1014">• Jewelry, nail polish, hair and make-up rules apply on dress up days.</li> <li data-bbox="142 1020 678 1056">• No hats.</li> </ul>	



<b>Boys Uniform</b>	<b>How to Wear It:</b>
<p style="text-align: center;"><b><u>Slacks</u></b></p> <ul style="list-style-type: none"> <li>• <b>Young 5's, K-5<sup>th</sup></b> navy blue Docker-style with front zipper and belt loops.</li> <li>• <b>6<sup>th</sup>-8<sup>th</sup></b> khaki Docker-style with front zipper and belt loops.</li> <li>• Must be Docker-type, dress twill, plain-front or pleated-front are acceptable.</li> </ul>	<ul style="list-style-type: none"> <li>• Must be worn at the waist.</li> <li>• Must be worn with a solid navy or black belt.</li> <li>• <b>NOT PERMITTED:</b> jean-style, flares, slacks with rivets, and slacks with exterior pockets (i.e. cargo pants) are not allowed. Belts with grommets or rivets.</li> </ul>
<p style="text-align: center;"><b><u>Shorts</u></b></p> <p>May only be Worn 5/1-10/1</p> <ul style="list-style-type: none"> <li>• <b>Young 5's, K-5<sup>th</sup></b> navy blue knee-length walking shorts with front zipper and belt loops.</li> <li>• <b>6<sup>th</sup>-8<sup>th</sup></b> khaki knee-length walking shorts with front zipper and belt loops.</li> <li>• <i>Shorts are not permitted on Mass Days.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Must be worn at the waist.</li> <li>• Must be worn with solid navy or black belt.</li> <li>• Belts with rivets or grommets are not allowed.</li> <li>• <b>NOT PERMITTED:</b> Cargo shorts.</li> </ul>
<p style="text-align: center;"><b><u>Sweaters</u></b></p> <ul style="list-style-type: none"> <li>• <b>Young 5's, K-8<sup>th</sup></b> a solid navy cardigan, vest or <sup>3</sup>/<sub>4</sub> zip sweatshirt with LOGO.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>NOT PERMITTED:</b> hooded, striped or multi-colored design sweaters. No spirit/sportswear.</li> </ul>
<p style="text-align: center;"><b><u>Socks</u></b></p> <ul style="list-style-type: none"> <li>• <b>Young 5's, K-8<sup>th</sup></b> solid navy or black crew socks.</li> <li>• Crew socks should be 3 inches above the ankle and be able to fold over.</li> </ul>	<ul style="list-style-type: none"> <li>• Socks must be worn and visible at all times.</li> <li>• <b>NOT PERMITTED:</b> socks displaying a manufacturer's logo</li> </ul>

<b>Boys Uniform</b>	<b>How to Wear It:</b>
<p style="text-align: center;"><b><u>Shoes</u></b></p> <ul style="list-style-type: none"> <li>• Black Oxford with white sole</li> </ul>	<ul style="list-style-type: none"> <li>• Shoes with laces should be tied.</li> </ul>
<p style="text-align: center;"><b><u>Accessories</u></b></p> <ul style="list-style-type: none"> <li>• A simple cross with chain or plain wristwatch.</li> </ul>	
<p style="text-align: center;"><b><u>Hair</u></b></p> <ul style="list-style-type: none"> <li>• Hair must be a natural color as well as clean and neat at all times.</li> <li>• Boys' hair must be above the collar, ears, and eyebrows.</li> </ul>	<ul style="list-style-type: none"> <li>• Hairstyle is not to be a distraction.</li> <li>• <b>NOT PERMITTED:</b> excessive fad haircuts or styles.</li> </ul>
<p style="text-align: center;"><b><u>Dress Up Days</u></b></p> <ul style="list-style-type: none"> <li>• Dress pants, uniform pants or khakis. NO CARGO PANTS.</li> <li>• Tucked in collared shirt with no writing.</li> <li>• Belt.</li> <li>• Dress shoes with blue or black socks. Socks must cover the ankle.</li> <li>• No Hats.</li> </ul>	

### Spirit Wear Days - Girls and Boys

- Any St. Lawrence spirit wear shirt.
- Alternative to spirit wear shirt: PLAIN blue, yellow, grey or white (St. Lawrence colors) t-shirt are also allowed. No Writing allowed.
- No low-cut shirts, midriffs must be covered.
- Jeans or St. Lawrence Joggers or St. Lawrence sweatpants. **NO** leggings. No holes or torn jeans allowed.
- Gym Shoes Only - No Boots or sandals.
- St. Lawrence GYM shorts only allowed May 1<sup>st</sup> - October 1st. Shorts must be no shorter than mid- thigh.
- Jewelry, nail polish, hair and make-up rules apply on spirit wear days.

### Purchase

Uniforms may be purchased from **School Blues Uniform Company** or from **Lands End** online source STL website. Parents may also purchase their child's uniform from other sources as long as the uniform adheres to the standard set by St. Lawrence Catholic School.

### School Uniform Closet

Gently used uniforms are available in the school office free of charge. **Please call the office for an appointment.**

### Uniform and Grooming

All clothing must be kept clean and neat and must be of appropriate length and size.

Tattoos and body piercings are not allowed.

**Jewelry:** Neck jewelry is limited to one simple religious necklace worn inside the shirt. Earrings must not be longer in length than the earlobe and a button/stud type. Dangle or hoop-like earrings are not permitted. Earrings are limited to one per ear lobe. Simple wristwatches are allowed. Only one modest ring is allowed. One religious bracelet is also allowed.

