

St. Linus School Student Handbook

ACCIDENTS

Accidents which occur on school property will be reported to the office immediately. First Aid will be administered only in minor cases. Parents will be notified immediately in all cases when there is a possibility that medical treatment is required. If parents cannot be reached, the emergency contacts indicated on the registration form will be notified.

In an emergency, when time is an important factor, the student may have to be taken to the hospital before parents can be notified. The doctor/hospital information you provide on the registration form will authorize this action.

ACQUIRED IMMUNE DEFICIENCY SYNDROME/AIDS RELATED CARRIER POLICY

The policy on AIDS/ARC has been established by the Archdiocese and covers both students and employees. It is identified in the Archdiocesan handbook 5141.61 and the complete policy is available in the school office to any interested party.

ADMISSIONS POLICY

Those seeking admission to St. Linus School will be admitted in the following order, subject to the guidelines listed below:

1. All members of St. Linus Parish who wish to attend St. Linus and meet the guidelines for admission.
2. Catholics from out of the parish who are interested in St. Linus School and meet the guidelines for admission.
3. Non-catholics who seek admission and meet the guidelines for admissions.

Students transferring from other schools will be expected to present a report of their educational progress and conduct before a final decision of admission is made. The results from the most recent standardized test will also be requested. A pre-admission conference with the prospective student, his/her parent, and the principal is required.

New students entering St. Linus School are accepted on a probationary basis. Regular review of the new student's academic achievement and conduct determines if a student will be allowed to remain at St. Linus School. The administration reserves the right to refuse admittance to any student. It is required that non-Catholic students be present and participate in the daily Religious Education classes and in the liturgical functions scheduled over the course of a school day.

ADMISSIONS POLICY CONT'D

A child entering Kindergarten must be **five years of age on or before December 1st of the same year**. A birth certificate must be presented at the time of registration. A record of compliance with the immunization requirements of the Health Department must also be provided prior to the first day of school. In the absence of these documents, admission may be denied until files are completed.

The school follows the regulations of the Wayne County Department of Health regarding all immunization and health requirements for all students entering our school for the first time. Health records must be kept up to date as is mandated by the county throughout the duration of the student's attendance at the school.

St. Linus Catholic School does not discriminate against otherwise qualified individuals on the basis of religion, race, color, national origin, disability, or sex.

ALTAR SERVERS

The Altar Servers Program offer a religious opportunity for young people in grades 5-8. Training is available for students interested in this service.

APPOINTMENTS WITH SCHOOL PERSONNEL

It is expected that personal interviews or conferences with the staff be arranged by appointment. This may be taken care of by a note or by calling the Office at (313 274-5320). Teachers' phone numbers are never given to parents. To contact them, please phone the school and leave a message to have them return the call. **ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE UPON ENTRY.** The **main school** entrance is located on Evangeline Street.

ATHLETICS

St. Linus offers a full complement of sports activities to children registered in the school, and parish children who attend the Religious Education Program. Most teams participate in the competitive Catholic Youth Organization (CYO) program sponsored by the Archdiocese of Detroit.

ATTENDANCE

It is a state mandate that all students between the ages of 6-16 attend school on a regular basis. When illness or other circumstances are such that it is not possible for the student to be present, **St. Linus School requires notification of the absence.**

- **Extended Absence Due to Illness** - A student who is absent from school for an extended period due to an illness which required a doctor/hospital visit and is viewed as possibly contagious to other students is required to provide a note from the doctor at the time she/he returns to school.
- **Early Dismissal** - A written request for early dismissal must be presented to the homeroom teacher and then forwarded to the office. In the case of unforeseen circumstances, which make it impossible to provide advanced notification, a call to the school office prior to picking up your child is suggested. This will allow time for locating and preparing the student. Any student leaving school early with an approved family member or friend **must be signed out** in the school office. An approved family member or friend is one who is listed on the emergency form on file in the school's office.
- **Make-Up Work** - See *Homework*
- **Tardiness** - Any student arriving after the 8:05am bell is considered tardy. They must report to the school office and receive a tardy slip before going to the classroom. St. Linus urges families to promote punctuality.
- **Truancy** - In case of apparent truancy, state law required that contact is first made with a parent or legal guardian. If efforts to persuade the parent/legal guardian to return the child to school fail, the school is required by state law to notify the superintendent or intermediate superintendent of public schools in which the school is located (Crestwood School District).
- **Vacations** - If a student must be absent, it is required that the parent, prior to the start of the school day, report the student's name and reason for the absence. It is expected that vacations be planned around the school calendar. Homework will be given to the student after he or she returns from the vacation.

