

GUARDIAN ANGELS  
CATHOLIC SCHOOL  
A NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE



Parent & Student Handbook  
2007 - 2008

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Guardian Angels Catholic School Handbook Agreement

## PHILOSOPHY

Guardian Angels Catholic School is 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 schools offer 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 in the context of the Gospel. By teaching Christ-centered values in partnership with parents, the God-given talents and abilities of each individual are challenged and expanded. In a curriculum where academic excellence and just social behavior flourish, the students will become contributing members of their Church, community, and family.

## 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/Catechetics.

## 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.

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 well as non-Catholic families.

The parent or legal guardian 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.

## 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. Cash, check or VISA/MASTERCARD may be utilized for payment. Credit card vouchers are available in the School and Parish offices. Payment by check or credit card may be made at the school or Parish office. However, all cash payments must be made at the parish office.

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, worships regularly at Guardian Angels on weekends, and contributes a minimum of \$600.00 in offertory and/or during the calendar year.

## 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 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.

## Boys (Grades K-5) Dress Code

- PANTS: solid navy blue, classic-cut pants (denim material not acceptable, no big pockets)
- SHIRT: solid white broadcloth dress shirt, solid white turtle neck, short sleeved or long sleeved white polo shirt (GA logo optional)
- SOCKS: navy blue or white socks (socks must be above the ankle, no socks with logos except for GA logos)
- SHOES: athletic shoes or dress shoes
- BELT: solid black or dark brown belt must be worn if pants have belt loops (Gr. 1-5)
- SHORTS: solid navy blue knee-length walking shorts may be worn from the first day of school until October 1<sup>st</sup> and from May 1<sup>st</sup> until the last day of school.

## Girls (Grades K-5) Dress Code

- GR. K-4 JUMPER:** blue plaid jumper
- GR. 5 SKIRT:** blue plaid, knee-length skirt
- GR. K-5 SKORT:** uniform plaid knee-length skort
- 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 polo shirt or solid white turtle neck (GA logo is optional)

- SOCKS: navy blue or white socks or tights (socks must be above the ankle, no socks with logos except for GA logos)
- SHOES: athletic shoes or dress shoes
- BELT: solid black or dark brown belt must be worn if pants have belt loops (Gr. 1-5)
- SHORTS: solid navy blue knee-length 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 K-5:**

Sweater: navy blue sweater or sweater vest purchased from Schoolbelles

Sweatshirt: forest green sweatshirt purchased from GA Gear

Belt: solid black or dark brown belt is optional for Kindergarteners

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

Navy blue shorts and T-shirt with GA logo must be purchased from Schoolbelles or GA Gear.

**October 1<sup>st</sup>-April 30<sup>th</sup>** students must wear navy blue sweatpants and sweatshirts which may be purchased from any vendor or store.

**Academy Level (GR. 6-8) Dress Code**

**Boys**

- 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 polo shirt with GA logo
- SWEATER VEST: forest green sweater vest with GA logo must be worn from Oct. 1<sup>st</sup> until April 30<sup>th</sup> of each school year
- SOCKS: navy blue or white socks (socks must be above the ankle. no socks with logos except for GA logos)
- SHOES: athletic shoes or dress shoes
- SHORTS: solid khaki knee-length 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  
BELT: solid black or dark brown belt

### Girls

SKIRT/SKORT: blue plaid uniform skirt/skort (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 polo shirt with GA logo  
SWEATER VEST: forest green sweater vest with GA logo must be worn from Oct. 1<sup>st</sup> until April 30<sup>th</sup> of each school year  
SOCKS: navy blue or white socks or tights (socks must be above the ankle. no socks with logos except for GA logos)  
SHOES: athletic shoes or dress shoes (no more than ½ inch heel)  
SHORTS: solid khaki knee-length 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  
BELT: solid black or dark brown belt

### Uniform for Physical Education for the Academy (Gr. 6-8) Boys and Girls

T-SHIRT: ash colored T-shirt with GA logo must be purchased from Schoolbelles or GA Gear  
SHORTS: green gym shorts must be purchased from Schoolbelles or GA Gear

### Casual Day

A casual day is a day when the dress code is altered. Students may wear standard jeans of any color. No jeans with holes, excessively oversized pants, bell-bottoms, or low rider jeans are allowed.

Tops should be appropriate shirts with **sleeves**. Shirts should be loose fitting and the appropriate length at the discretion of the administration.

Appropriate shoes must be worn. No backless shoes or heels higher than ½ inch.