**Blouses and Shirts:** The blouse or shirt of any style **must be tucked in** the pants, slacks, skirt, jumper, or shorts. Students who refuse to tuck in their blouse or shirt will be subject to disciplinary consequences. It is understood that students in primary grades may have difficulty with this task and leniency will be afforded to these students. When wearing shorts, slacks, or pants, belts are a required part of the student's uniform. All shorts, pants, slacks and skirts are to be worn at the waist. NO rollover skirts, dropped hip, over-blousing, or folding under of shirts is permitted.

**Failure to comply with the Dress Code guidelines will be met with a disciplinary notice and, if necessary, parents will be called to secure proper clothing.**

**Undershirts:** Undershirts are to be solid white and free of any writing, designs or pictures. No colored undershirts are permitted.

**Hairstyles:** Hairstyles that are disruptive to the class or deemed inappropriate by the school administration are prohibited. This includes, but is not limited to: Highlighting, dying hair, severe haircuts, or arranging the hair in a manner which causes unnecessary attention (i.e., feathers, spiked, Mohawk, etc.) or interferes with the learning process. Natural hair color only is allowed. Hair is to be kept trimmed, clean and combed. **Boys' hair is to be above the ears, off the collar and at least one (1) inch above the eyebrows.**

**Makeup and Nail Polish:** The wearing of make-up in Grades K-8 is prohibited. Only clear or natural nail polish is permitted.

### **Gym Uniform Grades 5-8**

Students in grades 5-8 must wear the school gym uniform.

**Girls in grades K-8 must wear shorts under their jumpers.** Misbehaving while changing clothes in the locker room may result in the loss of privileges or other disciplinary consequences.

## **DRESS UP DAYS**

### **Boys**

- **Dress pants, uniform pants or khakis. NO CARGO PANTS.**
- **Tucked in collared shirt with no writing.**
- **Belt**
- **Dress shoes and blue or black socks. Socks must cover the ankle.**
- **No hats**

### **Girls**

- **Dress or skirt. The length of the skirt or dress MUST BE touching the top of the knee.**
- **If your dress has spaghetti straps, you MUST wear a sweater or shrug.**
- **Loose fitting clothing.**
- **No low-cut shirts, midriffs must be covered.**
- **Closed-toe FLAT shoes only, no sandals, heels or wedges.**
- **Must wear tights, nylons, or socks that cover the ankle.**
- **Dressy pants allowed. No leggings/yoga pants or cargo pants.**

- **Jewelry, nail polish, hair and make-up rules apply on dress up days.**
- **No hats**

### **Spirit Wear Days**

- **Any St. Lawrence spirit wear shirt.**
- **PLAIN blue, yellow, grey, or white (St. Lawrence colors) t-shirt allowed. No writing allowed.**
- **No low-cut shirts, midriffs must be covered.**
- **Jeans or St. Lawrence sweatpants (unless it's a jeans only day). No holes or tears allowed.**
- **No boots.**
- **Jean shorts allowed May 1<sup>st</sup> – October 1<sup>st</sup>. Shorts must be no shorter than mid-thigh.**
- **Jewelry, nail polish, hair and make-up rules apply on spirit wear days.**

## **COMMUNICATION POLICIES**

### **Calling the School**

Parents wishing to contact a teacher may call the school office at **(586) 731-0135** any time and leave a message on the teacher's voice mail. Please leave your name, telephone number, and a short message. Every effort will be made to respond to a phone call in a timely manner.

### **Conferences**

When questions arise regarding educational development or specific marks and/or comments, the following procedure is required:

- 1.** Teacher/student conference
- 2.** Teacher/parent/student conference
- 3.** Vice Principal/teacher/parent conference

**Formal parent/teacher conferences are held every November.**

### **News Items**

The **FORUM** (parish newsletter) is available to non-parishioners in the parish office, which is located next to the school office.

## GENERAL INFORMATION

### Entering the Building

All entrances to the school are locked and secured when school is in session.

**All visitors, including parents, must report to the Reception Desk in the school office, sign in and receive a Visitor Pass before going into any part of the building. Before leaving they must sign out and turn in their Visitor Pass. This is a safety precaution for the benefit of all.**

Parents and visitors are not permitted to interrupt the teacher during class. Please make an appointment to see a teacher. Students who forget items at school may return to the school office and be accompanied to their locker/classroom until the School Office closes at 4:30 p.m.

### School Supplies

A list of school supplies that your child will need is available on the school website.

### Cell Phone Policy

Possession of a cell phone during school hours is prohibited. Once the school day begins all devices must be kept out of sight and turned off. This includes the time spent on buses.

During the school day students are to keep their cell phones in their locker and turned off.

If a student is found to be using a prohibited device during the school day, or if a cell phone or beeper, goes off, the following progression of consequences will be followed:

1. The device will be confiscated and turned in to the Principal or Assistant Principal's Office.
2. First student offense, the student will pick up the device after school, be issued a detention, and a parent or guardian will be notified.
3. Second student offense, the device will be held and released only to a parent or guardian at the end of the semester. An early release fee of \$25.00 will be assessed should a student /parent desire the phone prior to the end of the semester.

**Again, the phone will only be released to a parent or guardian. In addition, the student will serve two detentions and parents, guardian, students will be made aware of possible consequences of subsequent violations.**

4. If there is a subsequent offense, a \$50.00 fee will be assessed. The device will be held and released only to a parent or guardian. Such violations will be treated as "defiance" and will result in a school suspension. All funds collected will be put towards St. Lawrence Scholarship fund.