AUXILIARY SERVICES

According to Michigan Code (#340.622), whenever the Board of Education of a school district provides any auxiliary services to any of its resident children, it shall provide the same services on an equal basis to school children in attendance in the elementary and high school grades at non-public schools. Under this law the following services are made possible to St. Linus School:

1. Speech and Language Therapist
2. Psychologist--upon request
3. POHI services

Students are referred to the above specialists on the basis of need and parental consent. Current economic conditions may result in a reduction of some services from the Crestwood

AUXILIARY SERVICES CONT'D

School District. Parent, teacher, or principal may initiate referrals. All referrals must be approved by the principal.

BACKGROUND CHECKS

Before volunteering, all school volunteers/chaperones must complete an I-CHAT background information form. This form will be updated/required every 3-5 years. Additionally, all staff members have been fingerprinted and profiled. All coaches have completed this form as well. *See also 'Protecting God's Children'.*

BICYCLES

Skateboards, scooters, and bicycles must be **walked or carried** upon entering school/parish property during school hours. **DO NOT WALK OR RIDE A SCOOTER OR BICYCLE IN THE CENTER OF THE LOT OR IN AREAS THAT HAVE NOT BEEN SPECIFICALLY ARRANGED FOR YOUR PROTECTION.**

BOOKS

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

CALENDARS

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

CELL PHONES

Cell Phones - are not permissible in the school during the school day. If your child **MUST** have one on him/her after school hours, it may be kept in the office during the school day with a note from the parent necessitating its urgency. However, **WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN CELL PHONES BROUGHT TO ST. LINUS CATHOLIC SCHOOL.** We have phones (land lines...313.274.5320) in which you and/or your child may use to receive any messages that need to be given to one another. Any phones caught in the school, not properly turned in to the office, may be retrieved by the parent and a **\$5.00 fee will be assessed.**

CHANGE OF ADDRESS

It is critical that you **inform the office** of any **address or telephone number changes.** If a change occurs with work numbers, please keep the office informed, as well as numbers to be used in emergencies.

CODE OF CONDUCT

St. Linus School practices principle-governed discipline. We believe that to discipline is to teach. In all situations, students will be given all the information they need to make good choices in their daily conduct. It is our intention to create an environment that promotes self-control and taking responsibility for their choices on a daily basis. We believe in children.

- **General School Rules** - St. Linus students are expected to conduct themselves as people who respect themselves, their teachers, and the rights and the property of their fellow students. St. Linus students must understand that their conduct is a reflection of themselves, their families, and the entire school community. Each student is responsible for his/her conduct throughout the entire school day including lunchtime, any school related activities, or field trips. **Issues are expected to be resolved with acts of intelligent communication, not aggression.** A school-wide expectation exists at all times and at all grade levels. This expectation must be followed and will be enforced.
- **Conflict Resolution** - See *Conflict Resolution*
- **Copying/Cheating/Plagiarism** - Students that copy/cheat/plagiarize by using other students work will receive zero for the work. Students allowing others to use their work will also receive a zero. (This includes cutting and pasting information from the internet without citing the source).
- **Early Morning Regulations** - Upon arrival to school (no earlier than 7:45am, unless in enrolled in our ESP Program), students are expected to line up outdoors with his/her class maintaining appropriate control over his/her behavior.

- **Gum Chewing** - Gum chewing is not permitted on school or parish premises at any time during the school day.
- **Lunch Rules** - See *Lunch Program*
- **Snow/Ice/Snowballs** - All snow and ice are to stay on the ground when students play outdoors for recess. Any student picking up and/or throwing snow will result in a loss of recess for a determined amount of time.

COMMUNICATIONS

A weekly newsletter is sent home from the school office, keeping parents and caregivers apprised of current events, coming attractions, and best practices in education.

Teachers also keep parents informed as to a student's academic and behavioral progress in a number of ways.

1. Parents may be requested to sign a graded test or assignment.
2. Progress reports are sent home at the mid-quarter mark for grades 2-8. Progress reports must be signed by the student's parent and returned within three days.
3. Parents may be contacted by phone either at home or work when a need arises.
4. Parents may contact teachers either by phone or note in order to check on progress or address concerns.
5. Students are expected to keep their parents informed of their progress in school.

CONFERENCES

Parent-Teacher Conferences are scheduled twice during the year. The teachers are willing to assist you with any problems you may encounter with your child's school life. Please consult them for an appointment. **Conferences during class time are never permitted.** Please give teachers prior notice when it becomes necessary to meet for a conference.