## Grooming

Proper grooming for all students is expected at Guardian Angels Catholic School. Traditional hair styles and hair cuts are required. The school does not permit faddish or radical hair styles or hair cuts. **Boys will be requested to have a hair cut at the discretion of the administration.** Students are expected to maintain their natural hair color.

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

## 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.

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 8:10 a.m. student representatives lead the Morning Prayer and the Pledge of Allegiance.

## Half Days

The morning schedule for a half day begins at 8:00 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 Education 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. The Pre-K3 children will attend on Tuesday and Thursday mornings from 8:30 a.m.-11:00 a.m. The Pre-K5 children will attend on Monday, Wednesday, and Friday from 12:30 p.m.- 3:00 p.m. .

# TARDY, ABSENCE, ILLNESS, EMERGENCY and VACATIONS

## School Tardy Policy

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

**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 3:15 p.m.** Students remaining after 3:15 p.m. will be placed in the school office and parents will be billed in accordance with Latchkey fees.

## 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 Education 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, then the designated person 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 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. However, accommodations will be made for long term illnesses. The usual rule-of-thumb is one make up day for one sick day.

A rule of thumb is to 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, including aspirin, 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 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 both parents 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 must 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 local radio and television stations as the closing of the **Guardian Angels Catholic School**.

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

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.

### 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 in the child 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.** 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 their child will be taking an extended vacation that is not part of the school calendar.

## 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

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. Final grades for the report cards are obtained by averaging the numerical values assigned to letter grades given for each of the four quarters for grades one through eight.

### 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. Specials will be calculated by the number of times a week a student attends. For example, physical education will equal 1/5 of a grade. 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 kindergarten through eight prepare a progress report which gives the students and parents an indication of the performance and

behavior 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 Homework

A habit of study during the school day as well as at home is to be fostered. Study of material treated 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. Incomplete assignments receive a zero.

Students are required to have all assignments and materials needed for each class. Students who forget assignments or materials are not permitted to telephone home for their work. 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.

### 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.

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.

### Parent-Teacher Communication

Parents will be notified by individual teachers through a Parent-Teacher Communication if areas in academic achievement, classroom participation, or performance need immediate attention. The Communication 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.

### 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. **Overnight field trips will require a medical 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.

Parents participating in and/or chaperoning a field trip must have taken the Protecting God's Children workshop and completed the criminal background check form. See page 27 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. In order to assure respect for our property, students are not permitted to eat food or drink beverages in the classroom or on the playground without expressed permission of the teacher. Gum chewing is never permitted in the school or on school grounds.

### Text Book – Library - Computer Policy

All students are responsible for the proper care of their textbooks and classroom materials, and library and computer materials and equipment. Lost or damaged books, materials, or equipment will become the financial responsibility of the parents.

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.

## 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 Myspace, will be disciplined, up to and including expulsion.**

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 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 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.

## Discipline

Each classroom teacher explains and enforces classroom behavioral expectations. These are consistent with Gospel values, and respecting the individuality of the student. Teachers post discipline rules in the classroom.

## 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. Unacceptable behavior includes but is not limited to:

- Aggressive Behavior
- Disruptive Behavior

- Disrespectful Behavior
- Immoral Behavior
- Vandalism or the malicious destruction of property
- 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 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.

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

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 or 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.

Depending on the nature of the weapon, the local police department will be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.

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

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.

7. Chemical Substances:

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

8. The possession of beepers, laser pointers, headsets, dvd, mp3, Ipod, 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.

9. Cellular phones must be turned off and not used during school hours or in classrooms or latchkey. The school claims no responsibility for the loss or theft of these items.

10. Any electronic devices such as PDA, laptop, or notebook must be approved by the teacher prior to bringing them into the building. The school claims no responsibility for the loss or theft of these items.

### Parent/Teacher Communication

Parents will be notified by individual teachers through a Parent/Teacher Communication if conduct needs immediate attention. The Communication 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. Unsigned Parent/Teacher Communication forms may result in a detention upon discretion of the administration.

## Detention

Students in grades four through eight may be given detention. Detention is scheduled once a week after school and lasts 30 minutes. Detention will result from negative behavior, lack of academic cooperation, disrespect toward faculty or adjunct assisting adults, or disrespect toward school property. Students receive at least a school day's warning for their detention so that travel arrangements by families might be modified.

