

## **ST. GENEVIEVE SCHOOL MISSION STATEMENT**

The primary goal of St. Genevieve School is to provide a nurturing learning environment, which fosters each student's Catholic faith development and promotes academic excellence. The School will use this environment to build upon the foundation that has been created by the parents.

## **PHILOSOPHY**

Together, parents and faculty make this Mission Statement a reality. This is accomplished by:

- Developing an understanding of the Gospel message and encouraging its proclamation.
- Facilitating an encompassing Christian education for all students in Preschool through eighth grade, based upon the teachings and doctrines of our Roman Catholic faith.
- Instructing and nurturing our children in their faith journey by establishing a Christian atmosphere of love, respect, personal responsibility and social concern.
- Providing a sound foundation of academic excellence through a learning process that encourages intellectual inquiry for future achievements in all areas of life.
- Recognizing that every child has unique talents, and challenging each of them to accept personal responsibility to use these talents for the common good of all.

## **ADMISSION POLICY**

St. Genevieve School in Livonia Michigan admits students of any race, national and ethnic origin to all rights, privileges, programs and activities generally accorded students at the school. It does not discriminate on the basis of race, creed, national or ethnic origin, or sex in the administration of hiring, admissions, educational policies, scholarship, loan, athletic or other School administered programs, as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-258).

Parents and children must agree with the Mission Statement and Philosophy of St Genevieve School, and agree to abide by the school rules and policies. The word parent in this handbook is written to include parent, guardian, or legal representative.

Students are admitted based on the criteria below:

1. Siblings of children currently enrolled in St. Genevieve School.
2. Children of registered, participating members of St. Genevieve Parish (use of weekly envelopes is required), according to the date of registration in the Parish.
3. Catholic students from outside the Parish.
4. Non-Catholic students who desire a Catholic School education. Non-Catholic students will be expected to participate in all Religion classes and all religious activities.

A child entering Kindergarten must be five years old by December 1<sup>st</sup> of that year and must take the Kindergarten Developmental Test. A child entering first grade must be 6 years old by December 1 of the year the child is entering first grade. A birth certificate must be shown as proof of the child's age.

Transfer students entering grades 1 through 8 must present records from their previous school, indicating that they have successfully fulfilled all academic requirements prior to being admitted to St. Genevieve School. Transfer student will be placed on probation for a period of one semester. During this time, the student must display an interest in learning and a willingness to work for achievement. They must follow the rules and regulations that insure a Catholic atmosphere at St. Genevieve's School.

A certificate of required immunizations is mandatory for any new student and must be in the school office prior to the first day of school. If state-required immunizations are not met within a six-week period after entry, the student will be excluded until such requirements are met. Health appraisal forms must also be submitted prior to the first day of school.

Students with disabilities will be considered for admission on an individual basis and only if St. Genevieve School in conjunction with Livonia Public Schools can provide the necessary components of an educational program that would meet the needs of the student.

### **REGISTRATION**

Registration begins at the end of January, first for current families, then for new families per admission priority (see above). Forms are sent home and are also available in the office. These forms keep the office current on family information. A nonrefundable registration fee is required at this time.

Kindergarten registration also begins in January. A readiness testing will be scheduled for all applicants. A parent meeting and Kindergarten Round Up will take place in the spring.

### **TUITION**

In Parish tuition rates apply *only* to registered members of St. Genevieve Parish who tithe a minimum of \$15.00 weekly. This is parish supported tuition as the parish subsidizes the school. The Parish will complete a review of the tithes quarterly. Families who do not meet this financial obligation to the Parish will receive a written notification from the Parish Office. In the event that a family is unable to meet this requirement, the family must pay Out-of-Parish tuition.

Delinquent tuition payments may result in removal from the school and the guidelines of the Archdiocese of Detroit will be followed as deemed necessary. If tuition is not paid at

the end of the school year, final report cards and student records will be retained and registration for the next school year will be invalid until the account is paid in full.

#### NON-REFUNDABLE FEES

Registration Fee: Preschool through 8<sup>th</sup> Grade: \$200.00 per family  
Pre-School Enrollment Only: \$ 50.00 per family

#### PAYMENT OPTIONS

Full Payment:

Payment is due in School office on or before June 1<sup>st</sup>.  
3% discount is applied if payment is made on or June 1<sup>st</sup>.  
F.A.C.T.S. Payment Plans

Two-Payment Plan:

First payment is due on or before June 1<sup>st</sup> equaling half of the tuition total.  
Second payment is due on or before November 1<sup>st</sup> (remainder of tuition owed).  
A fifteen dollar registration fee will be deducted upon receipt of your contract.

Monthly: Payments are distributed over a 10-month period beginning June 1st. A monthly

withdraw is automatically made from the checking or savings account per your instructions. A \$38.00 processing fee will be deducted upon receipt of your contract.

CHECK FEE: There will be a \$25.00 charge for all checks that have insufficient funds

#### **TUITION REIMBURSEMENT POLICY**

1. Any student who withdraws from St. Genevieve School within the first quarter due to relocation outside a 15-mile radius will receive a pro-rated reimbursement on tuition paid.
2. Any student who withdraws from St. Genevieve School after the first quarter to attend another Catholic, private or public School within 15 miles of St. Genevieve School will *not* receive a tuition reimbursement.
3. After the first quarter, reimbursements of tuition will not be given.

#### **SCHOOL DAY SCHEDULE**

The normal school day for K-8 is as follows:

8:00	First Bell-morning bell work
8:05	Second bell
8:10	Morning prayer and announcements
8:15	Classes begin
11:15	AM Kindergarten classes dismissed
11:40	First Lunch Pre-K through 4 <sup>th</sup> grade
	Recess 5 <sup>th</sup> grade through 8 <sup>th</sup> grade
12:00	Second Lunch 5 <sup>th</sup> through 8 <sup>th</sup> grade
	Recess Pre-K through 4 <sup>th</sup> grade

12:20	Afternoon bell work
12:30	Classes begin
3:05	Closing prayer and announcements
3:10	Bus dismissal-all grades
3:10	Car riders, walkers and extended day dismissed

Preschool: All day preschool is available.

8:30	AM Arrival
11:00	AM Dismissal
12:15	PM Arrival
2:45	PM Dismissal

Half day dismissal is at 11:40.

During inclement weather, children will be permitted to enter the school 10 minutes before the bell rings.

Please note there is no adult supervision before 7:55AM. If a child must arrive earlier or stay later than the scheduled times, arrangements may be made with the school's extended day program.

### **EXTENDED DAY PROGRAM**

The extended day care program is offered at St. Genevieve School in the Preschool and Meeting Room areas. Students are provided time to complete homework assignments, relax, and play in a well-supervised home-like environment. Please use the main door to enter when dropping off or picking up your children. Hours are from 7:00AM to 8:00AM and from 3:10PM until 6:00PM. There is an additional registration and per hour fee for this service. Students must be registered for this program. Further information may be obtained by calling Mrs. Wilk in the school office.

### **CURRICULUM**

St. Genevieve School strives to provide a strong, well-rounded academic program, Preschool through Grade 8, which fosters each student's Catholic Faith development. St. Genevieve School offers a comprehensive curriculum with a strong basic foundation in core subject areas. Other subjects are coordinated to keep students abreast of the challenges in today's world and to build their confidence in approaching new areas of instruction in their future education.