CONFLICT RESOLUTION

When a conflict situation arises, a sincere attempt will be made to resolve the conflict by means of dialogue between the parties. In the event that the situation is not resolved to the satisfaction of those involved, the following procedures shall be used:

1. A situation involving **STUDENT/STUDENT** shall be resolved peacefully with the assistance of a school staff member, such as a teacher, lunch supervisor, or social worker. If the situation remains unresolved, the principal shall then assist in the process and take the action(s) deemed appropriate and necessary.
2. A situation involving **STUDENT/TEACHER** shall be resolved through dialogue. If the situation remains unresolved, either party may seek the assistance of the school

social worker or principal. When necessary, the school may request the parent's assistance.

3. A situation involving **TEACHER/PARENT** shall be resolved through dialogue. A conference shall be scheduled between the teacher and parent (with or without the student present). This conference is to be held prior to the involvement of the school principal. If the situation remains unresolved following the teacher/parent conference, the assistance of the principal may be sought by either/both parties. Should the situation still remain unresolved following the action(s) of the principal, any of the involved parties may seek the assistance of the pastor.
4. A situation involving **PARENT/PRINCIPAL** shall be resolved through dialogue. If the situation remains unresolved, any of the involved parties may seek the advice or assistance of the pastor. Decisions are made at the local level; however, consultation services are available from the Office for Catholic Schools upon request.

It is the goal of St. Linus School to have ALL involved settle conflicts peacefully and in a timely manner so that the education of the student is in no way compromised.

CURRICULUM

St. Linus offers a diversified curriculum which coordinates strong basics with a variety of other subjects meant to challenge the students. The curriculum is aligned with the Iowa Test of Basic Skills.

Religion classes are held in all grades and every student has the opportunity to assist in planning and participating in class liturgies. **Both Catholic and non-Catholic students** are expected to **participate in all religious instructions and activities**. The entire family becomes involved through parental programs for sacramental preparation.

The curriculum of St. Linus School includes Religion, Reading, Math, English/Phonics, Science, Social Studies/History, Spelling, Handwriting(K-3), Art, Library, Music, Computers, Physical Education, and Foreign Language (1-8).

DAILY CLASS SCHEDULE

Kdg. - 8 th Grade	7:55a.m. - 3:00p.m.
Half-Day Schedule	7:55a.m. - 11:30a.m.

Students are not permitted in the school **prior to 7:55 a.m.** except in the case of inclement weather or extremely cold temperatures. Students are welcome on school grounds **10 minutes** prior to the entrance bell and should always be **dressed appropriately** for the weather.

DETENTION

A **DETENTION** is designed to address those students who are in violation of school policies. These policies are in place so as to foster a safe and orderly environment for students to learn. Each student must realize the importance of the school policies and know that the policies will be enforced. Failure to comply with school policies may result in a detention assignment for the student. The school administrator, faculty member, or designated staff member may assign detention. All detentions are approved by the school principal. It is hoped that students receiving detention will both correct and eliminate the inappropriate behaviors or actions. It is believed that a detention will:

1. Improve the overall climate of the school.
2. Reduce any inconsistency with assigned consequences.
3. Hold students accountable for their actions.
4. Serve as an appropriate and immediate consequence resulting in the elimination of the policy violation.

The **DETENTION PROGRAM** is designed in the following manner.

- A. Detention applies to all students.
- B. Detention without previous warning *may* be assigned for, but not limited to, the following:
 - displays disrespect of any type (verbal, physical, etc.) to a staff member, student or parent
 - uses profanity or inappropriate language
 - chewing gum anywhere on school property
 - is involved in the destruction of property belonging to another student, a teacher, or the school
 - failure to attend an assigned detention or misbehaving while serving a detention

C. Detention *may* be assigned following a repeated number of **Parent Notifications**

D. Students serving detention are to act in accordance with the decisions of the supervising teacher. Detentions are (typically) scheduled during lunch hour.

E. A school staff member will be responsible for monitoring detention.

F. One copy of the detention notice will be sent in the mail.

PARENTS ARE ASKED TO SIGN AND RETURN THE NOTICE TO THE SCHOOL OFFICE AS ACKNOWLEDGEMENT OF THE DETENTION.

A second copy is kept in the office.

G. A student receiving **3** or more detentions in the same quarter may serve either a one day in-school OR a one day **at-home suspension**. "0" credit will be given to the student for work done in school that day.

