

# GUARDIAN ANGELS CATHOLIC SCHOOL

A NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE



## Parent & Student Handbook 2018-2019

Father Tony Richter

Administrator

Mr. Stephen Turk

Principal

521 East Fourteen Mile Road

Clawson, Michigan 48017

Phone: 248.588.5545

Fax: 248.589.7356

[www.gaschool.com](http://www.gaschool.com)

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## **PHILOSOPHY**

Guardian Angels Catholic School is a parish-based school, and therefore exists as an extension of the *Word, Worship and Service* of Guardian Angels Catholic Church. The faculty, staff, parents, and students proclaim the Good News, worship together, and serve the greater community. These values are instilled in all work, functions, and products of the school.

In an environment that is Christ-centered, the school offers a curriculum that integrates Catholic belief and morality. Academic excellence, just social behavior, and respect for the unique gifts and talents of each individual, are nurtured in an atmosphere of love, understanding, peace, and safety.

## **MISSION STATEMENT**

The mission of Guardian Angels Catholic School is to proclaim Jesus Christ through sacraments and prayer by teaching Christ-centered values, encouraging academic excellence and social justice with our Catholic community.

## **GOVERNANCE**

The Pastor of Guardian Angels Catholic Church is responsible for the school. The responsibilities for the daily operation of the school are delegated to the Principal.

As a parish, Catholic pre-school, elementary school, and academy, Guardian Angels follows the policies and guidelines of the Archdiocese of Detroit for Catholic Schools as well as the Archdiocesan policies governing Religious Education and Catechesis.

## **FAITH FORMATION AND RELIGIOUS EDUCATION**

Central to the existence of Guardian Angels Catholic School is the faith formation and religious education of the students. Catechetics, which proclaims Jesus in the context of Roman Catholicism, flows in all areas of school life. It is within the context of the Gospel that all academic excellence flows. The administration and faculty assist the family in nurturing the faith life of the student.

GUARDIAN ANGELS CATHOLIC SCHOOL

A Time To Think (3-8)

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**What did you do?** Please be specific. Start with "I." Tell me later about what the other student did.

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**What was wrong with that?** Who did you hurt? How do you know you hurt them?

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**What problem were you trying to solve or what goal were you trying to reach?** (e.g., did you want attention or want to impress someone? Did you want to be left alone? Were you trying to have fun? Did you want your own way? Did you want someone to listen to you? Were you already mad about something else?)

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**What would Jesus do in this situation?** \_\_\_\_\_

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**How will you solve that problem or reach that goal the next time without hurting anyone?** Please list three ways to solve the problem or reach the goal.

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Student Signature \_\_\_\_\_  
Staff Signature \_\_\_\_\_

Attendance and participation at weekly Mass and periodic all school Masses reinforce the larger communal experience of Eucharist from the weekend Parish liturgical celebration. Sacramental life is continually reinforced in the total curriculum of the school in both age and grade level appropriateness.

## ADMISSIONS AND REGISTRATION

The children already enrolled in Guardian Angels Catholic School, as well as their siblings, are invited to register during the spring each year after all prior monetary obligations are met. Following this registration, all parishioners of Guardian Angels Catholic Church are invited to seek enrollment for their children into Guardian Angels Catholic School. Children from neighboring Roman Catholic parishes are then invited to apply for admissions into Guardian Angels Catholic School. Finally, children from the Christian community attending parishes not in communion with the Roman Catholic Church are offered admission, as are non-Catholic families.

The parents or legal guardians seeking admission for his/her child or children must understand that they agree to enter actively in a journey of faith development for themselves as well as their child. In order to offer consistent faith development, it is expected that as children participate in weekday liturgies, the family will also worship with the larger parish community at weekend liturgy.

Parents invited to register their children into Guardian Angels Catholic School accept the philosophy and mission statement of the Catholic school as well as the commitment to be punctual with all monetary obligations. Upon registration, all policies, guidelines and rules as outlined in this Handbook are accepted by the parents and students.

**Students with disabilities will be evaluated for admission on an individual basis, based upon their needs and the school's ability to accommodate those needs. The final decision will be made by the Pastor and Principal.**

## Tuition

Tuition is established in the annual preparation of the school budget. Tuition for the forthcoming school year is published prior to, or along with, the necessary annual registration information.

Tuition payments are expected to be made according to conditions agreed upon in the Tuition Contract. All tuition is paid through FACTS Management Tuition Company.

In order to qualify for Parish Member Tuition Discounts (subsidy and multiple child discounts, if applicable), the family must be registered, participating parishioners through worship and stewardship. A contributing parishioner has registered with the parish and worships regularly at Guardian Angels on weekends. A minimum contribution of \$750.00 during the calendar year is strongly encouraged. To assist the parish in providing the subsidy.

## Probationary Status

All students entering Guardian Angels Catholic School are admitted on a **one semester probationary status**. Students who demonstrate an unwillingness to cooperate academically or demonstrate unacceptable or disruptive behavior may be asked to leave at any time during the first semester.

## Immunization

Guardian Angels Catholic School, in unity with the Oakland County Health Department, requires all students to be properly immunized. Students not immunized will be excluded from school until either immunization is acquired or a physician submits a waiver to the Health Department on behalf of the child.

## DRESS CODE

### Uniform Regulations

Parents and students understand that, in registering for Guardian Angels Catholic School, they accept the dress code. Students who are not in compliance with the dress code will contact their parent/guardian to bring the acceptable attire to school. Three uniform violations in grades K-3 in one quarter will result in a parent/teacher communication note being sent home. Three uniform violations in grades 4-8 will result in a detention. The principal may change the required dress code for a class, a grade level, or the entire school for a given day, event or celebration. Dennis Uniforms is the only vendor that provides our logo wear. Other non-