The curriculum meets the Standards and Grade Level Expectations as set by the State of Michigan, Department of Education. The subjects taught are:

Religion	Phonics (primary)	English	
Music			
Mathematics	Handwriting	Computer Education	
Physical Ed			
Reading/Literature	Social Studies	World Languages	Art
Spelling/Vocabulary	Science	Spanish	

Our preschool program is a well-balanced instructional program with emphasis on the development of emergent reading and math skills. The social skills for daily life with a Catholic Christian emphasis are an important part of this curriculum. In partnership with

parent(s) the preschool staff members foster the children's spiritual, physical, intellectual, social, and emotional development recognizing that all children are unique in their talents and abilities. This program is fully licensed by the State of Michigan.

Religion Classes are held in all grades, and students in grades 3 through 8 assist in planning and participating in school liturgies. Both Catholic and non-Catholic students are expected to participate in religious instruction and activities. During the years of sacramental instruction the parents are involved in preparation activities and retreats.

### **LIBRARY**

The Library is a quiet place where students may explore, read, and research. In order for the library to be utilized well for student's growth, all must follow the rules. The workers in the library must be respected at all times. Only limited and necessary talking in a soft voice is permitted.

Every class will have the opportunity to go to the Library each week. Books may be checked out for one week. Books must be kept in good condition. There will be a 25 cents charge per day for overdue books. If the book is not returned, the student must pay the cost for replacing the book. If charges are not paid during a marking period, the student's report card will be held until they are paid.

### **COMPUTER LAB/INTERNET ACCESS**

St. Genevieve School has a Computer Lab equipped with 30 computers. The Computer Lab is designed to enhance the academic program offered at St. Genevieve School. Students can access the Internet in order to obtain information needed to complete research projects, or other learning activities. No food or drink is ever allowed in the Computer Lab. Students may not access any website that contains inappropriate material. Computers must be used with care. Each student must have returned the Electronic Information Access and Use For Educational Purposes Policy signed by both the student and the parent. A copy of this policy is in the Addendum of this Handbook.

St. Genevieve School has a **policy on Electronic Information Access**. The use of the Internet is a privilege. Students, faculty and staff are expected to respect the rights of every user by acting responsibly and ethically while utilizing this information service. Students and parents are required to sign an Internet User Contract in the beginning of the school year. Any violation of the contract will result in the withdrawal of the Internet user privilege.

### **STANDARDIZED TESTING**

The Department of Education of the Archdiocese of Detroit has adopted the *Iowa Tests of Basic Skills and Cognitive Abilities Test*. These tests are administered during the month of October for grades 1, 3, 5, & 7.

In November, the Archdiocesan Catholic Schools Office sponsors *High School Placement Tests* for all grade 8 students seeking admission to a Catholic high school. The test is administered in the area Catholic High Schools.

Students enrolled in grades 4 and 8 will have the option to take the MEAP test at St. Genevieve School. The State of Michigan Department of Education schedules the test in October.

### HONORS AND AWARDS

A	100 – 93	C	76 – 73	O	Outstanding
A-	93 – 90	C-	72 - 70	S	Satisfactory
B+	89 – 87	D+	67 - 69	N	Needs
Improvement					
B	83 – 86	D	63 - 63	U	Unsatisfactory
B-	82 – 80	D-	60 - 62		
C+	79 – 77	U	59 and below		

**PRIMARY GRADING:** Kindergarten and first grade will use the following evaluation key. S+=achieves consistently. S=Achieves most of the time. S-=Achieves sometimes. N=Needs time. Blank=Material was not covered at this time.

#### HONOR ROLL: GRADES 4 – 8

Principal's List: All A's in academic subjects and an outstanding mark in citizenship;  
Honors: All A's and B's in academic subjects and a satisfactory grade in citizenship.

**PERFECT ATTENDANCE:** Students earn this award at the end of the school year, if they have not been absent and have not had more than 5 incidents of an unexcused tardy.

**OUTSTANDING ATTENDANCE:** Students earn this award at the end of the school year if have no more than 1 day absent per year and have not had more than 5 incidents of an unexcused tardy.

**CITIZENSHIP:** Students earn this award, if they have achieved an outstanding mark in conduct. Note: Students who are awarded Principal List Status in grades 4 – 8 will not get a Citizenship Certificate because this award recognizes both their academic excellence and outstanding citizenship.

### RETENTION

A student who is failing 3 or more core academic subjects is in danger of being retained. The following guidelines will be adhered to:

1. Parents will be contacted in early January to inform them of the situation, the problems involved and the possible retention of their child.
2. A review of the child's progress will be made during the third quarter by the teacher(s) and the principal.
3. If progress is not adequate, parents will be notified in writing by March 1<sup>st</sup>. There will be a follow up meeting with the parents and teachers. Principal may be present, if needed.
4. Teachers and the principal will review all potential retentions by April 15.
5. A final meeting will be held by the end of April with the parents, teacher(s) involved, and the principal, if necessary.

6. Parents may appeal the decision to retain a student after the final April meeting. They must do so by May 15.
7. If parents choose to exercise their rights by not having their child retained, the child's permanent record will be recorded with a "placed in" rather than a "promoted to".

### **SUMMER SCHOOL**

Summer school is highly recommended for any student receiving a D as a final grade in an academic subject. If a student receives a U as a final grade, it is mandatory for the student to attend summer school. Documentation of successful completion of summer school or a tutoring program must be on file in the school office prior to the 1st day of school.

### **PROGRESS REPORTS**

Progress reports will be issued to students at the midpoint of each quarter. The report must be signed by the parent/guardian and returned to the homeroom teacher the following school day.

### **REPORT CARDS**

Report cards will be issued at the end of each quarter. The report card envelope must be signed by the parent/guardian and returned to the homeroom teacher the following school day.

### **SPECIAL STUDENT SERVICES**

The Livonia Public Schools provides St. Genevieve School with the services of a Speech and Language Teacher and a Teacher Consultant. If needed, a School Psychologist and School Social Worker employed by the Livonia Public Schools will complete student diagnostic evaluations.

### **HOMEWORK**

Homework will be assigned to reinforce concepts/subject matter taught in school. Students are responsible for turning in assignments as required by teachers. Late assignment policies will be determined by each teacher and will be communicated to parents at the Fall Open House. There will be no tolerance for students not completing homework.

Students in grades 3-8 will be required to maintain an Assignment Book provided by St. Genevieve School. Assignment Books should be reviewed by the parent/guardian on a daily basis. The assignment book can also be utilized as a means of communication between teacher(s) and parents.

### **TEXTBOOKS**

All students are responsible for the proper care of their textbooks. In the event a textbook is not properly maintained or is lost, the student's parent(s) will be required to pay the replacement cost. Books must be covered at all times. A book bag is needed to carry books and supplies to and from school.

### **SUPPLIES**

Students and their families will receive a list of required supplies. Students are expected to bring the required supplies to each class as requested by the teacher.

### **HEALTH IMMUNIZATIONS**

According to State Law, all students must be immunized against measles, mumps, rubella, polio, DPT (Diphtheria, Peruses, Tetanus or TD/Diphtheria) and must have had all three inoculations of any appropriate Hepatitis B Vaccine. St. Genevieve School cooperates fully with the Wayne County Health Department in all matters that concern the welfare of students.

Health Appraisal Forms **MUST** be submitted to the school office by the first day of school (for new students).