H. Two or more suspensions in the same school year may result in additional disciplinary action as determined by the school principal.

I. Parents are asked to support the Detention Program by:

- returning the signed notice
- making arrangements for the student's attendance at an assigned detention.
- reinforcing positive behavior at home and at school

DISCIPLINE

Students are reminded to adhere to the code of conduct not only for their own benefit, but the benefit of others in order to foster a quality teaching and learning community.

****FOLLOWING THE CONDUCT CODE IS REQUIRED AND EXPECTED BEHAVIOR. A student who is a frequent disruption to the educational process will be suspended or expelled. We must consider the student body as a whole, and never allow one person's behavior to distract others.**

****WHEN A STUDENT IS OFFICIALLY REGISTERED IN OUR SCHOOL, IT IS UNDERSTOOD BY THE PRINCIPAL AND STAFF THAT THE STUDENT AND HIS/HER PARENTS AGREE TO FOLLOW ALL SCHOOL POLICIES. THE PRINCIPAL/PASTOR OF THE SCHOOL WILL MAKE THE FINAL DECISION REGARDING THE DISCIPLINE OF A STUDENT.**

The school's authority for disciplining extends to actions

1. On St. Linus's parish property
2. At school-sponsored events, field trips, etc.

There are many ways of dealing with pupils who present behavior problems. The specific disciplinary steps to be taken are the responsibility of the school faculty and are chosen on the basis of the likelihood of helping the particular child or group of children. Among the measures available are:

1. Teaching the student new skills or reinforcing skills already acquired that encourage improved behavior.
2. Loss of privileges
3. Contact with the student's parent
4. Detention
5. Suspension
6. Expulsion

DRESS AND APPEARANCE CODE

A student's exterior dress sets an atmosphere and tone for the important task of education. Parents/guardians are required to cooperate in having their children comply with the dress and grooming code adopted by the St. Linus School.

GIRLS ONLY

- | | |
|-------------------|--|
| Grades K-4 | Jumper or split skirt/skort (<i>Schoolbelles</i>) |
| Grades 5-8 | Split skirt/skort (<i>Schoolbelles</i>) |
| All Girls | Tights: white or black, cable-knit or opaque, or socks (see below) |
| | Nail polish: clear only |
| | Makeup: none |

DRESS CODE AND APPEARANCE CONT'D.

ALL STUDENTS

- Pants:** Full length, black, pleated or relaxed fit dress pants, similar to those available at Schoolbelles. No corduroy, elastic or zippered legs, spandex, cargo, flair, or patch pockets are permitted. **NO TIGHT FITTING PANTS ARE PERMITTED.**
- Shirt:** White knit polo with buttoned collar, long or short sleeve (must be worn tucked in unless it has a ribbed bottom), no logos, monograms, or decorative trim. A maroon polo from Schoolbelles ONLY is also permitted.
- Sweater:** Maroon, v-neck cardigan; maroon St. Linus sweatshirt may be worn
- Sweater Vest:** Maroon, button down or pull over
- Shorts:** Black walking shorts, (hem should rest at the top of the knee but not higher than 2 inches above the knee), similar to those available at Schoolbelles, may be worn August through October 31 and April 15 through June.
- Socks:** Solid black, maroon, or white, plain crew or knee with no coloration or decoration. Socks must be *above* the ankle.
- Shoes:** Black or brown with a soft sole not reaching above the ankle, flat, oxford or loafer styles preferred. **SOLID WHITE OR SOLID BLACK** athletic shoes (NO *colored* logos, stripes, etc..)cut below the ankle, are permitted.
- Hair:** *ALL* - Hairstyles are to be conservative with natural hair color, no extreme styles or colors; no bleached tips
BOYS - Hair must be combed, cut **above** the shirt collar, cut **above** the ears, and cut **above** the eyebrow. Boys must be clean shaven and sideburns should not extend below the ear.
GIRLS - Hair accessories should remain simple and discrete
- Jewelry:** Religious necklace appropriate for Catholic school and watches are permitted, as long as they are not a disruption/distraction to learning; no bracelets or rings
BOYS - no piercings allowed
GIRLS - only one small discrete earring per earlobe, no multiple sets, no other piercings allowed

GYM UNIFORM

- Shirt:** Maroon or gold St. Linus tee-shirt only; maroon St. Linus sweatshirt may be worn over the tee-shirt; maroon or gold St. Linus Redhawk sports hoodies may be worn on *gym days only*.
- Shorts/pant:** Black St. Linus gym shorts or maroon/black St. Linus sweatpants; from October 31 through April 15 sweatpants must be worn over gym shorts when students are not in physical education classes
- Shoes:** Gym or athletic shoes must be worn

DRESS CODE AND APPEARANCE CONT'D.