## GUARDIAN ANGELS CATHOLIC SCHOOL (3-8)

Student Name:	Date:	Time:
Referring Adult:	Grade:	
Where Behavior Occurred:		
<input type="checkbox"/> Classroom	<input type="checkbox"/> Hallway	<input type="checkbox"/> Bathroom
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Library	<input type="checkbox"/> Playground
<input type="checkbox"/> Arrival/Departure		
Please Check appropriate box and circle all concerning behaviors:		
<input type="checkbox"/> <b>Level 1: Horseplay</b> "Goofing around" or "playing" that may include: grabbing, pushing, shoving, hitting, tripping, play fighting, or name calling.		
<input type="checkbox"/> <b>Level 2: Teasing</b> Behaviors that would hurt the feelings or bodies of others, include: "just kidding" behaviors, name calling, insulting remarks, spreading rumors, mean notes, playing mean tricks, directed profanity or other behaviors, misuse of internet that would hurt others.		
<input type="checkbox"/> <b>Level 3: Disrespectful Behavior, Defiance, or Uncooperative Attitude</b> Arguing, shouting, refusal to follow directions, back talking.		
<input type="checkbox"/> <b>Level 4: Physical Contact</b> Hitting, pushing, shoving, grabbing, slapping, tripping, etc. in an attempt to hurt or control others.		
<input type="checkbox"/> <b>Level 4: Stealing</b>		
<input type="checkbox"/> <b>Level 4: Threats</b> Emotional or physical nature.		
<input type="checkbox"/> <b>Level 4: Intimidation</b> Shunning, planned exclusion, silent treatment, social alienation, emotional blackmail, electronic intimidation, throwing objects, damaging property, and retaliation.		
<input type="checkbox"/> <b>Level 5: Severe Physical Contact</b> Punching, kicking, fighting, spitting, and similar behaviors that are designed to injure others.		
<input type="checkbox"/> <b>Level 5: Severe Harassment and Intimidation:</b> Racial, ethnic, sexual, and/or religious harassment, and overt coercion		
<input type="checkbox"/> <b>Level 5: Severe Property Damage</b>		
Comments (please be specific):		
<input type="checkbox"/> 1 <sup>st</sup> Offense <input type="checkbox"/> 2 <sup>nd</sup> Offense <input type="checkbox"/> 3 <sup>rd</sup> Offense <input type="checkbox"/> 4 <sup>th</sup> Offense		
<input type="checkbox"/> 15 sec. intervention (warning) <input type="checkbox"/> Silent Supervised Lunch/Recess		
<input type="checkbox"/> Student Calls Parent <input type="checkbox"/> 1 day <input type="checkbox"/> 2 days <input type="checkbox"/> 3 days <input type="checkbox"/> 4 days		
<input type="checkbox"/> Time to Think Form <input type="checkbox"/> Conference with Parent(s)		
<input type="checkbox"/> Opportunity for Apology/to make it right <input type="checkbox"/> In School Suspension		
<input type="checkbox"/> 1/2 day <input type="checkbox"/> 1 day <input type="checkbox"/> 2 days <input type="checkbox"/> 3 days		
After the 4 <sup>th</sup> time a student repeats a behavior in a year, an individual behavior/action plan will be developed. While the specifics of the plan may vary from person to person, the expectations for the behavior will be consistent with the standards for ALL students.		

Teacher Signature \_\_\_\_\_ Administrator Signature \_\_\_\_\_  
Parent Signature(s) \_\_\_\_\_

# GUARDIAN ANGELS CATHOLIC SCHOOL

## Consequences for Mean or Bullying Behavior – 3-8

Behaviors include but are not limited to those listed. Consequences may be more severe in any category below based on the seriousness of the action.

	Behavior	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	4 <sup>th</sup> Time
LEVEL 1	Horseplay: "goofing around" or "playing" that may include: grabbing, pushing, shoving, hitting, tripping, play fighting, or name calling.	15 sec. Intervention 15 sec. Write Up	15 sec. Intervention 15 sec. Write Up Student 1 SSR Time to Think Form	15 sec. Intervention 15 sec. Write Up Student 2 SSR Time to Think Form	15 sec. Intervention 15 sec. Write Up Student 3 SSR Time to Think Form
LEVEL 2	Teasing: Behaviors that would hurt the feelings or bodies of others. include: "just kidding" behaviors, name calling, insulting remarks, gossiping, spreading rumors, mean notes, playing mean tricks, directed profanity or other behaviors, misuse of internet that would hurt others.	15 sec. Intervention 15 sec. Write Up	15 sec. Intervention 15 sec. Write Up Student 1 SSR Time to Think Form	15 sec. Intervention 15 sec. Write Up Student 1 SSR Time to Think Form	15 sec. Intervention 15 sec. Write Up Student 2 SSR Time to Think Form Written Apology Parent Conference
LEVEL 3	Disrespectful Behavior, Defiance, or Uncooperative Attitude: includes but is not limited to: arguing, shouting, refusal to follow directions, or back talking.	15 sec. Intervention 15 sec. Write Up Student Calls Home 1 SSR Time to Think Form	15 sec. Intervention 15 sec. Write Up Student Calls Home 1 SSR Time to Think Form Written Apology	15 sec. Intervention 15 sec. Write Up Student Calls Home 2 SSR Time to Think Form Written Apology	15 sec. Intervention 15 sec. Write Up Student Calls Home 3 SSR Time to Think Form Parent Conference
LEVEL 4	Social Exclusion: Shunning, planned exclusion, social alienation (prohibiting others from joining the group) Physical Contact: hitting, pushing, shoving, grabbing, slapping, tripping, etc. in an attempt to hurt or control others. Stealing Threats: of emotional or physical nature. Intimidation: shunning, planned exclusion, silent treatment, social alienation, emotional blackmail, electronic intimidation, throwing objects, damaging property, and retaliation. Severe Physical Contact: Punching, kicking, fighting, spitting, and similar behaviors that are designed to injure others. Severe Harassment and Intimidation: racial, ethnic, sexual, and/or religious harassment, hazing, stalking, and overt coercion Severe Property Damage	15 sec. Intervention 15 sec. Write Up Student Calls Home 2 SSR Time to Think Form	15 sec. Intervention 15 sec. Write Up Student Calls Home 3 SSR Time to Think Form Written Apology	15 sec. Intervention 15 sec. Write Up Student Calls Home 4 SSR Time to Think Form Parent Conference Written Apology	15 sec. Intervention 15 sec. Write Up Student Calls Home 1/2 Day ISS Time to Think Form Parent Conference Written Apology
LEVEL 5		Office Referral 15 sec. Write Up Student Calls Home 1 Day ISS up to 1 Day ISS Time to Think Form Parent Conference	Office Referral 15 sec. Write Up Student Calls Home 1 Day ISS up to 2 Day ISS Time to Think Form Parent Conference	Office Referral 15 sec. Write Up Student Calls Home 2 Days ISS up to and including Expulsion Time to Think Form Parent Conference	Refer to the Guardian Angels Handbooks

Please note:

SSR – Silent Supervised Recess ISS – In School Suspension

The principal or pastor reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

logo uniform pieces (pants, skirts, skorts, jumpers, polos) may be purchased from any of the following vendors: Dennis, Lands' End.