### **MEDICATION**

Medication, including over the counter medicines, will not be administered by school personnel in accordance to State Law and the policy of the Archdiocese of Detroit unless the student's parent(s) have submitted proper documentation to the School Office.

Parent(s) and/or guardian(s) must submit to the School Office:

1. Permission/release form signed by the parent.
2. A signed physician's order (pharmacy prescription) indicating
  - a) name of drug
  - b) dosage
  - c) time and method of administration
  - d) duration i.e. length of time for medication to be dispensed
3. All medicine must be in its original container with student's name, the name of the medication, and directions for administration.
4. Only an assigned administrator or designee(administrative assistant or secretary) may administer medication. Two adults must witness the administering of medication. A record of date and time of administration of medication and who was present must be kept and initialed.
5. All medication will be secured in a safe place.

In accordance with Public Act 10, the school will allow students to possess and use metered dose asthma inhalers provided a written emergency plan and signed release from the physician and parent(s) is received by the Principal. The Principal will notify the student's classroom teachers.

### **VISION AND HEARING TESTING**

**(provided by Wayne County Health Department)**

**Vision** tests are administered to all students in Preschool, Kindergarten, grades 1, 3 and 5 – others are tested on a referral basis.

**Hearing** tests are administered to all students in grades K, 2, 4, 6 and other students are tested on a referral basis.

### **ACQUIRED IMMUNE DEFICIENCY SYNDROME AIDS Related Carrier Policy:**

The policy on AIDS/ARC has been established by the Archdiocese and covers both students and employees. The complete policy is in the Addendum.

### **ASBESTOS MANAGEMENT PLANS**

Plans are available at the school office.

### **PEST MANAGEMENT PROGRAM**

As required by the Michigan Department of Agriculture, pesticides are occasionally applied at the St. Genevieve School building and grounds. Parents have the right to be informed of any pesticide application. Parents will be notified in August of the planned pesticide applications. In certain emergencies, pesticides may be applied without prior notice. If you need prior notification, complete the form in the August mailing and return it to the school office.

### **VISITORS/GUESTS**

All persons entering the School must check in the School Office before going to a classroom. Each visitor will wear a visitor's badge. Interruptions of instructional time are highly discouraged.

### **HOME/SCHOOL COMMUNICATION**

**Jaguar Journal:** a weekly publication will be sent home with eldest child of the school family.

**St. Genevieve Parish Bulletin:** School News Column

**Monthly calendar:** Notice of activities and events for each month of school. Please keep posted in a prominent place at home.

### **PARENT TEACHER CONFERENCES**

Conferences are scheduled at the end of the first semester in conjunction with the first quarter report cards. Any time during the school year when a need arises, parents are encouraged to contact the school and arrange a special conference with the teacher. Please **NO CONFERENCES** without a prior appointment.

### **LUNCH PROGRAM**

St. Genevieve students may bring their own lunches or participate in the Hot Lunch Program administered by the Archdiocese of Detroit School Food Program. Lunch menu, lunch and milk order forms are sent home bi-monthly. Pizza is served every Wednesday. The order forms and payment **must be returned** to the School Office by the date specified on the order forms. The Hot Lunch Program is federally funded and families may apply for free or reduced priced lunches. Application forms are available at the School Office. Determination regarding eligibility for free lunch is made by the Archdiocese of Detroit School Food program.

#### **LUNCH PROGRAM NOTES:**

- Students and families are responsible for keeping track of the lunch/milk orders.

- There are no refunds for missed lunches.
- Students may purchase miscellaneous snacks during the lunch period for a small fee. Candy is not sold.
- Glass bottles are not allowed in the school.
- Fast food and pop are not allowed in the lunch area. We encourage healthy lunches.

1<sup>st</sup> Lunch – 11:40 to 12:00 PreK through 4<sup>th</sup> grade

2<sup>nd</sup> Lunch – 12:00 to 12:20 5<sup>th</sup> through 8<sup>th</sup> grade

Lunch Supervisors are trained volunteers. They remain with the class for both the lunch and recess periods.

### **RECESS**

St. Genevieve students are expected to participate in daily outdoor recess. It is the parents' responsibility to make sure their child is adequately dressed for daily recess.

**Clothing should be marked with student's name in case of loss.**

Lunch Supervisors are in charge of the students for the entire lunch and recess periods. Students

must show them respect just as they do their classroom teachers. Students shall proceed in an orderly manner to the recess area as directed by the supervisors. Students are to remain in the assigned areas. Students may engage only in activities approved by the Principal. At all times students are to listen to the directions given by the supervisors. Students shall respect one another's rights to equipment; play areas, and personal property. At no time may students engage in roughhousing or in any way endanger another student's safety. Students may never leave the grounds(cause for automatic expulsion). During winter months, students must not throw snowballs or play on piles of snow. The consequences will be detention or suspension.

The responsibility for canceling recess for any reason rests solely with the principal or the principal's designee. On these occasions, students will remain in their classrooms during the recess period. Students may read, draw, or play quiet games. They must follow directions of the supervisors. Students must leave the classroom clean and orderly at the end of the recess period.

A Lunch Manual is available in the office with detailed information.

### **FIELD TRIPS**

Field trips offered at St. Genevieve School are recognized as valuable experiences that enhance our educational program. St. Genevieve School will adhere to the Archdiocesan Field Trip Policy (Archdiocesan Policy 6153). The field trip day is a required day of instruction whether or not a student participates in the activity. Students will be notified whether or not they are required to wear regular school uniform. The school staff, under the direction of the principal, will take reasonable and prudent steps to safeguard the welfare of the participating students. All students must submit permission slips and medical release forms signed by parent/guardian before departure. Teachers will take these forms on the trip with their class. An emergency medical kit will be taken on all

field trips. The school will not accept verbal permission over the phone. The permission slip will inform the parent(s)/guardian(s) of the following:

- Name, location and date(s) of the event
- Cost
- Mode of transportation
- Name of supervisor(s)
- Responsibility of parent(s)/guardian(s)

St. Genevieve School policies must be followed on a Field Trip as it is a school related activity. **Cell phones are not permitted for students.** Younger siblings/children should not be brought on a field trip. Full attention needs to be given to the students on the trip. Parent drivers should not make stops that are not a part of the field trip as we do not have parental permission for any other activity or destination. This can also affect the timing of the trip for the students.

NOTE: Parents must fulfill the requirements for Protecting God's Children in order to volunteer for a field trip. Parents are not allowed to transport children other than their own unless they have completed the Archdiocesan Transportation Form and filed it with the School Office. The parent/guardian driver must certify that their liability insurance meets the minimum requirement of \$500,000.00

### **EXTRA CURRICULAR ACTIVITIES**

St. Genevieve Students are encouraged to participate in extra curricular activities sponsored by the School. The activities include:

Brownies	Yearbook
Girl Scouts	Boy Scouts
Math Club	Jaguar Journal
Chess Club	Cub Scouts
Children's Choir	Science Olympiad
Safety/Service Squad	Student Council
Spelling Bee	

### **ATHLETIC PROGRAM**

#### **CATHOLIC YOUTH ORGANIZATION (CYO)**

Participation in the sports program is dependent on a student maintaining academic grades and respectful behavior. Any student who is suspended may not participate in the CYO Program.