School Uniforms can be found at Schoolbelles or French Toast. Gym Uniforms must be purchased from Schoolbelles.

Uniform ordering should be done at the end of each school year or in early summer to assure arrival before the start of school in August.

Any issues pertaining to inappropriate dress code will be left to the discretion of the faculty and administrator.

UNIFORM DISCIPLINE

The student uniform policy is an integral part of the security, discipline, classroom expectations, and safety protocol of St. Linus School. Uniforms are a way to quickly identify St. Linus students in and out of the building, teach personal responsibility, eliminate fashion distractions and prevent accidents involving jewelry during classroom, physical educational and recreational activities.

Disciplinary measures for violations of the uniform policy will take into account the age of the student and the nature and frequency of the infraction. Most uniform infractions will be dealt with immediately through redirection, personal reminders and confiscation of unauthorized jewelry. It may be necessary to contact parents either by phone or in writing to support the uniform policies. Further noncompliance may lead to detentions. Dress-up, jeans and other special uniform days are at the discretion of the administrations. A day designated as one of these special days means uniforms need not be worn; however, good personal grooming and proper dress are required. Parents will be informed if their children do not meet the defined standard for that day. Students will always be reminded of what may be worn on these days.

DRESS-UP & DRESS-DOWN DAYS

Dress-up and **Dress-down days** are special days when students are not required to wear the school uniform. On these days, make-up and nail polish are not allowed, unless special permission is granted. In addition, high heeled shoes, open-toe shoes, ripped pants, tanks tops, shirts with inappropriate writing/drawings, and flip-flops are also not permitted.

DRUGS

Students are not permitted to be **under the influence of, use, possess, or sell drugs, alcohol or mind-altering** substances on school property. Violations will result in automatic suspension or expulsion from school as per Archdiocese regulations. A student exhibiting behavior consistent with being under the influence of any substance which alters consciousness will be detained in the school office until the parents are notified and come pick him/her up. Upon picking up the child, parents are required to immediately take the child to a medical facility for a urine analysis and/or blood test. In order for a student to

DRUGS CONT'D

be readmitted to school, he/she must have a statement from the doctor who administered the tests. The statement must include: the doctor's signature, the test results, which include not only the results but also a recommendation for treatment, if any. Failure to comply with the above policy will result in expulsion from school and notification of the incident to juvenile authorities. Students found to be in possession of illegal substances will be expelled from this school.

EMERGENCY SECURED LOCK-DOWN

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

EMERGENCY SCHOOL CLOSINGS

In case of severe weather conditions, please listen to **WWJ-A.M. 950, WXYZ CHANNEL 7, OR WDIV CHANNEL 4**. You will hear/see "St. Linus" mentioned.

If a tornado warning occurs during school hours, the children will remain in school until it is safe to dismiss them.

FIELD TRIPS

Various field trips are planned for students. Each student is required to present his/her diocesan permission form with parent/guardian signatures before going on a field trip. All permission slips must be kept by the sponsoring teacher until after the trip. If a teacher does not have the authorization by the day of the trip, the student will not be permitted to accompany his/her class and will be assigned to another class at school. Transportation will be by bus or parent drivers with proper insurance coverage (250,000/500,000 liability), ICHAT form (background check) completion, and attendance at a Protecting God's Children Workshop.

FIRE DRILLS

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

GRADING SCALE

Grading Scale for Basic Curriculum:

Kindergarten	Grades 1-8
G = Good	A = 100-93
S = Satisfactory	B = 92-85
I = Showing Improvement	C = 84-72
N = Needs Improvement	D = 71-60
	U = 59-0

GRADUATION

The 8th grade graduation and class trip is planned by the administration, 8th grade teacher, 8th grade students and their parents. The Administration is the final authority on all issues pertaining to graduation.

GUM CHEWING

Gum chewing is not permitted on school or parish premises at any time during the school day.

HEALTH PROGRAMS

The school cooperates with the Wayne County Health Department in all matters that concern the health and welfare of students. A doctor's physical examination is required for every child entering Kindergarten. Health reports for students entering other grades may be forwarded from previous schools. Written evidence is required that a school age child has received the necessary immunizations.

All communicable diseases are to be reported to the school.