## Boys (Grades K-5) Dress Code: Dennis School Uniforms

- PANTS:** solid navy blue, classic-cut pants (denim material not acceptable, no big pockets)
- SHIRT:** solid white broadcloth dress shirt, solid white or forest green turtleneck, short sleeved or long sleeved white or forest green polo shirt (GA logo optional)
- SOCKS:** navy blue, black, or white crew socks
- SHOES:** **mostly** white or **mostly** black athletic/tennis shoes (with minimal contrast color, NO Neon) or solid black, solid dark brown, or solid navy dress shoes
- BELT:** solid black, solid dark brown, or solid navy belt must be worn if pants have belt loops (Gr. 1-5) Classic belt buckles-no oversized or vanity buckles
- SHORTS:** solid navy blue knee-length walking shorts (no cargo shorts) may be worn from the first day of school until October 1<sup>st</sup> and from May 1st until the last day of school.

## Girls (Grades K-5) Dress Code: Dennis School Uniforms

- GR. K-4** JUMPER: uniform plaid jumper  
\*Please wear shorts under jumpers
- GR. K-5** SKORT: uniform plaid skort
- GR. 5** SKIRT: uniform plaid skirt  
\*Please wear shorts under skirts
- PANTS:** solid navy blue, classic-cut pants (denim material not acceptable, no big pockets)
- SHIRT:** solid white broadcloth dress shirt, solid white Peter Pan collar shirt, solid white or forest green polo shirt or solid white or forest green turtleneck (GA logo optional)
- SOCKS:** navy blue or white or forest green crew or knee length socks or tights
- SHOES:** **mostly** white or **mostly** black athletic/tennis shoes (with minimal contrast color, NO Neon), solid black, solid dark brown, or solid navy dress shoes, or black and white saddle shoes. Dress shoes must be tie or slip-on with a closed toe and heel no higher than 1/2 inch.
- BELT:** solid black, solid dark brown, or solid navy belt must be worn if pants have belt loops (Gr. 1-5) Classic belt buckles-no oversized or vanity buckles

**SHORTS:** solid navy blue knee-length, loose-fitting walking shorts may be worn from first day of school until October 1<sup>st</sup> and from May 1<sup>st</sup> until the last day of school

### Optional Items for Boys and Girls Grades K-5:

Sweater: navy blue sweater or sweater vest purchased from Dennis School Uniforms (GA Logo mandatory)

Belt: solid black, solid dark brown, or solid navy belt is optional for Kindergarteners *only*

Leggings: solid black or blue ankle-length leggings may be worn by girls underneath jumpers or skirts

### Physical Education Uniform for K-5 Boys and Girls

Ash colored T-shirt with GA logo must be purchased from Dennis School Uniforms and forest green shorts (logo optional).

**October 1st-May 1st** students in K-5 must wear solid forest green sweatpants and ash colored crewneck, non-hooded sweatshirts which may be purchased from **any** vendor or store. They do not need to have a logo.

### Academy Level Dress Code

#### Boys (Grades 6-8) Dress Code: Dennis School Uniforms

**PANTS:** solid khaki classic cut pants worn at the waist (denim material, cargo or painter pants are not acceptable, no big pockets)

**SHIRT:** short or long sleeved white or forest green polo shirt with GA logo

**SWEATER VEST:** forest green sweater vest with GA logo must be worn over a white polo (does not need logo). Required on Mass days. Oct. 15th until April 15th sweater vest, sweater or 3/4 logo zip sweatshirt must be worn.

**SOCKS:** navy blue, black, or white socks

**SHOES:** **mostly** white or **mostly** black athletic/tennis shoes (with minimal contrast color-NO Neon) or solid black or solid brown dress shoes

**SHORTS:** solid khaki knee-length walking shorts (no cargo shorts) may be worn from first day of school until

### GUARDIAN ANGELS CATHOLIC SCHOOL

#### A Time To Think (K-2)

1. I was feeling...



SAD



SILLY



MAD



EMBARRASSED



AFRAID/  
WORRIED



BOSSY

2. I wanted...

\_\_\_ attention

\_\_\_ to have fun

\_\_\_ to get my own way

\_\_\_ to get a laugh

\_\_\_ to impress someone

\_\_\_ to be left alone

\_\_\_ someone to listen to me

\_\_\_ I was already mad about something else

\_\_\_ Other (Explain) \_\_\_\_\_

3. I hurt \_\_\_\_\_'s

\_\_\_ feelings

\_\_\_ body

\_\_\_ reputation

\_\_\_ friendships

\_\_\_ property

when I \_\_\_\_\_

4. What would Jesus do in this situation? \_\_\_\_\_

5. Next time, I will \_\_\_\_\_

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

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



**GUARDIAN ANGELS CATHOLIC SCHOOL (K-2)**

Student Name: _____	Date: _____	Time: _____	
Referring Adult: _____	Grade: _____		
<b>Where Behavior Occurred:</b> <input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Bathroom <input type="checkbox"/> Playground <input type="checkbox"/> Cafeteria <input type="checkbox"/> Library <input type="checkbox"/> Arrival/Departure			
Please Check appropriate box and circle all concerning behaviors: <input type="checkbox"/> <b>Level 1: Disrespect Towards Others and Teasing</b> Unkind gestures or looks, name calling, insulting, mean laughing, excluding others, behaviors that hurt feelings, bad words or destruction of property.			
<input type="checkbox"/> <b>Level 2: Physical Contact</b> Hitting, pushing, shoving, grabbing, pinching			
<input type="checkbox"/> <b>Level 3: Severe Physical Contact</b> Punching, biting, spitting, kicking, or any behavior that causes physical and/or emotional distress or risk of injury to person or belonging.			
Comments (please be specific): _____ _____ _____			
<input type="checkbox"/> 1 <sup>st</sup> Offense <input type="checkbox"/> 2 <sup>nd</sup> Offense <input type="checkbox"/> 3 <sup>rd</sup> Offense <input type="checkbox"/> 4 <sup>th</sup> Offense			
<input type="checkbox"/> 15 sec. intervention (warning) <input type="checkbox"/> Student Calls Parent <input type="checkbox"/> Time to Think Form <input type="checkbox"/> Opportunity for Apology/to make it right		<input type="checkbox"/> Silent Supervised Lunch/Recess <input type="checkbox"/> 1 day <input type="checkbox"/> 2 days <input type="checkbox"/> 3 days <input type="checkbox"/> 4 days <input type="checkbox"/> Conference with Parent(s) <input type="checkbox"/> In School Suspension <input type="checkbox"/> 1/2 day <input type="checkbox"/> 1 day <input type="checkbox"/> 2 days <input type="checkbox"/> 3 days	
After the 4 <sup>th</sup> time a student repeats a behavior in a year, an individual behavior/action plan will be developed. While the specifics of the plan may vary from person to person, the expectations for the behavior will be consistent with the standards for ALL students.			
Teacher Signature _____		Administrator Signature _____	
Parent Signature(s) _____			

October 1<sup>st</sup> and from May 1st until the last day of school

**BELT:** solid black, solid dark brown, or solid khaki belt.  
Classic belt buckles-no vanity or oversized buckles

### Girls (Grades 6-8) Dress Code: Dennis School Uniforms

**SKIRT/SKORT:** uniform plaid skirt/skort (skirts must be no more than 4 inches above the ground when the student is kneeling)

**PANTS:** solid khaki classic-cut loose fitting pants worn at the waist (denim material, cargo or painter pants are not acceptable, no big pockets)

**SHIRT:** short or long sleeved white or forest green polo shirt with GA logo

**SWEATER VEST:** forest green sweater vest with GA logo must be worn over a white polo (does not need logo). Required on Mass days. Oct. 15th through April 15th sweater vest, sweater or 3/4 logo zip sweatshirt must be worn.