Grades 1-3 Boys and Girls

Fall: Instructional Soccer      Winter: Instructional Basketball

Grades 4-8 Junior Varsity and Varsity

Girls

Fall: Volleyball

Winter: Basketball

Spring: Softball

Boys

Fall: Soccer

Winter: Basketball

Spring: La Crosse

### **ATTENDANCE**

Students who have no absences and no repeated incidents of unexcused tardiness will qualify for perfect attendance. Students who are absent no more than 1 day per school year and do not have 5 unexcused incidents of being tardy will receive an outstanding attendance award.

### **TARDINESS**

Arrival after class begins is tardiness. This interferes with the student's learning and is a distraction to the other students in the class. Students must be in their classrooms prepared for class before the second bell at 8:05 AM. After 8:05, there will be no staff on duty outside to supervise students. Parents arriving late are responsible to have their child enter the school safely. All students who are late must report to the office for a tardy slip. Any child arriving after 11:00 AM will be considered absent for ½ day.

After 5 incidents of unexcused tardiness during the school year, a student will not be eligible for an attendance award. An unexcused tardy is anything other than a verified doctor/dentist appointment, a family emergency, or severe inclement weather.

### **ABSENCE/ILLNESS**

Frequent absences detract from a student's progress. Cooperation in keeping absences to a minimum is expected. If a student is unable to attend, parents should leave a message @ **734-422-3308** before 8:00 AM. Parents must provide the name of student and grade, reason for absence, and if homework assignments will be picked-up at the end of the school day. Students will have one school day to complete assignments for one day missed due to illness. A maximum of three days will be allowed for three or more days' absence (unless there is a major illness). If a student is absent due to an illness, arrangements must be made for their work to be completed. **The teacher should be notified before the lunch period** and the work may then be picked up after 3:00PM in the school office. Truancy will be reported to Child Protective Services.

If a child becomes too ill to remain in school, the parents or contact person designated on the emergency card will be contacted immediately. Children with a fever or severe cold symptoms should be fever free for at least 24 hours before returning to school.

It is highly recommended that parents/guardians follow the school vacation schedule. If a student must be absent due to a family obligation, a written notification must be submitted to the School Office prior to the planned absence. ***Teachers will not provide school assignments in advance.*** Any long term/pre-posted assignments must be completed prior to leaving or reduction in grading will occur. Upon return, the student must complete all assignments, and tests given during the period of absence, within a reasonable time period as determined by the teacher.

**Please inform the school office if a child contacts a communicable disease.** All communicable diseases must be reported to the Wayne County Health Department. We must also be informed of any health condition that would affect your child during the school day. This would include but is not limited to conditions such as allergies, vision or hearing problems, epilepsy, diabetes, and kidney or bladder problems. The school must be informed in writing if a child is restricted in any way from physical activity.

**NOTE:** If a student is absent 8 days during a marking period, there will be a reduction in their grades to be determined by the teacher. If over 10 absences occur, the student will be in jeopardy of not receiving a report card for that quarter as it will be difficult to measure progress. A student who has excessive absences during the school year (30 or more) will risk not being promoted to the next grade. Repeated absences or tardiness related to illness must be verified by a doctor's note. A school committee will review these situations and make recommendations.

#### EARLY DISMISSAL

In the event a student must leave school prior to dismissal, the parent must provide a signed written notice on the morning of the early dismissal stating reason, date and time of departure and the name of the person authorized to pick up the student. The office will notify the homeroom teacher. Students must be picked up at the School Office. This procedure is to ensure all students' safety.

#### EMERGENCY SCHOOL CLOSINGS

**The announcement "all Livonia Public Schools will be closed" applies also to St. Genevieve School.**

School closing announcement will be made on:

1. Radio Station WJR – 760 AM
2. Channel 15 – Livonia Cable TV
3. Local Television Stations
4. Local Television Stations Websites (Channel 4- [clickondetroit.com](http://clickondetroit.com))

#### EMERGENCY EARLY DISMISSAL

A. If Livonia Public Schools declare an early closure, St. Genevieve must follow Livonia Public

School's schedule for dismissal. Livonia bus services will not be available to St. Genevieve.

1. Every effort will be made to inform parent(s)/guardian(s) of the students riding Livonia school busses regarding the schedule change.
2. Every effort will be made to reach parent(s) of students who are car riders, requesting parent(s) to pick up students.
3. If parent(s) cannot be reached emergency contact person listed on the Emergency Data Form will be notified.

B. St. Genevieve School must declare an early closure

1. Parent(s) of ALL students will be notified to inform them of early closure and the pick-up of student(s).
2. If parent(s) cannot be reached, the emergency contact person listed on the Emergency Data Form will be notified.

**NOTE:** Emergency Data Form **MUST** be filed with the School Office by the first day of school.

The School Office will follow directions provided by parent(s)/guardian(s) on the Emergency Data Form.

Parent(s) must inform their child (ren) what to do in case of an early school closure due to an emergency.

### **EMERGENCY AND CRISIS PLANS**

Emergency plans are in every classroom. Staff has been trained on each procedure. **Please do not come to the school in an emergency.** We will be following our crisis plans and will not release students. We will take every precaution to keep your child safe. You will be notified when there is an all clear.

- Six (6) Fire Drills will be conducted throughout the school year. Fire drills require students, teachers and staff to exit the school in an orderly fashion.
- Emergency (safe shelter) drills will be practiced twice per year. All classrooms will be in lockdown. All security doors will be locked.
- Two (2) Tornado Drills will be conducted throughout the school year. Tornado drills require students, to sit on the floor with their heads down in the inner hallway area away from windows.

The following procedures are to be followed in case of a tornado:

1. When a tornado watch has been declared, the Civil Defense will immediately notify the superintendent's office, and the chain of command will notify all schools in the district.
2. If a tornado warning is issued, the students will be held in school until an all clear is given by the authorities. All staff members will care for the children at this time. Emergency procedures are in place. Parents should not contact the school or attempt to pick up their children during a tornado warning.

### **TRANSPORTATION**

In the beginning of each school year parent(s) must submit to the School Office a form indicating whether their child (ren) will be bus rider(s), car rider(s), walker(s), or bicycle rider(s). **When there are transportation changes, a written notification must be sent to the School Office.** If the student does not present a written notification, he/ she will be sent home according to originally agreed upon means of transportation.

#### **BUS RIDERS**

Livonia Public School District Office of Transportation will inform families of bus schedules and bus stops prior to the beginning of each school year. St. Genevieve School students must abide by the safety rules and regulations stipulated by the Livonia Public School. Student misconduct on the bus may result in forfeiture of the privilege to ride a bus. Bus riders are dismissed at the first bell at 3:10 P.M..

#### **CAR RIDERS AND WALKERS**

Car riders and walkers will be dismissed at 3:10. Parent(s) are responsible for the safety and welfare of the student(s) who walk or ride a bicycle home

### **APPEARANCE AND DRESS CODE**

A unified dress code enhances a school’s environment. It sets the tone for the academic community, enhances students’ self-esteem, and projects a positive image. To achieve this goal, the items with an asterisk must be purchased through Campus Outfitters.