Parents may appeal a detention by a personal meeting with the principal or the assistant principal and the teacher giving the detention before the detention date. A detention may not be denied by a parent on the detention form.

## Disciplinary Action

Students demonstrating continued disrespectful, disruptive or destructive behavior could result in the following:

- **Parent/teacher communication**
- **Detention**
- **Suspension**
- **Expulsion**

## Expulsion

Expulsion may be utilized by the principal in consultation with the pastor when the continued presence of the student is not appropriate due to the seriousness of the negative behavior. **Continued offenses may result in permanent removal from the school.**

## LOCKER POLICY

- Lockers are the property of Guardian Angels Catholic School.
- No food or perishable materials may be kept in the locker except lunch.
- No inappropriate pictures or stickers may be posted in lockers. Mirrors are acceptable.

- A lock **MUST** be kept on all lockers. Lock combinations will be kept in the homeroom as well as the office
- The school is not responsible for any items taken from lockers without locks.
- Lockers may be inspected by the principal or a teacher with another teacher as a witness. This may be done at anytime and at the Principal's discretion.
- Students caught stealing from another locker, or damaging lockers in anyway 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.

## LUNCHROOM POLICY

Students are subject to the same discipline policy as in the classrooms and hallways. Supervisory staff is empowered to enforce school rules i.e. detentions, time-outs. Students are expected to show respect for the supervisory staff in the lunchroom and on the playground.

In addition:

1. tables and floor must be cleaned by the students
2. students are expected to maintain good table manners and etiquette i.e. no throwing or flicking of any objects
3. microwaves are not available for student use

## STUDENT ACTIVITIES, ORGANIZATIONS and REQUIREMENTS

### 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 of the Student Council Ministry,

National Junior Honor Society, Student Choirs, Altar Servers, Ushers, Scouts, Campus Ministry and Athletes. All programs are offered to enrich student life.

### National Junior Honor Society

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 3.0 GPA in core curriculum (calculated by the numeric grade equivalents) for at least three semesters. Once the students qualify they are invited to apply for membership. They complete an application, obtain letters of recommendation, and are interviewed by one of the five members of the faculty selection committee appointed by the Principal. They are then rated on a scale of 1-100 in each of the five NJHS areas. These are scholarship, service, leadership, character, and citizenship. If the applicant achieves an average of 85 or better in all categories he/she is invited to be inducted in the society.

### Birthday Policy

A simple treat may be brought in to celebrate your child's birthday (cupcakes, cookies, or brownies). No treats that need refrigerating or freezing will be allowed.

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

## SCHOOL POLICIES

### Volunteer and Church Personnel Criminal History Background Check

As a Church, we value the safety of 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. 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

As a church we value the safety of 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.

### ***Protecting God's Children Workshop ...***

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.

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 and RE volunteers; scout leaders; coaches and assistants; playground supervisors, room parents and field trip chaperones; altar server coordinator; parish nurses and 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.

### 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 students. Parents that wish to walk their children into the school 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 to go to the Dairy Bar or any other stores. 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 Education Center Office and sign the registry and receive a name tag

to wear. When leaving the building, the parent must sign out. Parents may leave items forgotten by the student in the Education Center Office. The school secretary will arrange that all forgotten items are 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.**

### Telephone Use

**Teaching responsibility and class preparedness are critical.** Students may phone home during the day only if an emergency warrants such a call. We will not allow students to call home for forgotten books, shoes, projects, lunches, etc. or to make after-school plans. Cell phones may not be used in the building during school hours, or during latchkey.

## 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 Schools.

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 & 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

The Guardian Angels Parish School 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. Adult oriented events are provided for the adult community in fostering the development of community. All parents are members of GAP and are encouraged to attend the monthly meetings and to participate in the many committees serving the needs of Guardian Angels Catholic School.

### Guardian Angels Athletic Committee

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

**NOTE: Changes may be made to the Parent/School 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.**

# GUARDIAN ANGELS CATHOLIC SCHOOL HANDBOOK AGREEMENT

I have read the Parent & Student Handbook for the 2007-2008 school year and discussed it with my child. Our family agrees to follow the Mission Statement and Philosophy of Guardian Angels Catholic School. We further agree to abide by the rules set forth in the Handbook and its addenda. If my child is a new student, I realize that he/she is on academic and behavior probation for two marking periods.

\_\_\_\_\_  
FAMILY NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT OR GUARDIAN

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
SIGNATURE OF STUDENT

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SIGNATURE OF STUDENT

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SIGNATURE OF STUDENT