**SOCKS:** navy blue or white crew or knee-length socks or tights

**SHOES:** solid white or solid black athletic/tennis shoes (with minimal contrast color– NO Neon) solid black, solid brown, or solid navy dress shoes, or black and white saddle shoes. Dress shoes must be tie or slip-on with a closed toe and heel no higher than ½ inch.

**SHORTS:** solid khaki knee-length, loose-fitting walking shorts (no cargo shorts) may be worn from first day of school until October 1<sup>st</sup> and from May 1st until the last day of school

**BELT:** solid black, solid dark brown, or solid khaki belt.  
Classic belt buckles-no vanity or oversized buckles.

### Optional Items for Academy Boys and Girls :

Sweater: forest green long sleeved cardigan sweater purchased from Dennis School Uniforms  
(GA Logo mandatory)

## Physical Education (Academy) Dress Code

**T-SHIRT:** ash colored T-shirt with GA logo must be purchased from Dennis School Uniforms

**SHORTS:** forest green gym shorts (logo optional)

### Dress Down Day

A casual day is a day when the dress code is altered. Students may wear standard jeans of any color or sweatpants without writing or images on the back side. No pants with holes, excessively oversized or tight pants, bell-bottoms, or low riders are allowed.

Tops should be appropriate shirts with **sleeves**. Shirts should be loose fitting and the appropriate length at the discretion of the administration. When shorts are allowed, they must be an appropriate length.

Appropriate shoes must be worn. Socks must be worn with shoes. No backless shoes, sandals, clogs, Crocs or heels higher than ½ inch.

No hats are allowed on Dress Down days.

### Grooming

Proper grooming for all students is expected at Guardian Angels Catholic School. Traditional hair styles and hair cuts are required. Boys' hairstyles may hit at or above the shirt collar, the eyebrow, and the top of the ear. **Boys will be requested to have a hair cut at the discretion of the administration.** The school does not permit faddish or radical hair styles or hair cuts. Students are expected to maintain natural hair colors. Boys are required to be clean shaven.

Perfume, cologne & aerosol deodorant are not acceptable due to allergies. Cosmetics, including eye make-up, lip coloring, blush and nail polish are not allowed.

Students found to be out of compliance will be given 24 hours to correct the infraction.

### Jewelry

Chokers and necklaces are not allowed. Religious medals worn on appropriate length chains are acceptable. One bracelet, one ring and a watch are acceptable in grades 3 through 8.

#### Guardian Angels Catholic School Aggressive Behavior Rubric k-2

Behaviors include but are not limited to those listed.  
Consequences may be more severe in any category below based on the seriousness of the action.

Behavior	First Time	Second Time	Third Time
Disrespect Towards Others and Teasing	Unkind gestures or looks Name calling Insulting Mean laughing Excluding others Behaviors that hurt feelings Bad words Destruction of Property	15 sec. intervention 15 sec. write up Restate definition of hurtful behavior Discuss briefly an alternate action to mean behavior Opportunity to apologize	15 sec. intervention 15 sec. write up Restate definition of hurtful behavior Student calls home 1 SSR Time to Think Form Discussion with Assistant Principal Opportunity to apologize
	Fitting, Pushing Shoving Grabbing Pinching	15 sec. intervention 15 sec. write up Restate definition of hurtful behavior 10 min. time out from recess or activity Discuss/practice an alternate action to mean behavior Opportunity to apologize	15 sec. intervention 15 sec. write up Restate definition of hurtful behavior 2 SSR Time to Think Form Discuss/practice an alternate action to mean behavior Student calls home Discussion with Assistant Principal Parent Conference Opportunity to apologize
Physical Contact	Punching Biting Spitting Kicking Any behavior that causes physical and/or emotional distress or risk of injury to person or belonging	15 sec. intervention 15 sec. write up Restate definition of hurtful behavior Immediate time out for 10 minutes in another room Discuss/practice an alternate action to mean behavior 1 SSR Time to Think Form Student calls home Discussion with Assistant Principal Parent Conference Opportunity to apologize	15 sec. intervention 15 sec. write up Restate definition of hurtful behavior Immediate time out for 10 minutes in another room Discuss/practice an alternate action to mean behavior 2 SSR Time to Think Form Student calls home Discussion with Assistant Principal Parent Conference Opportunity to apologize
Severe Physical Contact	Punching Biting Spitting Kicking Any behavior that causes physical and/or emotional distress or risk of injury to person or belonging	15 sec. intervention 15 sec. write up Restate definition of hurtful behavior Immediate time out for 10 minutes in another room Discuss/practice an alternate action to mean behavior 2 SSR Time to Think Form Student calls home Discussion with Assistant Principal Parent Conference Opportunity to apologize	15 sec. intervention 15 sec. write up Restate definition of hurtful behavior Immediate time out for 10 minutes in another room Discuss/practice an alternate action to mean behavior 2 SSR Time to Think Form Student calls home Discussion with Assistant Principal Parent Conference Opportunity to apologize

#### Please Note:

SSR- Silent Supervised Recess

ISS- In School Suspension

The principal or pastor reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

The Guardian Angels Parish School Advisory Committee is a nine member advisory body. They work directly with the administration to improve the school and develop and maintain the strategic plan. They also bring parental concerns directly to the administration, as well as offering an open forum for parents.

### **Guardian Angels Parents (GAP)**

GAP is a service and fund-raising group that seeks to build community among parents, supplement the school budget, and provide special programs to benefit the students. Family and adult oriented events are provided to foster the development of community. All parents are members of GAP, are encouraged to attend the monthly meetings, and to participate in the committees serving the needs of Guardian Angels Catholic School.

### **Guardian Angels Athletic Board**

Guardian Angels Athletic Board sponsors athletic programs for children in grades three through eight. Through their sponsorship and fundraising, volleyball, track, football, basketball, baseball, softball, lacrosse, bowling, and cheerleading are offered to the children of the parish and the school.

**NOTE:** Changes may be made to the Parent & Student Handbook during the school year by the Administration if, in its opinion, conditions or circumstances warrant such change. All final decisions related to the policies contained within will be made by the Administration.