5. The School is NOT responsible for any lost electronic devices which may be confiscated.

## **Locks and Lockers**

Students will be assigned a locker. Middle School students in Grades 6-8 may (optional) purchase a black combination lock for their locker (Master Lock – recommended brand). Combinations for the locks must be registered with the Homeroom teacher.

## **School Pictures**

Pictures are taken once a year, during Packet pick-up. Please check the annual school calendar for the date. On Picture Day students do not have to wear their uniforms; however, students must be modest and have a clean appearance.

## **Hallway Etiquette**

To facilitate class change as well as allow classes in session to continue uninterrupted, students must move in the halls in a quiet and orderly manner.

## **Electronic Devices**

Students are not to bring electronic games (i.e., Game Boy), MP3 Players, PDA's, radios (i.e., pen or wrist radios), iPod, CD players, CD's, DVD's, pagers, mini-TVs, or any other electronic devices to school **unless the item is related to a school activity or project and has been approved by the teacher.** All items brought for an activity or project must be given to the homeroom teacher immediately upon arrival in school. Failure to do so will result in the confiscation of the item(s). If the item(s) is not picked up within a reasonable period of time, they will be discarded. **NOTE: Any unauthorized electronic devices brought to school shall be subject to confiscation.**

## **School Telephone**

Student use of the office telephone is for emergencies and special circumstances to be determined by the office staff, teacher or administration. Only in emergency cases are teachers or students called to the office telephone.

Students will not be permitted to call home for forgotten items such as lunches, gym clothes, homework, etc.

Parents will be contacted if an after-school event is cancelled.

## **Telephone Messages**

Only messages of an emergency nature will be relayed to students including change of plans.

## **Gum**

Students are not allowed to chew or have gum in their possession during the school day. The school day begins when leaving home and ends upon arrival at home. The consequences for chewing gum or having gum in your possession during the school day are a Warning or a Detention.

## **Lost and Found**

The Lost and Found is located in the cafeteria. If students find or lose any item, they should report it to the office. Unclaimed articles left in the building at the end of the year are discarded or given to charity.



## **Lunch Program**

A daily hot lunch program is offered to the students. It is posted on the school website. Lunches are purchased using an assigned student ID card. Money may be placed on this card at any time by sending it to the office in an envelope marked with your family's name and for the lunchroom. Money will be placed in the family account. Parents can still view balances on LunchTime. **New families can set up their account following the link on our school website.**

## **DISCIPLINE**

Students whose behavior violates school rules and regulations; adversely affects the education process or endangers the health, safety or morals of students within St. Lawrence; or which is detrimental to the reputation of St. Lawrence – whether such violations occur at a time when school is not in session and/or at a location other than on school property - are subject to disciplinary actions up to and including suspension and/or expulsion.

St. Lawrence reserves the right at its discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices and procedures.

## **CODE OF CONDUCT/ANTIBULLYING PROGRAM**

All members of the St. Lawrence Catholic School Family will conduct themselves in a manner that promotes and models a Catholic school environment. One that is caring, nurturing, orderly, safe, respectful, and conducive to learning, and personal social development. Furthermore, all members of the St. Lawrence Catholic School family will:

1. Help create, promote, and model an atmosphere that is free from bullying, harassment, and intimidation. **Treat others the way you want to be treated.**
2. Demonstrate and model honesty and trustworthiness.
3. Demonstrate and model respect, good manners, courtesy, and consideration for the feelings of others.
4. Demonstrate and model responsibility, self-control and self-discipline.
5. Demonstrate and model fairness and following the rules.
6. Demonstrate and model compassion, kindness, and forgiveness.
7. Demonstrate and model good citizenship and respect authority.

## **Anti-Bullying Discipline**

Discipline is the companion and respect of good teaching. It is the recognition of human dignity and the rights of others. Children must be assured that the rules of the school aim at safeguarding everyone's liberties. School regulations are necessary guides on the use of freedom, so that self-discipline will be learned, and all may enjoy their full rights. If a child engages in behavior unbecoming a Christian student, and/or is detrimental to the reputation of the school, appropriate action will be taken.

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.

The purpose of the **Anti-Bullying Discipline Code** is so students may become more Christ-like. We, like Christ, must be open to reconciliation when students do not abide by the rules.

**Forgiveness, however, does not eliminate the need for consequences.**

When a student fails to follow school policy, the following disciplinary procedures will be enforced:

Written **Disciplinary Notices** may be issued and must be signed by the parent and returned to the issuing teacher or administrator the next school day. Refusal or failure by a parent to sign or return a disciplinary notice does not exclude the student from the consequence and may result in additional consequences including additional detention time.

- Students may be issued a disciplinary warning verbally or in writing for a minor infraction of the rules, regulations, or policies contained in the **Student Handbook**.

\*A detention notice may be given without the use of prior verbal or written warning.

Detention must be served on the assigned day.

If a student receives two (2) **Detentions**, the following steps may apply:

- **Suspension** – The removal of the student from the school campus for a minimum of, but not limited to, one (1) full day. The student is responsible for making up any missed assignments and cannot participate in school sponsored events during the suspension time.
- **Expulsion** – When an action by a student appears to constitute a serious or continued violation of the rules of St. Lawrence Catholic

School **Expulsion** may be the consequence. There are two general situations which may lead to expulsion:

1. When the moral, academic, or physical well-being of a student, staff, or the student body, is endangered.
2. When there is prolonged or open disregard for school authority. All avenues will be explored before the decision to expel is reached.