**REGULAR SCHOOL UNIFORM**

**GIRLS**

Plaid Jumper:	Gr. 1-5	Knee length*
Plaid Skirt:	Gr. 6-8	Knee length*
Blouses: sleeved.	Gr. 1-5	White “Peter Pan round collar”, broadcloth, short or long
	Gr. 6-8	White Oxford cloth, button-down tailored collar shirt, short or long sleeved.
	Gr. 1-8	Crested Polo shirt* short or long sleeved.
Shorts mid thigh	Gr. 1-8	Navy walking shorts – Optional; however, shorts must be worn to knee and may only be worn during August-September and May-June.  They may be worn with all white tennis shoes and a uniform blouse or white crested polo shirt.
Slacks Polo.*	Gr. 1-8	Navy slacks may be worn with uniform blouse or white crested  No athletic shoes.
Socks:	Gr. 1-8	White/navy tights, knee socks, or anklets <b>NO</b> logos, trims, or designs, or leggings (socks must be worn 2 inches above the ankle).
Shoes:	Gr. 1-8	Navy/black dress shoes, flat or 1” max. heel. Shoes without backs are not allowed.
Sweaters: vest*	Gr. 1-8	Red Cardigan sweaters* Red Sleeveless V-neck pullover
Sweatshirt	Gr. 1-5	Navy Crested Sweatshirt* May be worn anytime
	Gr. 6-8	Red Crested Sweatshirt* May be worn anytime
Accessories: pin/medal,	Gr. 1-8	One ring, chain necklace with cross is permissible, one religious  simple post earrings, No more that one earring per ear, NO hoop or dangling earrings, NO hats, NO visible tattoos (real or fake) or body piercing, make up, or colored nail polish. Hair ribbons etc. must be uniform plaid or navy.

Hair Style: No fad haircuts, color, bleached hair or highlights.

**BOYS**

Pants: pockets,	Gr. 1-8	Navy cotton twill fabric NO denim or jean fabric, flair's, large trim or patches.
Shirt: with	Gr. 1-8	White, plain dress shirt broadcloth or Oxford, long or short sleeve navy tie, or crested polo shirt* short or long sleeved.
Shorts  June.	Gr. 1-8	Navy walking shorts – Optional; however, shorts must be worn to knee and may only be worn during August-September and May-  They may be worn with all white athletic shoes and a uniform or white crested polo shirt.
Tie:	Gr. 1-8	Navy long tie, traditionally knotted self-tie or pre tied.
Socks:	Gr. 1-8	Navy or black crew socks a minimum of 2 inches above the ankle. <b>NO</b> logos, trims, or designs.
Belt:	Gr. 3-8	Black belt, optional Gr. 1-2.
Shoes:	Gr. 1-8	Black dress shoes.
Sweaters:	Gr. 1-8	Red Cardigans* or red V-neck pullover sweaters.*
Sweatshirt	Gr. 1-5 Gr. 6-8	Navy Crested Sweatshirt* May be worn anytime Red Crested Sweatshirt* May be worn anytime
Accessories:		One ring, chain necklace worn with a cross, one religious pin/medal. NO hats, visible tattoos (real or fake), earrings, or body piercing.
Hair Style:		Short, neat, and conservative style cut with hair above the top of the shirt collar, above the top of the ears, and one inch above the eyebrow. NO fad haircuts, color, bleached hair or highlights.

Gym Uniform

This is considered appropriate dress for the entire gym day. Gym logo is a Jaguar.

All Students:  
Navy logo shorts\*  
Navy logo T-shirt\*  
Navy logo sweatshirt\*  
Navy sweatpants

All white athletic shoes (Shoes with wheels are not allowed)

\* These items must be purchased through School Belles.

### **General Comments**

Uniform attire must be neat and well maintained. Shoelaces must be tied. Shirts must be tucked in. Long sleeves may not be rolled up. Colored T-shirts may not be worn under uniform shirts. Non-compliance with the dress code will result in a note to the parents. Should a second non-compliance occur the child will be sent home until they are in proper uniform.

Dress-up day and jean day take precedence over gym day uniform.

**Wednesday, Mass Day:** No shorts may be worn. Girls should wear uniform skirts or jumpers and boys are to be in dress slacks and crested polo or shirt and tie. No athletic shoes are to be worn.

**Dress-Up Day:** Students are expected to wear modest “Sunday best attire”. No bare midriffs or low cut dresses or blouses. Jeans, t-shirts, athletic shoes, etc. are not appropriate.

**Jean Day:** Jeans, t shirts, and gym shoes must be neat and well maintained. No tight or low cut shirts, tank tops, spaghetti straps or midriffs showing.

**Hoodies and Sweatshirts:** The only sweatshirts allowed during school hours are the blue and red crested sweatshirts. On gym day only students may wear the optional Jaguar logo sweatshirt. No hoodies are allowed. (even Jaguar wear)

## **DISCIPLINE**

### **OUTCOMES**

St. Genevieve School has developed a discipline policy based on the teachings of Jesus. Therefore our policy is based on love. The goal is to help students become responsible for themselves and their actions. An environment of mutual respect for the rights of others must prevail at St. Genevieve School to fulfill its mission. Students will be taught how to keep their values high and make appropriate choices in a world that is changing rapidly and often confusing good with evil. Our hope is that each child will develop self control that will sustain them throughout their life.

### **POLICY**

Any conduct which could distract students, disrupt good order, or interfere in any way with the proper, safe, and efficient operation of the school or threaten in any way the health, safety, or welfare of any member of the St. Genevieve School Community will result in disciplinary action. 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.

A School Wide Discipline Plan has been developed for St. Genevieve School. The plan consists of both Positive Behavior Support and Disciplinary Actions for infractions. The

plan is an Addendum to this Handbook. For specific information regarding discipline, refer to the Discipline Plan.

Positive Support:

1. Instruction on character development by following a different virtue each month.
2. Each teacher will have an incentive program for students who practice the virtue.
3. Monthly school-wide recognition for students who exemplify virtuous living.

Disciplinary Actions:

1. Verbal Reminder: Encouragement to do the right thing and a warning about the infraction.
2. Behavior Log: Students sign in when an infraction occurs.
3. Detention: Excluded from recess or stay after school for one period.
4. Suspension: Temporary dismissal of a student from school for designated day(s). All work for that time will result in a zero and student is excluded from any school related activity for that time period including all CYO activities.
5. Expulsion: Permanent dismissal of a student from school. This is an extreme measure and will be used if other actions have failed to help the student.

Some infractions require special consequences and are not addressed in the Discipline Plan. They are:

**Confiscation:** Personal active electronic devices and collector cards will be confiscated and kept to the end of the year. Cell phones will be confiscated and returned to the parents.

**Loss of grade:** Cheating will not be tolerated and will automatically result in a zero for grades 4-8. Grades 1-3 will receive a reduced grade.

**Bus Suspension:** Inappropriate bus behavior may result in a suspension for up to 3 days. Continued problems may require removal from bus transportation.

Hopefully the need to use serious penalties will not occur. However, if flagrant violations of school rules take place or repeated indifference to corrective measures is shown, appropriate disciplinary action must be taken for the good of all of the students at St. Genevieve.

Parents have a right to due process (Conflict Resolution).

### CONFLICT RESOLUTION

When issues or concerns arise within the St. Genevieve School Community, the pastoral approach described below must be followed.

Step 1 - The issue or concern should first be discussed only with person(s) directly involved.

The parties should make a sincere attempt to resolve the issue. Schedule an appointment with the teacher first.

Step 2 - If a party requests a review, the issue or concern should be referred to the principal who

will hold a conference with the conflicting parties. The principal will hear the complaints and render a solution.