Girls are permitted to wear one pair of earrings in pierced ears. Their earrings must be of the “post” type -- not extending below the lower tip of the earlobe. Boys are not allowed to wear earrings. Visible tattoos and body piercing are not allowed.

**The Administration of Guardian Angels Catholic School reserves the right of final determination concerning Dress Code, including proper student attire, hairstyle and color.**

## **SCHOOL DAY SCHEDULE**

School office hours are 7:30 a.m. until 3:30 p.m.

### **Full Days**

School hours are from 8:00 a.m. until 3:10 p.m. Students may enter the building beginning at 7:50 a.m. and proceed to their classroom. Tardy bell rings at 8:05 a.m. At 8:05 a.m. student representatives lead the Morning Prayer, the Pledge of Allegiance and our School Mission statement.

### **Half Days**

The morning schedule for a half day begins at 8:05 a.m. The dismissal is at 12:00 p.m. It is imperative that parents have arrangements for their children on half day schedules since the school office is closed. **There is no latchkey provided on half days.**

### **Kindergarten**

The full day kindergarten class has the same schedule for the beginning of the school day as grades one through eight. Parents of the kindergarten students are advised to be present for dismissal by 2:55 p.m. Kindergarten students are the first to be dismissed at the end of the day.

### **Pre-School**

The pre-school program will be in session on all regularly scheduled school days, whether full day or half day, and will follow the school year calendar for days off and vacation times. Pre-school times: all day students: 8:30-3:00 and half-day students: 8:30-11:00

## **TARDY, ABSENCE, ILLNESS, EMERGENCY AND VACATIONS POLICY**

### **School Tardy Policy**

**After 8:05 a.m. students are tardy.**

It is important that students arrive at school on time. A tardy policy is being implemented. 3 tardies will result in a detention; 6 tardies will result in a Sustained Silent Recess (SSR); and 9 will result in an In School Suspension.

**Dismissal for grades 1-8 is at 3:10 p.m. with all students exiting by the main door. All students must leave the premises no later than 3:20 p.m.** Students remaining after 3:20 p.m. will be placed in the school office and parents will be billed in accordance with Latchkey fees. Once dismissed, students may not return to their classroom without permission from the office.

### **Absence**

A student's absence from school is to be phoned in by the parent between 7:45 a.m. and 9:00 a.m. The student is considered unexcused from school until a telephone communication is made with the school. It is the responsibility of the parents to call each day that a child is to be absent. If a child has a communicable disease, the office must be advised. The School Office telephone number is **(248) 588-5545**. Absences not due to illnesses must also be reported.

### **Illness**

Parents are contacted during the day when the health of a child warrants an early dismissal. If the parent cannot be reached, the designated person(s) cited on the emergency card is contacted. Sick children do not belong in school and need the time at home to recover from their illness.

While students are ill they are not expected to continue with their

### **Birthday Policy**

A simple treat may be brought in to celebrate your child's birthday (cupcakes, cookies, or brownies). Please be aware of classroom allergies when planning your birthday treats.

Party invitations are not allowed to be passed out at school unless the whole class is invited.

### **Telephone Use**

Teaching responsibility and class preparedness is critical. Students may phone home during the day only if an emergency warrants such a call. Cell phones may not be used in the building during school hours, or during latchkey or clubs/activities (see page 19 for more information on the Electronic Device/Cell Phone Policy).

## **SPECIAL SERVICES**

Guardian Angels students, upon referral from parents or teachers, may receive special services offered through the City of Clawson Public School District. These services range from testing for learning disabilities, to speech pathology, to intervention. They are dictated by Clawson School District, not Guardian Angels Catholic School.

Services are also received through the Oakland County Intermediate School District upon referral from Clawson Schools, as well as through the Oakland County Health Department.

## **COMMISSIONS AND COMMITTEES**

### **Guardian Angels Education Commission**

The Education Commission of the Parish Pastoral Council of Guardian Angels Catholic Church is actively involved in the education ministry of religious education, the Catholic school, youth ministry, family life and adult formation.

## **ORGANIZATIONS**

Several organizations exist to assist the school and students. These organizations are open to all family members who wish to be actively involved in the many events and functions of the school.

### **School Advisory Committee (SAC)**

students. At drop off, parents may choose to follow the car loop, where safety squad members assist students getting out of their vehicles, or walk their student to the front door. Parents that wish to do so, must park on the west side of the parking lot. Due to safety reasons, adults are not allowed to go to classrooms with students. Parcels will be carried to the rooms for parents by safety patrol members.

At dismissal, students must wait outside the school entrance in the designated safety zone for their ride. They may not play basketball until 3:30 p.m. They may not wait outside the church entrance. Students may not leave the school premises. Parents must park in a designated parking space and are asked to drive slowly and safely at all times.

### **School Visits**

Parents of students involved in school activities are always welcome. Guardian Angels Catholic School is proud of the faculty and students and grateful for all parental support. Everyone who enters the school must first visit the school office, sign the registry and receive a name tag to wear. When leaving the building, the parent must sign out and return the name tag. Parents may leave items forgotten by the student in the school office. The school secretary will arrange for all items to be delivered to the appropriate classroom. To avoid congestion and in the interest of safety, parents are asked not to loiter in the main entrance of the school during arrival and dismissal.

### **Communication Policy**

Teachers and administrators are usually available to meet before and after school with parents. Advanced notice is not required, but it is appreciated. Teachers and administrators may also be reached via e-mail. Please note that all staff will have 24 hours in which to read and respond to all e-mails.

### **Movie Policy**

At the discretion of the classroom teacher, there may be instances where a teacher may show a movie, or clips, as a teaching tool or as a reward. All rated G movies may be shown without parental notification. Any movie above a G rating requires parental notification and consent. NO rated R movies will be shown at Guardian Angels.

normal studies. The faculty is sensitive to the time needed to complete studies missed during an illness. Upon returning to school the student will meet with the teacher(s) to determine a schedule for completing missed assignments. The usual rule-of-thumb is one make up day for one sick day. **Work packets will NOT be provided during the period of the illness.**

It is requested that parents keep children home 24 hours after they have recovered from a fever or viral infection. **Children returning to school must be ready to participate in all school activities including outside recess. The school does not have the staff to care for students needing inside recess.**

### **Emergency Care**

A child who is injured during the school day is cared for by the school personnel until the parent arrives. In a severe injury, the school contacts the parent as well as the Emergency Medical Service.

### **Medication**

Medication will not be administered by school personnel in accordance to State Law unless the student's parent(s) and/or guardian(s) have submitted **proper documentation** to the school office. It is the responsibility of the parent(s) and/or guardian(s) to inform the principal and appropriate teachers if a student is subject to any medical need that requires regular or periodic attention while at school. If prescription or non-prescription medicine, including aspirin and cough drops, must be taken during the school hours, the principal or the secretary will supervise the taking of medicine by the student.