**Expulsion** from school will be the decision of the principal in consultation with the Pastor.

## **Weapons**

Students are prohibited from bringing weapons to school or school-sponsored activities on the school premises, in the immediate vicinity of the school, on the school bus, or to and from school. Any student discovered to be or suspected of carrying, possessing, concealing, or transferring a weapon on school premises, or in the vicinity of the school, shall be immediately excluded from classes pending investigation. If the student refuses to cooperate or interferes with the investigation, he/she shall be warned that refusal to cooperate may result in expulsion from school. Should the investigation prove that the allegation of carrying a weapon is well founded, the student shall be subject to **expulsion**.

State law requires the reporting of possession of a “dangerous weapon” to the local law enforcement agency. “Dangerous Weapon” includes, but is not limited to, a firearm, dagger, stiletto, knife, pocketknife, iron bar, brass knuckles, or incendiary device.

### **Controlled and Non-Controlled Substances**

Students are prohibited from bringing, carrying or administering controlled and non-controlled substances such as, but not limited to, tobacco or tobacco products, drugs (including prescription and/or over-the-counter medication) or alcohol to school, school sponsored activities, on school premises, in the immediate vicinity of the school, or on the school bus to and from school. Any student in possession, administering or misuse of a controlled or non-controlled substance on school property, school bus or in vicinity of the school shall immediately be excluded from classes pending investigation. If the student refuses to cooperate or interferes with the investigation, he/she may face expulsion. Should the investigation show that the allegations are well founded, the student is subject to **Expulsion**.

Please note that students with life threatening conditions may be allowed to carry certain items such as inhalers or insulin pumps with medical documentation and approval. However, such students may not misuse, sell or administer such items to anyone else.

### **Harassment**

It is the policy of the Archdiocese of Detroit and St. Lawrence 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 members, staff and students, as well as others who may be in a working relationship with the school.**

The Archdiocese of Detroit and St. Lawrence 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 principle of St. Lawrence Catholic School. Each individual faculty, staff member, student, or others who are in a working relationship with the school, are entitled to work and attend school in an environment free from discriminatory practices, including sexual and other forms of harassment. All students and staff of St. Lawrence Catholic School will be held accountable to the standards of conduct, which ensure that the school is free from sexual and other forms of harassment.

St. Lawrence Catholic School will neither tolerate sexual harassment, nor will it tolerate reprisals against any employee, student or other persons who make a sexual harassment complaint.

### **Cyber-Bullying**

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents, and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive, or abusive atmosphere, including such activity in online postings on any social networks such as Facebook, will be disciplined, up to and including expulsion.

## **Due Process**

St. Lawrence Catholic School has a diverse population; therefore, differing viewpoints can surface. When this occurs, it is necessary to use a systematic means to resolve any conflict that may arise. The school uses the process called **subsidiarity**, which the Catholic Church has adopted. The process of **subsidiarity** is the means whereby differences are resolved at their lowest level. If an attempt to resolve the conflict at the lowest level is not successful, it is referred to the next higher level. The purpose of referral of the conflict to a higher level of authority will be for that authority to facilitate a resolution of the conflict through compromise or negotiation at its proper level. The levels of authority are:

1. Student
2. Teacher
3. School Administration
4. Pastoral Administration
5. Office for Catholic Schools

## **Whistleblower Policy**

Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc., against an individual including all parish and school employees, volunteers, parents and students, for reporting or cooperating in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated.

Anyone found to have engaged in retaliation will be subject to sanctions, up to and including termination from employment and/or exclusion from school.

## **PARENT VOLUNTEERS**

### **Criminal Background Check/Protecting God's Children**

All school volunteers are subject to a criminal background check and documented completion of the **Protecting God's Children** workshop prior to their involvement at school

This is in accordance with the ruling of the Archdiocese of Detroit.

We are one hundred percent in support of the **Protecting God's Children** Program and is required by the Archdiocese of Detroit for all Parishes. All individuals wishing to volunteer, in any capacity, must have already attended the **Protecting God's Children** program.

**\*\*All adults that have taken *Protecting God's Children* before 2020 will need to recertify before August 31, 2023.**

In special circumstances, where a parent or grandparent have not taken the **Protecting God's Children** program, a paid employee of St. Lawrence Parish may accompany that individual to the classroom. The individual may not leave the classroom. At the conclusion of the event, a paid employee must again accompany the individual back to the office. Situations such as these would be extremely rare. Each situation will be evaluated in a case-by-case basis and will be at the discretion of the Pastor and Principal. In addition, these unique circumstances must be settled well in advance of the activity to be attended. Please respect and adhere to the policy.

## **Volunteer Regulations**

Please do not use cell phones while in the building. If you do need to take a call, please step out of the building. Additionally, do not take pictures with either your cell phone or camera while at school unless you are given permission by an administrator. Many students are NOT to be photographed or videotaped during the school day.

When you are volunteering in a specific area please do not stop by your child's classroom. This can be disruptive to your child's classroom. When you are working as a volunteer at St. Lawrence, please remember if you overhear any conversations regarding students/staff this information should be held confidential.

## **Lunchroom Supervisors**

Lunchroom Supervisors are employees of St. Lawrence School who supervise the students in the cafeteria and on the playground at recess time. Parent volunteers also assist in our lunchroom and report to the Lunchroom Supervisors.