Step 3 - A party seeking review from step two will be referred to the principal, deacon, and

pastor. A conference will be convened to hear and discuss the parties' concerns. At the conclusion of the conference, facts will be reviewed and a resolution will be adopted that will be final.

### **DISCIPLINARY INFRANCTIONS**

- Causing or participating in any misbehavior on the bus.
- Bodily contact that causes pain and or injury to another student. This includes but is not limited to hitting, kicking, fighting.
- Destruction of school property.
- Defiance, insubordination, uncooperative conduct toward any school employee, or a person authorized by the Principal to function in a supervisory capacity.
- Dishonesty in any of its forms: cheating, plagiarism, copying another person's work including homework or seeking credit for it, forgery, presenting false notes or passes, lying, stealing, or unauthorized possession of another person's property.
- Disrespect in any form towards any student, teacher, parent volunteer, supervisor, or any other member of the St. Genevieve School community or Parish.
- Disruptive conduct which interferes with the good order of the School, with the rights of teachers to perform their duties in a pleasant and peaceful atmosphere, and with the rights of students to learn in an environment conducive to learning and growth.
- Dress code violations (See "Appearance and dress Code").
- Eating food including candy or chewing gum outside of the lunchroom.
- Gambling, betting, including NCAA basketball and Super Bowl pools.
- Harassing, intimidating, bullying, teasing, or annoying another student, school employee, or volunteer.
- Using any form of vulgar, profane, abusive or threatening language or gestures.
- Using any form of offensive or otherwise inappropriate physical contact.
- Possession of any weapons.

- Possession (on person) and use of cell phones, beepers, pagers, radios, electronic games of any kind, tape or compact disc players, playing cards, perfume, expensive jewelry, large sums of money, or other property.
- Inappropriate Public Display of Affection
- Sexual misconduct of any kind.
- Smoking on School Property
- Possession or use of alcohol, or any illegal substance.
- Possession or use of fireworks, smoke bombs, stink bombs, etc.
- Cyber bullying or disrespect of any student or employee of St. Genevieve Parish or School Community.
- Racial or ethnic slurs of any kind or any similarly offensive and ethnically disrespectful language or visuals, whether meant as a joke or meant to offend or ridicule are considered very serious.
- Offenses related to the Internet that would involve any person from St. Genevieve School.

### **WEAPONS POLICY**

St. Genevieve School adheres to the Archdioceses of Detroit policy #5019 on possession of weapons. (Please see policy located in the Addendum)

Students are prohibited from bring weapons or facsimiles (toys) to or having weapons in school, on the school premises, or in the immediate vicinity.

Definitions:

1. A weapon is any object which can be used to threaten or injure another. It includes but is not limited to “dangerous weapons” as defined by the state law.
2. School premises include the school building and the adjacent grounds, e.g., parking lots, playgrounds.
3. Immediate vicinity of the school means a block radius of the school.

The penalty for carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school will be immediate exclusion from classes until further investigation. This penalty will apply even if a student is suspected of the above listed behaviors. Any school employee or volunteer who has any information regarding a violation or suspected violation of this policy shall report all such information to the principal who will take appropriate action including the application of

these policies relating to expulsion and suspension.

### **HARASSMENT**

It is the policy of the Archdiocese of Detroit and St. Genevieve School to make every effort to provide an educational environment as well as a working environment, free from all forms of harassment. This policy applies to actions of all faculty, staff and students at St. Genevieve School, as well as others who may be in a working relationship with the school. The Archdioceses of Detroit and St. Genevieve School are open to and respect the complaints brought under this policy. St. Genevieve School will not tolerate reprisals against any employee, student or other persons who make a sexual harassment complaint. Students are expected to treat all persons, including each other with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

(See Archdiocese of Detroit, School Policies and Guidelines, Policy #4007 located in the Addendum)

### **GUIDELINES FOR ARRIVAL AND DISMISSAL**

All drivers must enter and exit the parking lot using the West driveway closest to the Church. Please drive **SLOWLY** in the parking lot. You have two choices when dropping off or picking up your children.

#### **PARK AND WALK TO/FROM SCHOOL**

1. Park at the North end of the parking lot. (Do not park south of the large cones.) Walk your children to the sidewalk using the blue crosswalks as indicated for arrival and dismissal. A stop sign will be placed at the crosswalk. During arrival use the crosswalk in the center of the school building. At dismissal use the crosswalk at the North end of the building by the Activity Center. Students will be waiting on the sidewalk in front of the Activity Center. Designated staff will supervise the students. Safety Patrol will be on duty in the afternoon. **NEITHER PARENTS NOR STUDENTS SHOULD EVER WALK BETWEEN CARS IN THE CAR LINE!**

#### **QUICK PICK UP/DROP OFF**

2. Drive your car around the perimeter of the parking lot. (parking lot diagram is in the addendum) Pull all the way forward in front of the school to the stop sign by the crosswalk. During arrival, stop at the crosswalk in the center of the school building. At dismissal stop at the crosswalk at the North end of the building by the Activity Center. Drive slowly and do not rush. Do not stop by the door your child will enter or exit. **Pull all the way up so that as many cars as possible are in the drop off/pick up area.** Students should exit the right side of the car ***quickly*** when the car comes to a complete stop in the morning. Staff will be available to direct students and cars. Please

follow the directions of the staff. They are working to keep everyone safe. In the afternoon, staff will be with their classes and teachers will work together to make sure your child comes to your car. Cars must be in the drop off/pick up area. Students must stay inside the cones until the cars are stopped completely and then enter the car as quickly as possible.

Arrival time: 7:55-8:00 A.M.

Closing Prayer on PA at 3:05 PM

Bussed students will be dismissed at 3:10

Car Riders will be dismissed at 3:10

During arrival only, PK. - 4<sup>th</sup> grade will use the center doors, and 5<sup>th</sup> – 8<sup>th</sup> grades will use the South doors.

**Busses** will drop off and pick up students at the sidewalk in the East driveway by the school. They will arrive at 7:55 A.M. and dismiss at 3:10 P.M.

**PLEASE NOTE: ALL PARKING BY STAFF AND PARENTS WILL BE NORTH OF FATHER'S GARAGE. THERE WILL BE NO ARRIVAL OR DISMISSAL ON BARKLEY STREET!**

#### **PARENT/SCHOOL ORGANIZATIONS**

##### School Advisory Committee (SAC)-ad hoc

The SAC is an advisory body that collaborates with the Pastor, and Principal of the Parish school. The committee relates with and reports to the Parish Education Commission. All recommendations made by the SAC are reached through consensus. Membership of the School Committee includes parent(s) and guardian(s) of children enrolled in the school. Parishioners with an interest in the school may also participate as members. Operation of the School Advisory Committee is based upon Department of Education/Office for Catholic Schools Policy Manual and the Parish Pastoral Council Guidelines and Handbook – Archdiocese of Detroit.

##### The Parent School Association (PSA)

The Parent School Association of St. Genevieve School is hereafter called "PSA". The PSA's purpose is to direct and coordinate parental support for St. Genevieve School through activities, social functions, and fundraisers. Parents become members of the PSA when they register their child at St. Genevieve. Operation of the PSA is based upon the Department of Education/Office for Catholic Schools Policy Manual and the Parish Pastoral Council Guidelines and Handbook of the Archdiocese of Detroit.