Parent(s) and/or guardian(s) must submit to the school office:

1. Permission/release form signed by parent(s) or guardian(s).
2. A signed physician's order (pharmacy prescription) indicating
  - a. Drug name
  - b. Dose
  - c. Time and method of administration
  - d. Duration i.e. length of time for medication to be dispensed
3. All medicine should be in its original container.

In accordance with Public Act 10, students may possess and use metered dose asthma inhalers and EPI Pens provided a written and signed release from the physician and parents is received by the principal. The principal will notify the student's classroom teachers.

## Severe Weather & Emergency Closing

When weather conditions prove unsafe for travel, the principal may order the emergency closing of the school for that particular day. Every effort will be made to arrive at the decision prior to the beginning of the school day. The closing of school is broadcast on the GA website and mobile app, as well as local radio and television stations as the closing of the **Guardian Angels Catholic School. Students are also notified by a School Messenger robo-call.**

Emergency closing during the day, due to an unexpected situation such as lack of water, boiler failure, or no electricity, is considered a last possible remedy. School closing information will be on all major television networks, WJR and WWJ radio, and on the school website and mobile app.

During a tornado warning or lock down, children are cared for in the building. Should the tornado warning or lock down continue when the formal dismissal time occurs (at either 12:00 p.m. or 3:10 p.m.) children cannot be released from the school. Thank you for your understanding.

## Early Release of Students

The early release of students from school is discouraged. The normal procedure for early dismissal is to inform the school of the intended early dismissal. The parent or legal guardian must wait for the child in the main office and sign the early release form for the child upon leaving the building. The parent or guardian must also sign the child in when returning to school.

## Vacations

Other than the scheduled recess time during the school year, vacations which occur during the school year are **strongly discouraged**. If a student must be absent for a family vacation, all school work will be given to the student upon his/her return. **The faculty is not expected to prepare an educational plan for the vacationing student. Work packets will NOT be provided.** Upon the student's return to school a schedule will be developed for the student to make up all the work missed during his/her absence. All school work must be made up prior to the semester's final marking period.

The principal must receive a written note from the parent if a child will be taking an extended vacation that is not part of the school calendar.

Through the *Protecting God's Children* program, we can raise awareness and maximize efforts to provide safe environments for our children so as to prevent child sexual abuse. Attendance is required for all employees, catechists, Religion Education volunteers, scout leaders, coaches and assistants, playground supervisors, room parents, field trip chaperones, altar server coordinators, parish nurses, ushers, St. Vincent de Paul Society volunteers, and youth ministry volunteers.

On-line registration in a *PGC* workshop is required. To register for a workshop being offered throughout the archdiocese, go to [www.virtus.org](http://www.virtus.org); on the left side of the screen, click on 'Registration' and follow the prompts.

## SCHOOL POLICIES

### Terms of Custody

Guardian Angels Catholic School requires that divorced parents file a court certified copy of the custody section of the divorce decree with the school office.

A non-custodial parent has no right of physical access to a child unless granted by court order. With the increasing prevalence of divorce, many schools are faced with questions regarding the rights of non-custodial parents. The initial issue is the terms of custody, usually contained in a divorce decree or custody order. If a parent claims the custody arrangements have changed, the parent must provide a copy of the new order.

### Smoke Free Environment

In accord with the legislative act making all schools a smoke free environment, no person may smoke in the school building. Smoking is prohibited except in designated areas on the parish grounds.

### Universal Precautions

Guardian Angels Catholic School is in compliance with Federal and State regulations assuring that the necessary precautions in treating ill children will be maintained for the well-being of the total community, including universal precautions for blood-borne pathogens.

### Drop Off and Dismissal

Your assistance is sought to have a safe environment for all of our

she is invited to be inducted into the society.

**\*\*Beginning in the 2016-2017 school year the required GPA will be 3.5 and will be calculated as stated above.**

## SCHOOL VOLUNTEER POLICIES

### Volunteer/Personnel Criminal History Background Check

As a Church, we value the safety of the children in our care, our employees and volunteers, and the people whom we serve. We want to take prudent measures to protect our human and material resources. Beginning September 2, 2003, the Archbishop mandated that criminal history background checks be conducted for all Church personnel as well as volunteers working in any parish or diocesan institution who have unsupervised contact with a child, the elderly or persons with disabilities.

A criminal history background check, identifying misdemeanor and felony convictions, is a condition for employment or volunteering **every school year**. Non-compliance with the policy will result in loss of employment or volunteer position.

Therefore, criminal checks will be done on anyone who volunteers for school and parish functions involving children. This includes scouts and athletics. Authorization forms are available in the school office. This needs to be filled out only once per school year. There is no charge for this check. Criminal checks will be conducted by the Director of Administration Services. All information will be kept confidential.

### Protecting God's Children (PGC) Workshop

As a church, we value the safety of the children in our care, as well as our employees and volunteers and the people whom we serve. Our parish strives to provide a faith-filled and safe environment for all our youth.

Cardinal Maida established a new policy in April 2006 for the implementation of the directives regarding safe environments for children. This includes required participation in a Protecting God's Children workshop within six months of a staff or volunteer (aged 18 years and older) assignment, if the potential exists for contact with children or youth.

## CURRICULUM, GRADING POLICIES, AND TESTING

### Curriculum

The academic curriculum invites students of all grade levels into a challenging experience of learning within the Catholic environment. Students experience a strong basic curriculum (religious education, language arts, mathematics, science and social studies) which affords an opportunity for serious inquiry and questioning. Along with the basic curriculum, children experience programs in Spanish, physical education, computer education, music, art, and liturgical music. Students in grades three through eight are required to achieve the goal for the Accelerated Reading Program. The goal points vary by grade level. Students in the Academy are also required to do service hours as part of the religion program. Hours vary by grade level.

### Grading Scale with Numerical Equivalents (Grades 3-8)

100-95	A	4.0	80-72	C	2.0
94-93	A-	3.66	71-70	C-	1.66
92-91	B+	3.33	69-68	D+	1.33
90-85	B	3.0	67-62	D	1.0
84-83	B-	2.66	61-60	D-	.66
82-81	C+	2.33	59	E	0

Numerical grade equivalents will be used for determining grade point averages for National Junior Honor Society and Honor Rolls.

### Report Cards

Report cards, which contain the official record of a student's achievement, are sent home via the student after each quarter. The 4<sup>th</sup> quarter report card is mailed home.