## **Room Representative**

A room representative is a parent who takes lead responsibility in assisting the teacher in carrying out a planned activity.

## **Parent Teacher Organization**

The **St. Lawrence Catholic School PTO** furthers the identified goals of St. Lawrence's student body, faculty and administration through organizing and coordinating school activities and events. It also promotes open communication and raises funds to advance the stated goals.

**Appendix A - Electronic Information Access and Use  
For Educational Purposes Policy**

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

St. Lawrence encourages and strongly promotes the use of electronic information technologies in educational endeavors. St. Lawrence provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

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

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

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

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information. To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's (policies/handbook/manual). The terms of this Policy will govern any conflict or inconsistencies with the terms of such (policies/handbook/manual).

**Any School faculty and/or employee who violates this Policy may be subject to disciplinary action, up to and including termination.**

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

**Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.**

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities.

Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information, unless otherwise directed by School, or permitted or required by this Policy. Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including e-mails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption, or other proprietary format on School Confidential Information and/or School Electronic Information. The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voicemail communications, computer files, databases, and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to



emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox and/or reviewing audit trails created by School Systems.

**No e-mail, voicemail, or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of e-mail messages, voicemail messages and other information within School's organization with restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.**

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

### **School Responsibility**

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity. The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School-wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access. The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School. It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

### **Network Users**

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

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

## Privileges and Responsibilities of Users

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

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

## User Responsibilities

Users are responsible for:

- Using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- Attending appropriate training sessions in the use and care of School Systems.
- Seeking instruction for the use of any available technology with which they are not familiar.
- Adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- Refraining from disclosing, using, or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.  
**Refer to e-learning release form.**
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
- School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- Students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- Having all electronic media scanned for viruses, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- Material received, created, or distributed using School Systems.
- Maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy, and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account and/or close the account.
- Preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- Awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- Using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.

- Financial restitution for unauthorized costs incurred of damages or repair necessitated by inappropriate use or access.
- Any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so at their own risk.
- Abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

**Users are prohibited from:**

- Using the technology for a “for profit” business, for product advertisement or political lobbying.
- The malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- Using School Systems to draft, send, or receive inappropriate communications and material including, but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- Participating in hate mail, harassment, discriminatory remarks, and other antisocial behaviors on the network.
- Vandalizing School Systems or any other information technologies (the School’s or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School’s Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

# **Appendix B - Student Acceptable Use Policy for Technology**

## **Student Acceptable Use Policy for Technology**

St. Lawrence Catholic School is providing students access to the district's electronic network. This network includes internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. This document contains the rules and procedures for acceptable use for students' use of the St. Lawrence electronic network.

- The St. Lawrence Catholic School electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The St. Lawrence Catholic School electronic network has not been established as a public access service or a public forum. St. Lawrence Catholic School has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege – not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. Beyond the clarification of standards outlined in the policy, St. Lawrence Catholic School is not responsible for the actions of students who violate them.
- St. Lawrence Catholic School reserves the right to monitor all activity on the electronic network. Students will indemnify St. Lawrence Catholic School against any damage that is caused by the students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common-sense guidelines that are used with other daily school activities, as well as the law, in the use of St. Lawrence Catholic School electronic network.

### **General Unacceptable Behavior while utilizing any portion of the St. Lawrence Catholic School electronic network – Behaviors include, but not limited to, the following are prohibited:**

- Students will not post information that, if acted upon, could cause damage or a danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or spamming.
- Students will not display, access or send offensive messages or pictures. (As defined in section 1460 of Title 18, United States Code and section 2256 of Title 18, United States Code).

- Students will not use the St. Lawrence Catholic School electronic network for commercial purposes.
- Students will not offer, provide, or purchase products or services through this network.
- Students will not use the St. Lawrence Catholic School electronic network for political lobbying.
- Students may use the system to communicate with elected representatives and to express their opinions on political issues.

### **E-Mail**

- E-mail for students in the elementary and middle school grades will be provided only through a teacher or classroom e-mail account.
- Students will not establish or access web-based e-mail accounts on commercial services through the school network unless such accounts have been approved for use by the school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent the message.
- Students will not post private information about another person.

### **World Wide Web**

- Elementary School Level: Access to information for students on the web will generally be limited to prescreened sites that are closely supervised by the teacher.
- Middle School Level: Access to information for students on the web will generally be provided through prescreened sites and in a manner prescribed by the school.

### **Telnet and FTP**

Telnet and FTP services will be available to students. However, all aspects of this policy are applicable to material accessed or downloaded.

### **Message Board/Usenet Groups**

- St. Lawrence Catholic School will provide access to selected newsgroups that relate to subjects appropriate for educational use.
- Messages posted locally that are in violation of this policy will be removed. St. Lawrence Catholic School reserves the right to immediately terminate an account of a student who misuses the message board or UseNet groups.

### **Personal Safety**

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- Students will not agree to meet with someone they have met online. • Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

### **System Security**

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.

- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the St. Lawrence Catholic School electronic network. This includes attempting to log in through another person's account or access another person's folders, work or files. These actions are illegal, even if only for the purpose of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

### **Software and Files**

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the St. Lawrence Catholic School technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any St. Lawrence Catholic School owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the St. Lawrence Catholic School electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on St. Lawrence Catholic School servers are private.

### **Technology Hardware**

- Hardware and peripherals are provided as tools for student use for educational purposes.
- Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the St. Lawrence Catholic School technology department.