Tuition alone does not cover all the expenses of the school. Proceeds from fundraising support numerous school activities/programs including: Computer Lab, Library, AV equipment, Indoor/Outdoor recess equipment, Bus transportation for field trips, Science Olympiad, Math Counts, Quiz Bowl, Catechism Bowl, Spelling Bee, Catholic Schools Week, playground mulch, Rose and Candle Ceremony and various student recognition programs. In addition, PSA sponsors the following activities:

Spaghetti Dinner – An evening "Back to School" social event held in September. All school families are encouraged to attend.

Book Fair – Yearly a book fair is sponsored by the school for the children and their families.

Field Day – A fun day is held yearly for the students and faculty. Students and faculty dress casually enjoying organized games and activities. Lunch and snacks are provided.

Campbell Soup Labels – Families are asked to save and send in various types of Campbell product labels. Individual classrooms compete against each other and the winner receives a special lunch. The labels collected and points are earned to purchase items for the school.

Family Fun Night – An evening carnival is held in the Father Wolber Activity Center yearly, usually in January or February for the school families. The evening includes games, entertainment and food.

Rummage Sale – The PSA sponsors a Rummage Sale every year in October.

Art Appreciation Program – A program offered through the Detroit Institute of Arts. Parent volunteers present different styles of art and provide a project for the children in their classroom on a regular basis.

All School Assemblies – PSA sponsors four (4) student assemblies during the school year.

Field Trip Transportation – PSA pays for field trip bus transportation.

#### **MANDATORY FUNDRAISING OBLIGATION**

Each family of students in grades K-8 is required to fulfill two obligations:

**Obligation # (1)** Sell/purchase one book of raffle tickets in the amount of \$100.00 by October 31<sup>st</sup>;

**Obligation # (2)** Complete 15 hours of volunteer service to the school through various activities. In the event that a family cannot volunteer 15 hours, a second book of raffle tickets may be sold/purchased.

A raffle is held every year for the School. Tickets are distributed and each school family must sell/purchase at least \$100.00 worth of raffle tickets. Winning tickets are drawn on a monthly basis for a \$500.00 prize. Monies from the raffle help support the activities listed previously.

Since failure to participate directly affects the school, the PSA will assess the family \$100.00 if the Raffle tickets are not sold under Obligation # 1. For Obligation #2, volunteer hours will be tracked by a designee of the PSA. If there is a financial hardship, a family should contact the school principal and arrangements can be made.

If your only child in the school is in the 4 year old Pre-Kindergarten Program, then your requirement is 1 book of raffle tickets and 2 hours of volunteer time within the classroom or school activity of your choice. If your only child is in the 3 year old Preschool Program, you are not required to fulfill these obligations.

### **PRINCIPAL'S PREROGATIVE**

Notwithstanding any provision of the handbook, in all matters that relate to the health, safety, and welfare of any student or employee of St. Genevieve School, the good name and reputation of the School, or the security of the School, the Principal of St. Genevieve School reserves the right to take any action he/she deems appropriate to preserve and protect the best interests of the St. Genevieve School community.

**School Handbook  
Policy Manual Appendix**

**ST. GENEVIEVE SCHOOL  
28933 JAMISON  
LIVONIA, MI 48154  
(734) 425-4420**

## INDEX

Absence/Illness	Summer School
Acquired Immune Deficiency	Supplies
Admissions	Tardiness
Arrival Plan	Textbooks
Asbestos Management	Transportation
Athletic Program	11
Attendance	8
Conflict Resolution	1
Computer Lab	19
Curriculum	8
Dress Code	10
Discipline	10
Disciplinary Infractions	16
Emergency /Crisis Plans	4
Emergency School Closings	4
Extra Curricular Activities	13
Extended Day	15
Field Trip	17
Harassment	12
Health/Immunizations	12
Home/School Communication	10
Homework	3
Honors and Awards	9
Library	19
Lunch	7
Medication	8
Mission Statement	6
Parent/Teacher Conferences	5
Pest Management Program	4
Philosophy	8
Progress Reports	7
PSA Activities	1
Principal's Prerogative	8
Recess	8
Registration	1
Report Cards	6
Retention	20
School Day Schedules	21
Parent/School Organizations	9
Special Student Services	2
Standardized Testing	6

6

3

20

6

5

6

7

10

7

13

Tuition

2

Tuition Reimbursement

3

Vision and Hearing

7

Visitors

8

Weapons

18

Appendix



Please complete and sign the form below and return it to the homeroom teacher by the end of the third week of school.

**ST. GENEVIEVE SCHOOL HANDBOOK  
POLICY AGREEMENT**

We have read and discussed the content of St. Genevieve School Handbook. We understand and agree with the policies, procedures, and practices as they are stated in the Handbook.

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

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

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

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

Parent(s)/Guardian(s):

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

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

# **APPENDIX**

## St. Genevieve Drug and Alcohol Policy

It is the policy of the School that all employees and volunteers work in a safe and healthy working environment free from drug and alcohol abuse. Accordingly, the School has adopted the following policy:

1. Possession, use, transfer, reporting for or working while under the influence of, or any other contact with, alcohol or illegal drugs at work is prohibited. Violation of this policy will result in disciplinary action, up to and including possible discharge.
  - a. “Possession” includes: on your person, in your personal effects, in your vehicle or under your control.
  - b. “Use” includes any form of consumption, ingestion, or inhalation.
  - c. “Transfer” includes: purchase, sale, exchange, dispensation, sharing and/or handling, whether or not for money or other form of compensation.
  - d. “At work” includes: any time for which you are being compensated, whether or not off the School premises, which includes parking lots, lunchrooms, lockers and School vehicles. Employees who are not actually on School property, but are performing work for the School, are expected to follow these work rules. Failure by any employee to comply with these rules while on School business off site will be treated the same as if the employee were on School property.
  - e. “Illegal drugs” includes: any narcotics, controlled or illegal substance, including marijuana, unless it is in a container labeled by a physician or pharmacist identifying the employee as a person for whom the drug was prescribed, the drug and dosage.
2. The School may offer or require an employee who is reasonably believed to be under the influence to have drug or alcohol screening test, such as a breathalyzer, performed at School expense by qualified personnel. Refusal to submit to testing, when requested, or positive test results, will result in disciplinary action, up to and including discharge.
  - a. “Refusal” includes: any employee-initiated delay in submission to testing.
  - b. “Positive test results” includes: any trace of alcohol or illegal drugs.
3. The School reserves the right to search an employee, including emptying his/her pockets; an employee’s purse, tote bag, briefcase, lunchbox or other personal property; employee’s work area, and employee’s vehicle on School premises when the School has a reasonable suspicion that this substance abuse policy may have been violated. Refusal to cooperate in these procedures may result in disciplinary action, up to and including discharge.

**Archdiocese of Detroit  
School Policies and Guidelines  
Series 4000 - Personnel**

**Harassment**

**Policy: 4007  
Page 1 of 4**

*Policy*

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It is the policy of the Archdiocese of Detroit and (school) to make every effort to provide a school work environment free from all forms of illegal harassment. This policy applies to the actions of all faculty and staff, as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and the (school) are open to and respect the complaints brought under this policy.