### Honor Roll

All students in grades four through eight shall be eligible for the Honor Roll. Students must achieve a 3.0 average of all grades including specials, and receive no "D" level grades in order to qualify. An A or B in conduct is necessary to be on the Honor Roll.

- The Principal's Honor Roll will include students who achieve a 3.5 or better, and A's or B's in conduct.
- The Citizenship Roll will include all students with A's and B's in

conduct.

### **Progress Reports**

Teachers from grades one through eight prepare a progress report which gives the students and parents an indication of the performance and behavior of their child during the first five weeks of the quarter. The progress report is not part of the permanent record of the student.

### **Retention Policy**

Guardian Angels Catholic School follows the Archdiocesan Policy that states if a student fails 3 core curriculum courses, they may be retained or required to attend summer school classes.

### **Study and Preparation**

A habit of study during the school day, as well as at home, is to be fostered. Study of material covered during the school day is expected on a daily basis. Written homework complements the material taught during the school day and is to be completed with accuracy and neatness. A consistent positive attitude concerning assignments and study is essential as the student matures toward secondary education. Each teacher informs the students of their respective assignment policy. The school does not tolerate tardiness in assignments since it encourages poor achievement and poor study habits. All assignments must be completed.

Students are required to have all assignments and materials needed for each class. In teaching responsibility, it is important for each student to realize that he or she is responsible for all assignments and the necessary materials needed for class. The school encourages parents to assist in teaching this responsibility.

### **Homework Policy**

Students in grades K-8 will have periodic homework throughout the year. It is expected that students complete this homework and turn it in on its expected due date.

Students in grades K-5 who fail to turn in their homework will receive a Parent/Teacher Communication Form so parents are made aware of the situation. Subsequent Parent/Teacher Communication Forms will result in further consequences at the discretion of the teacher and administration.

about appearance

The principal will 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 Guardian Angels, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the principal. The school will investigate all complaints of harassment in as prompt and confidential a manner as possible, and will take appropriate corrective action when warranted. Any student who is determined to have engaged in harassment will be subject to appropriate disciplinary action, up to and including exclusion from school.

## **STUDENT ACTIVITIES**

### **Student Involvement**

Guardian Angels students are encouraged to be involved in the activities and organizations which exist to complement their faith and academic formation. Guardian Angels Catholic School is proud to offer involvement in Student Council, National Junior Honor Society, Student Choirs, Altar Serving, Ushering, Scouts, Campus Ministry and Athletics. All programs are offered to enrich student life.

### **National Junior Honor Society (NJHS) Requirements**

Guardian Angels is an affiliate of the National Organization of Honor Societies in Washington, DC. Students become eligible in 7<sup>th</sup> and 8<sup>th</sup> grade by maintaining a 3.2 GPA in core curriculum.

Students nominated for NJHS in 7th grade will have their GPA calculated by using 4th quarter of 6th grade and 1st and 2nd quarters of 7th grade.

Students nominated for NJHS in 8th grade will have their GPA calculated by using 4th quarter of 7th grade and 1st and 2nd quarters of 8th grade.

Once the students qualify, they are invited to apply for membership. They complete an application and obtain letters of recommendation. They are then rated on a scale of 1-100 in each of the five NJHS areas—scholarship, service, leadership, character, and citizenship. If the applicant achieves an average of 85 or better in all categories he/



**Parents are also expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions.**

It is the policy of the Archdiocese of Detroit and Guardian Angels Catholic School to make every effort to provide an educational environment as well as a work environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff and students at Guardian Angels, as well as others who may be in a working relationship with the school.

The Archdiocese of Detroit and Guardian Angels are open to and respect the complaints brought under this policy. Respect for the dignity and worth of each individual is a basic tenet of Guardian Angels. Each individual faculty, staff member, student, or other person who is in a working relationship with the school is entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct which ensure that the school is free from sexual and other forms of illegal harassment.

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.

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

**Examples of sexual harassment:** online postings, 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

Student in the Academy who fail to turn in homework on the assigned day during the assigned class period will have until 8:00 a.m. the next school day to hand in the missing assignment. All missing assignments not turned in by 8:00 a.m. will result in a detention. The late assignment is also accompanied by a loss of assignment points.

### **Standardized Tests**

All children applying for Kindergarten participate in a brief standardized test, the Brigance Screening. This instrument, administered prior to final admission, assists in determining the child's readiness for Kindergarten. A child not receiving a passing score will not be accepted into the Kindergarten program for that school year. A child must be 5 years old by September 1st in order to be eligible for Kindergarten.

Students in grades one through eight are tested annually in union with all Archdiocesan schools. The Iowa Tests of Basic Skills and Cognitive Abilities are administered during October. There is also an Archdiocesan Religion Assessment. The students in eighth grade also participate in the Catholic High School Placement Testing. The results from the Iowa Test of Basic Skills are sent home through the students.

### **Field Trips**

Field trips are recognized as an integral part of a comprehensive educational experience. They can provide a valuable supplement to the classroom curriculum.

Before a student may participate in an off-campus trip, a permission form must be completed by the parent or guardian and returned to the teacher coordinating the activity. No student will be permitted to participate without a signed permission form.

Student involvement in a field trip is always at the parent's discretion. If the parent chooses to withhold the child from participation in the activity, the child will be excused from school that day.

At the discretion of the administration and teacher, and for the safety of all children, you may be required to chaperone a field trip with your son/daughter.

Parents participating in and/or chaperoning a field trip must have taken the Protecting God's Children workshop and completed the

yearly criminal background check form. See page 26 for more details.

NOTE: 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.

## **STUDENT EXPECTATIONS AND DISCIPLINE POLICY**

### **Expectations for Students**

1. The Guardian Angels student is called to imitate Jesus in his or her life, to strive to be prayerful, and to attempt to serve others while learning the meaning of justice.
2. The Guardian Angels student is respectful toward self, parents, teachers and peers.
3. The Guardian Angels student is called to use the gifts received from God through active participation in class, successful completion of study, written and unwritten assignments, and excellent preparation for tests.
4. The Guardian Angels student demonstrates appropriate behavior and conduct during class, lunch, recess and all extra-curricular functions.

### **Respect for School Property**

Students are to care for their environment, including textbooks, desks, lockers, computers, and other classroom materials. Lost or damaged books, materials or equipment will become the financial responsibility of the parents. Gum chewing is never permitted in the school or on school grounds.

### **Locker Policy**

- Lockers are the property of Guardian Angels Catholic School.
- A lock **MUST** be kept on all lockers.
- Locks and lock combinations must be provided each school year by the student. Lock combinations will be kept in the homeroom as well as the office.
- No food or perishable materials may be kept in the locker except

classroom participation, performance, or behavior need immediate attention. The P/T is sent home with the student. The student must return the form signed by the parent or guardian the next school day. Failure to return the form will require the student to call their parent.