### **Vandalism**

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges.
- Disciplinary measures in compliance with the St. Lawrence Catholic School discipline code and policies will be enforced.

### **Plagiarism and Copyright Infringement**

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were the student's.
- St. Lawrence Catholic School policies on copyright will govern the use of material accessed and used through the St. Lawrence Catholic School system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

## **Videoconference**

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc., from other parts of the country and the world. With videoconferencing equipment, students can see, hear and speak with other students, speakers, museum personnel, etc., in real time.
- Videoconference sessions may be videotaped by St. Lawrence Catholic School personnel or by a participating school involved in the exchange in order to share the experience within their building.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

## **Student Rights**

- Students' right to free speech applies to communication on the internet. The St. Lawrence Catholic School electronic network is considered a limited forum, similar to the school newspaper, and, therefore, St. Lawrence Catholic School may restrict a student's speech to valid educational reasons.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

## **Due Process**

- St. Lawrence Catholic School will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through St. Lawrence Catholic School.
- In the event there is an allegation that a student has violated the St. Lawrence Catholic School acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

## **Limitation of Liability**

- St. Lawrence Catholic School makes no guarantee that the functions or the services provided by or through the St. Lawrence Catholic School network will be error-free or without defect. St. Lawrence Catholic School will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- St. Lawrence Catholic School is not responsible for the accuracy or quality of the information obtained through or stored on the network. St. Lawrence Catholic School will not be responsible for financial obligation arising through the unauthorized use of the network.



### **Violations of the Acceptable Use Policy**

Violations of the policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline which includes, but is not limited to:

- Use of St. Lawrence Catholic School network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school, Expulsion from school and/or
- Legal action and prosecution by the authorities.

The particular consequences for violations of this policy shall be determined by the school administrators.

## **Appendix C - Whistleblower Policy**

## **Whistleblower Policy**

It shall be the policy of the parish and school to encourage all employees, staff, volunteers, teachers, parents, students, vice-principals, and principals to report any activity or conduct or failure to act that will or may jeopardize the well-being of the school, its students, employees and/or staff. Examples, but not by way of limitation, would be sexual abuse, emotional abuse, verbal abuse, assault, misappropriating funds, harassment and discrimination. No person shall be admonished, punished, shunned or otherwise ostracized for reporting, in good faith, such activity, conduct or failure to act. Reports concerning parish issues, parish employees and staff should be reported directly to the Pastor. Reports concerning school employees, staff, volunteers and parents shall be reported directly to the principal.

Reports concerning student school issues should be reported first to the teacher if it is a classroom related issue. If not resolved, then the Vice Principal of that particular grade, and if still not resolved, the Principal of the school. If still not resolved, then report to the Pastor. Reports concerning the Pastor should be reported directly to the Archdiocese of Detroit.

The report shall be promptly and thoroughly investigated according to school rules and procedures. If any person or persons whose job is to investigate this conduct has/have an interest that may conflict with their being impartial, including, but not limited to, a friendship with the accused or accuser, then they are to disclose that interest and excuse themselves from acting as an investigator and enforcer of any rules, procedures and/or violations, and an appropriate person shall act in their place.

Other than is necessary to conduct a proper and fair investigation and hearing, if any, the accuser's name shall remain anonymous if requested to do so, particularly if the accused is in a position to seek retribution against the accuser.

A failure to cooperate in an investigation may result in sanctions appropriate to the circumstances, including, but not limited to, possible termination of employment or expulsion from school and/or parish activities.

A person or persons who have engaged in an activity that compromises the interests of the parish, school, employees, staff and/or students, will be sanctioned appropriately, including, but not limited to, termination of employment, expulsion from school, and/or expulsion from parish or school activities.

At STL, we believe in the **VALUES** *Reverence, Respect, and Responsibility.*

## **Appendix D - Anti-Bullying Program/Rubrics**

## St. Lawrence Catholic School Discipline Rubric Grades Young 5's, K-4th

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Disrespect Towards Others</b> Mean or rude gestures, mean looks, eye rolling, intimidating stare, leering, shunning, social exclusion, yelling/shouting	15 Second Intervention, restate definition, and warning slip	15 Second Intervention, restate definition, final warning slip, supervised phone call to parent(s)	15 Second Intervention, restate definition, final warning slip, supervised phone call to parent(s), schedule detention, responsibility plan
<b>Teasing</b> Name calling, mean words, note writing, rumors, insulting, gossiping, or other behavior that would hurt others' feelings or make them feel bad about themselves	15 Second Intervention, restate definition, and warning slip	15 Second Intervention, restate definition, final warning slip, supervised phone call to parent(s)	15 Second Intervention, restate definition, final warning slip, supervised phone call to parent(s), schedule detention, responsibility plan
<b>Mild Physical Contact</b> Hitting, pushing, poking, shoving, grabbing, pinching, kicking, play fighting, tripping, throwing of objects, and spitting	15 Second Intervention, restate definition, and warning slip, loss of recess, supervised phone call to parent (s)	15 Second Intervention, restate definition, and 2nd warning slip, loss of two recesses, supervised phone call to parent (s)	15 Second Intervention, restate definition, final warning slip, supervised phone call to parent(s), schedule detention, responsibility plan
<b>Severe Physical Contact</b> Punching, slapping, biting, and similar behavior that may or has injured others  <b>*Note: Consequences</b>	Immediate removal from classroom, parent called to pick up child immediately, 1 day at home suspension the following day	Immediate removal from classroom, parent called to pick up child immediately, 2-day at home suspension the following day, develop a responsibility plan	Immediate removal from classroom, parent called to pick up child immediately, 3-day at home suspension the following day, recommendation for expulsion
<b>Intimidation/Harassment</b> Threats of emotional or physical violence, indirect or directed profanity (swearing), planned exclusion, racial, ethnic, sexual, religious, or other forms of severe harassment  <b>*Note: Consequences</b>	Immediate removal from classroom, parent called to pick up child immediately, 1 day at home suspension the following day	Immediate removal from classroom, parent called to pick up child immediately, 2-day at home suspension the following day, develop a responsibility plan	Immediate removal from classroom, parent called to pick up child immediately, 3-day at home suspension the following day, recommendation for expulsion
<b>Extreme Level Behaviors</b> Possession of weapons, fireworks, explosives, bomb threats, stabbing w/ sharp object or knife, shooting, use of/possession of tobacco and alcohol substances, drugs (prescription/ nonprescription)	Consequences will be followed in the manner that is stated in our handbook and in accordance with the law.		