**Personnel 4000-9**

**Archdiocese of Detroit**  
**School Policies and Guidelines**  
**Series 4000 - Personnel**

**Harassment**

**Policy: 4007**  
**Page 2 of 4**

*Definition of Sexual Harassment – Work Environment*

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Sexual harassment refers to behavior that is not welcome, that personally is offensive to some people, and fails to respect the rights of others. Harassment can be either conduct or communication. Actions that seem harmless or amusing to some may be offensive to others. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or verbal or physical conduct or communication of a sexual nature when:

- a) Submission to such conduct is made an explicit or implicit term or condition of any individual's employment or working relationship, or
- b) Submission to or rejection of such conduct or communication is used as a factor in decisions affecting the individual's employment or working relationship, or
- c) Such conduct or communication is intended or has the purpose or effect of interfering with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

**Archdiocese of Detroit**  
**School Policies and Guidelines**  
**Series 4000 - Personnel**

**Harassment**

**Policy: 4007**  
**Page 3 of 4**

*Examples of Sexual Harassment*

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- Sexual innuendoes
- Jokes of a sexual nature
- Sexual propositions
- Sexually suggestive pictures or cartoons
- Foul and obscene language, jokes or gestures
- Unwanted and unnecessary physical contact
- Unwelcome comments about appearance

*Other Forms of Illegal Harassment*

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**Other forms of illegal harassment refers to verbal or physical conduct or communication that shows hostility or aversion toward another based on race, color, religion, national origin, gender, age, disability or has the purpose or effect of interfering with the individual's work performance or creates an intimidating, hostile or offensive work environment.**

**Personnel 4000 - 11**

**Archdiocese of Detroit  
School Policies and Guidelines  
Series 4000 - Personnel**

**Harassment**

**Policy: 4007**

**Page 4 of 4**

*Reporting Harassment*

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

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any faculty, staff member, or other person, in a working relationship with (school), who is determined to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment.

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

**Adopted: 1995**

**Archdiocese of Detroit**  
**School Policies and Guidelines**  
**Series 5000 - Students**

**Acquired Immunodeficiency  
Syndrome (HIV/AIDS)**

**Policy 5001**  
**Page 1 of 2**

*Policy*

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Members of the school community suffering with all serious communicable diseases or bloodborne pathogens including HIV/AIDS shall be treated with dignity and compassion. Continued functioning within the school community shall be dependent upon best available information from treating physicians or local health department.

*Guidelines*

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**A. General**

1. All Cases of HIV/AIDS shall be reported to the Health Department.
2. Under the direction of the Health Department and/or the primary care physician, an Infectious Disease Committee comprised of the parent/guardian, (an advocate, if an adult), principal primary care physician, school or public health nurse and pastor/chaplain shall convene to review the status of the case. Status issues include but are not limited to the following:
  - a) universal precaution instruction/awareness;
  - b) identification of an ongoing contact person knowledgeable about HIV/AIDS to work with the school.
3. A student/adult with HIV/AIDS is allowed to attend school unless s/he exhibits risk behaviors (biting, sexual conduct, etc.) that may affect other members of the school community.

**Archdiocese of Detroit  
School Policies and Guidelines  
Series 5000 - Students**

**Acquired Immunodeficiency  
Syndrome (HIV/AIDS)**

**Policy 5001  
Page 2 of 2**

*Guidelines (continued)*

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4. If it is necessary to exclude a student/adult from the school community because symptoms of illness (e.g. uncoverable sores, lack of bowel or bladder control) may cause the possible infection of others, the principal shall confer with the primary care physician, parent/guardian or advocate.
5. The parent/guardian should be made aware of communicable diseases (e.g. measles, chickenpox etc.) to protect the person with HIV/AIDS.

**B. Sanitation and Hygiene**

Catholic Schools in the Archdiocese of Detroit shall annually comply with the mandates of the Occupational Safety and Health Administrations (OSHA) with respect to the standards on bloodborne pathogens.

1. Use routine and standard procedures to clean up blood or other body fluids. Latex gloves, disinfectant (bleach is best) and leak-proof bags should be readily available. Hand washing after contact with body fluids is a preferred work practice control.
2. Universal precautions should be practiced.
3. Engineering controls must be in place for maintenance, disposal housekeeping and spill clean-up as outlined in the OSHA Standard on Bloodborne Pathogens.

**Adopted: 1988**

**Revised: 1995 as Policy 5141.6**

**Students 5000- 2**

**Archdiocese of Detroit  
School Policies and Guidelines  
Series 5000 - Students**

**Weapons**

**Policy: 5019  
Page 1 of 3**

*Policy*

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Every school shall have a written policy concerning weapons stating that students are prohibited from bringing weapons to school and school sponsored activities, or having weapons in school or at school-sponsored activities, on the school premises, on a school bus or enroute to or from school, or in the immediate vicinity of the school. The policy should include a statement regarding the school's policies on searches and refusal to cooperate in investigations regarding weapons.

State law requires the reporting of possession of a "dangerous weapon" to the local law enforcement agency. The law also requires that the student's parent or guardian be notified. "Dangerous weapon" includes a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches long, pocket knife opened by mechanical devise, iron bar or brass knuckles.

*State law calls for permanent expulsion of a student, subject to limited reinstatement for possession of a dangerous weapon.*

*Guidelines*

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1. A school's written policy should include definitions of weapon, school premises and immediate vicinity. The following definitions are recommended.
  - a. A **weapon** is any object which can be used to threaten or injure another. It includes but is not limited to "dangerous weapons" as defined by the State law which is included in the policy.
  - b. School premises include the school building and the adjacent grounds including but not limited to parking lot, playground, student lockers, and busses. Immediate vicinity of the school means within a block radius of the school.

**Archdiocese of Detroit  
School Policies and Guidelines  
Series 5000 - Students**

**Weapons**

**Policy: 5019  
Page 2 of 3**

*Guidelines*

---

2. A school's policies should include the following recommended statements:

- a) Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.
- b) A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch container, locker, automobile, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, a school teacher, the pastor or a person acting in the place of any of these.
- c) When a body search is conducted it shall be in the principal's office or other appropriate place. Such a search should be conducted by a law enforcement officer.
- d) If the student refuses to cooperate or interferes with a search of a person or possessions or premises: s/he should be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.
- e) Depending on the nature of the weapon, the local police department shall be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.
- f) Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion (permanent dismissal).

**Students 5000- 28**

**Archdiocese of Detroit  
School Policies and Guidelines  
Series 5000 - Students**

**Weapons**

**Policy: 5019  
Page 3 of 3**

*Guidelines*

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- g) If an injury occurs in school, on school premises or in the immediate vicinity, as the result of a student carrying a weapon, the principal and teachers shall endeavor:
  - 1) To have students remain calm and avoid panic;
  - 2) to notify the police, the pastor of the parish/interparish school;
  - 3) to secure the school; and
  - 4) To notify and consult with the immediate supervisor or other appropriate party in the Catholic Schools Office. The Superintendent's Office will in turn notify appropriate offices in the Archdiocesan Central Services.
- h) The principal may exercise the options to keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.
- i) Any student determined to have brought a firearm to school will be expelled for a period of not less than one year. The term "firearm" means:
  - 1) any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - 2) the frame or receiver of any such weapons;
  - 3) any firearm muffler or firearm silencer; or
  - 4) any destructive device.

**Adopted: 1988**

**Revised: 1995 from Policy 5114.2**

**Students 5000-29**