- **Detention**

- Students in grades four through eight may be given detention. Detention is scheduled after school and lasts 30 minutes. Detention can be given due to negative behavior, disrespect toward faculty or others, or disrespect toward school property. Students receive at least a school day's notice for their detention so that travel arrangements by families may be modified.

Parents may appeal a detention in a personal meeting with the principal (or assistant principal) and the teacher giving the detention. This meeting must take place before the detention date. A detention may not be denied by a parent on the detention form.

- **In School Suspension (ISS)**

- Students in all grades may receive an In School Suspension. All assignments completed on the day of the ISS will receive half of the credit earned after the grading of the assignment is complete. All tests completed on the day of the ISS will receive full credit earned. On the day of the ISS, the student must also complete a reflection essay in order to get credit for any of the other work completed.

- **Suspension**

- **Expulsion**

**Continued offenses may result in permanent removal from the school.**

### **Harassment**

**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 social-networks, such as Facebook or Twitter, will be disciplined, up to and including expulsion.**

principal, a member of the administrative team, a school teacher, the pastor, or a person acting in the place of any of these. When a body search is conducted, it shall be in the principal's or pastor's office or other appropriate place.

Another person of the same sex will conduct the search of the student. If a student refuses to cooperate or interferes with a search of a person, possessions, or premises he/she should be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.

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 to have students remain calm and avoid panic, to notify the police and the pastor, to secure the school, and to notify and consult with the immediate supervisor or other appropriate party in the Catholic School Office.

Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion.

7. Chemical Substances in the school or on the school grounds is prohibited, including—

- The possession, use or sale of tobacco or alcohol.
- The possession, use or sale of chemical substances (drugs).
- The possession, use or sale of aerosol breath fresheners.
- Items used to mimic drug usage

### **Cheating/Forgery**

Students in all grades caught cheating or plagiarizing will receive half of the credit earned after the grading of the assignment or test is complete.

### **Disciplinary Action**

Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor as detrimental to the school community.

The principal or pastor reserves the right at his/her discretion, in the best interest of the school, to waive and/or deviate from any and all disciplinary rules, practices or procedures.

Disrespectful, disruptive or destructive behavior could result in the following:

- **Parent/Teacher Communication Form (P/T)**
  - Parents will be notified by individual teachers through a Parent-Teacher Communication Form if areas in academic achievement,

for the student's lunch.

- No inappropriate pictures or stickers may be posted in lockers. Mirrors are acceptable.
- The school is not responsible for any items taken from lockers without locks.
- Lockers may be inspected by the principal, assistant principal, or a teacher with another teacher as a witness. This may be done at anytime and at the administration's discretion.
- Students caught stealing from another locker, or damaging lockers in any way, may be suspended or removed from Guardian Angels.
- Students pushing or shoving into lockers will be subject to disciplinary action.
- Periodically students will be asked to clean their lockers at the teacher's discretion.

### **Computer Policy**

Students can access the Internet in order to obtain information needed to complete research projects or other learning activities. The use of the Internet is a privilege. Students are expected to respect the rights of every user by acting responsibly and ethically while utilizing this information service. Students 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.

### **Lunchroom Policy**

Students are expected to follow the same standards of behavior in the lunchroom as in the classrooms and hallways. Supervisory staff is able to enforce school rules. Students are expected to show respect for the supervisory staff in the lunchroom and on the playground.

In addition, students are expected to clean their eating areas and maintain good table manners and etiquette (i.e. no throwing or flicking of any objects). Microwaves are not available for student use.

### **Electronic Device/Cell Phone Policy**

1. The possession of beepers, laser pointers, headsets, DVD players, MP3 players, iPods, and electronic games are **not** allowed on school property or at school functions.\* The school claims no responsibility for the loss or theft of these items.

\*Special permission may be granted by administration for special events/circumstances.

2. Cellular phones must be turned off and not used during school hours or in classrooms, latchkey, or after-school clubs/activities. During school hours, cell phones must be kept in the student's locker. The school claims no responsibility for the loss or theft of these items.

- Consequences for Student Use of Cellular Phones
  - 1st Offense: Phone is given to the principal, parents/guardians are called\*, and parents must retrieve phone from principal
  - 2nd Offense: Phone is given to the principal, parents/guardians are called\*, parents must retrieve phone from principal, **and** \$25 fee will be donated to the Tuition Assistance Fund
- Phones will only be returned to parents or guardians. All phones not picked up by 4:00 p.m. must be picked up the next school day.

Cellular phones will be permitted on field trips for safety reasons. Students may have them on their body or in a bag during a field trip. If the phone is seen or used during a non-emergency situation, the phone will be confiscated and the above procedures will be utilized.

3. Any electronic devices such as E-readers, laptops, or notebooks must be approved by the teacher prior to bringing them into the building. They may only be used in the classroom setting at the discretion of the teacher. The school claims no responsibility for the loss or theft of these items.
  - Rules for Student Use of E-Readers
    - E-readers must be placed flat on the desk for the teacher to monitor appropriate reading material.
    - E-readers may only be used during free reading time in the classroom.
    - Playground use of E-readers is not allowed.

## **Discipline**

Each classroom teacher explains and enforces classroom behavioral expectations. These are consistent with Gospel values and respecting the individuality of the student. Guardian Angels Catholic School also follows an Aggression Prevention Program to

help minimize mean or bullying behavior. The consequence rubrics can be found on pages 30 and 33 in this handbook. The write-up sheets coinciding with this program can be found after the rubrics in the back of the handbook.

## **Negative Behavior**

Negative behavior is never acceptable at Guardian Angels Catholic School. Students who choose to act in an unacceptable manner are accountable for their behavior and will experience disciplinary action. Pending the seriousness of an action, the school maintains the right and responsibility to refer the student to the Clawson Police Department. Negative behavior includes but is not limited to:

1. Aggressive Behavior
2. Disruptive Behavior
3. Disrespectful Behavior
4. Immoral Behavior
5. Vandalism or the malicious destruction of property
6. Weapons—

The possession or use of weapons in the school or on the school grounds is prohibited by law. A weapon is any object which can be used to threaten or injure another. It includes but is not limited to: guns of any kind, nature or description; knives; razors; chains; karate or martial arts sticks; brass knuckles; sling shots; sharpened instruments; and ammunition or explosives.

State law requires the reporting of the possession of a “dangerous weapon” to the local law enforcement agency. 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. Depending on the nature of the weapon present on school premises, the local police department will be notified immediately, and if possible, the student will be detained.

A search can be conducted to verify the suspicion or clarify the discovery of a weapon. It may include, without prior warning, an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch box, etc. Questioning of the same purposes may include questioning by the