**\*Consequences may be more severe at these stages based upon what the student has done and on relevant school policy.**

**\* The particular consequences for violations of this policy shall be determined by the school administrators.**

## St. Lawrence Catholic School Discipline Rubric Middle School (5<sup>th</sup>-8<sup>th</sup>)

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Disrespect Towards Others</b> Mean or rude gestures, mean looks, eye rolling, intimidating stare, leering, shunning, social exclusion, yelling/shouting	15 Second Intervention, restate definition, and warning slip	Detention, Time to Think Form, Supervised phone call to parent(s)	Detention, Time to Think Form, parent conference
<b>Teasing</b> Name calling, mean words, note writing, rumors, insulting, gossiping, or other behavior that would hurt others' feelings or make them feel bad about themselves	15 Second Intervention, restate definition, and warning slip	Detention, Time to Think Form, Supervised phone call to parent(s)	Detention, Time to Think Form, parent conference
<b>Mild Physical Contact</b> Hitting, pushing, poking, shoving, grabbing, pinching, kicking, play fighting, tripping, throwing of objects, and spitting	Detention, Time to Think Form, Supervised phone call to parent(s)	Detention, Time to Think Form, parent conference	1 day at home suspension, parent conference, develop responsibility plan
<b>Severe Physical Contact</b> Punching, slapping, biting, and similar behavior that may or has injured others  <b>*Note: Consequences</b>	1 day at home suspension, parent conference, develop responsibility plan	2-day at home suspension, parent conference, review responsibility plan	3-day at home suspension, recommendation expulsion
<b>Intimidation/Harassment</b> Threats of emotional or physical violence, indirect or directed profanity (swearing), planned exclusion, racial, ethnic, sexual, religious, or other forms of severe harassment  <b>*Note: Consequences</b>	1 day at home suspension, parent conference, develop responsibility plan	2-day at home suspension, parent conference, review responsibility plan, intervention from pastor or Police liaison	3-day at home suspension, recommendation expulsion
<b>Extreme Level Behaviors</b> Possession of weapons, fireworks, explosives, bomb threats, stabbing w/ sharp object or knife, shooting, use of/possession of tobacco and alcohol substances, drugs (prescription/ nonprescription)	Consequences will be followed in the manner that is stated in our handbook and in accordance with the law.		

**\*Consequences may be more severe at these stages based upon what the student has done and on relevant school policy.**

**\* The particular consequences for violations of this policy shall be determined by the school administrators.**

## **Appendix E – E-Learning**

# St. Lawrence Catholic School

## E-Learning Release Form

Students will be using E-Learning platforms (websites) for some of their classes. These eLearning websites require that we provide the students with a login or an access code to create a login. Some of the benefits of these websites are that the students will be able to access online textbooks, participate in group projects, share ideas with their class, communicate with their teacher, access and work on assignments from any computer with internet access, and submit assignments electronically. (The more advanced of these will be used only by Middle School students.) These sites are used as an extension of the classroom.

We will only use approved, private, teacher-controlled learning spaces where all communication and student interaction can be closely monitored. Every effort is made to ensure the safety and support of all students.

**In the interests of encouraging online safety and etiquette, students are asked to agree to the conditions outlined below:**

### **Student Conduct**

- Students must treat these eLearning platforms as an extension of the normal classroom – the same conduct expectations as outlined in the Student Handbook apply. The school values of respect, responsibility and effort also apply on our eLearning platforms.
- Students may not share video, photographs, contact details or any other identifying information about themselves or others while online, except in limited circumstances as guided by their teacher.
- All comments, views and ideas expressed while online must be respectful of teachers, other students and St. Lawrence School.
- Students must select a username that is ONLY the first initial and surname e.g., bhewes.
- Students must select an avatar, not a photograph, when creating an online identity.
- Standard English must be used including correct punctuation and grammar – no text talk!

Students will find these websites to be valuable learning tools. They are being used to enhance engagement and learning outcomes. Please complete the attached form and return it as soon as possible to indicate that you give permission for your child to participate.

Thank you,

St. Lawrence School



# St. Lawrence Catholic School

## E-Learning Release Form

### STUDENT AND PARENT RESPONSE FORM

Please complete this form and return to the school office as soon as possible. Students will not be able to participate until this form is received.

#### STUDENT (3<sup>rd</sup> grade and above)

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

Grade: \_\_\_\_\_

“I agree to the conditions outlined in the student conduct section of this document as well as those outlined in the Student Handbook. I acknowledge that failure to follow the above conditions may result in computer access being withdrawn and possible further disciplinary action relevant to our student code of conduct.”

Student Signature: \_\_\_\_\_

#### PARENT

“I give consent for my child to access and use teacher approved E-Learning websites to participate in learning activities as guided by the teacher”.

Parent Signature: \_\_\_\_\_

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

# **Appendix F – Social Media and Electronic Policy**

The personal use of social media can have bearing on St. Lawrence in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibition on the use of social media by St. Lawrence staff and students.

## **Definitions**

- Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for “Web log.”
- Page:** The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.
- Post:** Content an individual shares on a social media site or the act of publishing content on a site.
- Profile:** Information a user provides about himself or herself on a social networking site.
- Sexting:** Sexting is the slang term for the use of a cell phone or other similar electronic device to distribute pictures or video of sexually explicit images. It can also refer to text messages of a sexually charged nature.
- Social Media:** A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs and news sites (Digg, Reddit).
- Social Networks:** Online platforms where users can create profiles, share information and socialize with others using a range of technologies.
- Speech:** Expression or communication of thoughts or opinions in spoken works, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
- Web 2.0** The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.
- Wiki** Web page(s) that can be edited collaboratively.

## **Personal Use**

### A. Precautions & Prohibitions

1. St. Lawrence staff, parents and students are free to express themselves as private citizens on social media sites to the degree that speech does not impair working relationships of St. Lawrence for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among the community, or negatively affect the public perception of St. Lawrence.
2. St. Lawrence staff shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from administration and pastor.
3. St. Lawrence staff, students and parents are cautioned not to do the following:
  - a. Display St. Lawrence logos, uniforms, or similar identifying items on personal web pages.
  - b. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as part of St. Lawrence.
4. In particular St. Lawrence staff, and students are prohibited from the following:
  - a. Speech containing obscene or sexually explicit language, images, or gets statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any other protected class of individuals.
  - b. Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
  - c. Should not "tag" other students or staff without prior permission of being tagged.
5. St. Lawrence staff, students and parents should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
6. St. Lawrence staff and students should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by St. Lawrence at any time without prior notice.
7. Reporting violations – Any St. Lawrence community member including staff, students and parents aware of or having knowledge of a posting or of any website or web page in violation of the provision this policy shall notify administration immediately for follow-up action.

8. St. Lawrence staff, students or parents, are prohibited from creating individual St. Lawrence Classroom social media pages. St. Lawrence Catholic School and Parish have official Facebook pages that have important information and data.

## **Electronic Devices**

The use of electronic devices in our society has become commonplace for students and adults. While St. Lawrence School recognizes the helpful role that such technology plays in our daily lives, it also understands the potential for disruption to the educational process, which may become associated with such devices.

As such St. Lawrence School prohibits the use of electronic devices during school hours. Electronic devices include, but are not limited to, cell phones, I-Pods, I-Pads, pagers, beepers, CD Players, DVD players, radios, picture cameras, and camera phones, camcorders, laser pointers, and other related devices as identified by school administration.

Possession of a cell phone during school hours is prohibited. Once the school day begins all devices must be kept out of sight and turned off. This includes the time spent on buses.

During the school day students must follow the directive, "Out of Sight and Turned Off".

If a student is found to be using a prohibited device during the school day, or if a cell phone or beeper, goes off, the following progression of consequences will be followed:

1. The device will be confiscated and turned in to the Principal/Assistant Principal's Office.
2. First student offense, the student will pick up the device after school, be issued a detention, and a parent or guardian will be notified.
3. Second student offense, the device will be held and released only to a parent or guardian at the end of the semester. An early release fee of \$25.00 will be assessed should a student /parent desire the phone prior to the end of the semester. Again, the phone will only be released to a parent or guardian.

In addition, student will serve two detention and Parents/Guardian/Students will be made aware of possible consequences of subsequent violations.

4. If there is a subsequent offense, a \$50.00 fee will be assessed. The device will be held and released only to a parent or guardian. Such violations will be treated as "defiance" and will result in a school suspension. All funds collected will be put towards St. Lawrence Scholarship fund.

5. The School is NOT responsible for any lost electronic devices which may be confiscated.

In addition, use of camera phones to capture an image, or devices which are similarly intrusive, are not authorized for use at any time. These devices not only disrupt the educational process but have the potential for violating the confidentiality of others. Such devices, when used as a violation of the privacy of others, may be subject to more strict disciplinary consequences, and will be immediately confiscated until a parent conference can be held.

Laser pointers are also not authorized at any time. These devices pose a potential danger to others, particularly when flashed in the eyes. Willful use of a laser pointer in a harmful fashion will constitute an assault and will be handled as such according to the discipline code.

In the event that new technological devices are developed, not covered herein, which pose a disruption to the education, privacy or safety of others, the school Principal or his/her designee will have the right to prohibit such a device, in accordance with this policy.

# Parent or Legal Guardian Statement of Receipt of Handbook and Compliance

We have received and have read the contents of the St. Lawrence School Student Handbook. We have reviewed the rules, policies and procedures with our child/children. Furthermore, by signing and listing the names of our children who attend St. Lawrence School, we pledge to the best of our ability to abide by the rules, policies and procedures outlined in this Handbook.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

Print Student Name

Teacher

Grade

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**Please sign and return this page to the Homeroom Teacher of the *youngest* child in the family within *one week* of receipt of the Handbook.**

Thank you!