HOMEWORK

Homework is a requirement for most grades. The purpose is to reinforce the work done in school that day. Homework assignments will be explicit and are incorporated into the grades given to the students.

As a general rule, homework has the following guidelines:

1. Primary grades (1 - 3) ... 1/2 to 1 hour
2. Intermediate grades (4 - 6) ... 1 to 1-1/2 hours
3. Junior High (7 - 8) ... 1 to 2 hours

In individual cases, when homework assignments seem excessive, please consult the appropriate teacher.

MAKE-UP HOMEWORK SCHEDULE:

DAY OF WEEK ABSENT	HOMEWORK CAN BE PICKED UP ON...	HOMEWORK WILL BE DUE ON...
MONDAY	TUESDAY MORNING	THURSDAY
TUESDAY	WEDNESDAY MORNING	FRIDAY
WEDNESDAY	THURSDAY MORNING	MONDAY
THURSDAY	FRIDAY MORNING	TUESDAY
FRIDAY	MONDAY MORNING	WEDNESDAY

HONOR ROLL CRITERIA

An Honor Roll exists for Grades 6 through 8. Qualification information is sent home when report cards are issued for the 1st quarter. For a student to graduate with Honors, the following requirements must be met:

1. the student must have made the Honor Roll six (6) out of the last eight (8) quarters.
2. the student must have an A/B final average in major subjects.
3. to receive "HIGH HONORS" the student must have an "A" final average in major subjects.

ITEMS NOT PERMITTED IN SCHOOL

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

*aerosol containers***cellular phones***CD players***digital cameras***drugs***electronic games***glass bottles/containers***hair spray***large sums of money* **paggers***
*perfume/cologne***personal electronic equipment***playground equipment***radios of any**

ITEMS NOT PERMITTED IN SCHOOL CONT'D

kind*roller blades/roller shoes*skate boards*toys of any kind*trading cards*valuable jewelry*anything deemed unsafe by the administration*

ILLNESS

For the protection of your child and other students, your child will not be admitted if s/he displays any of the following symptoms:

- temperature of 99.6 and above
- intestinal distress
- undiagnosed rash
- eye or ear discharge
- any type of non treated communicable disease

Should a child be absent from school for a fever-related illness, s/he is **NOT TO RETURN TO SCHOOL FOR 24 HOURS AFTER THE FEVER HAS RETURNED TO NORMAL.**

LATCHKEY/ESP PROGRAM

This program is run by St. Linus School. Hours are from 7:00am-7:45am and 3:00pm-5:45pm each full school day. ESP will not run on days when the school is closed for holidays or inclement weather.

LIBRARY

The school library is available to all students. Books are checked out for two weeks. Lost or damaged books will be replaced by student responsible. There may be a **fine imposed** per school day for overdue books. Reference books and magazines are available for in-library use.

LOST AND FOUND

It is encouraged that all school bags, lunch boxes, articles of clothing, etc., be marked with the child's initials. An effort will be made to return lost articles to the owners. Glasses and items of value will be kept in the school office. The official "Lost and Found" area is located by the Activities Room.

LUNCH PROGRAM

Lunchtime is a 45-minute period divided between eating and outdoor play. All children are expected to go outside and are to come prepared to be outdoors.

LUNCHES

- St. Linus School participates in the Crestwood School District's hot lunch program. Monthly lunch menus are distributed and orders are placed daily. All orders **MUST** be received by 9:00a.m.
- Students may choose to participate in the hot lunch program or bring their lunch from home.
- The school does not have the facilities to microwave or heat lunches brought from home.

LUNCH POLICIES

1. Students are asked to find a seat, stay in their seat, and eat.
2. Before leaving the lunchroom, students **MUST** clean up the lunch table.
3. Injured students will be sent to the office with a lunchroom volunteer or another student.
4. Students who are a disruption during the lunch period will be reported to the principal.
5. Students may not take food or beverage out of the lunchroom.
6. Students are allowed to talk during the lunch period, keeping the overall noise level at a minimum. Students should remain seated after they have completely finished eating and drinking.
7. No student may leave the premises or use the phone.
8. There is no soda pop, carbonated beverages, or liquids in cans a/o bottles allowed in the lunchroom.
9. Wearing of coats and jackets outdoors is up to the discretion of the students and families. Please discuss your wishes with your children, and instruct them to be responsible for their body and its temperature
10. At all times, students are to respect others.
11. Parents are **needed as lunch volunteers and substitutes**. Please contact the school office for information.

SAMPLE DAILY LUNCH SCHEDULE

½ of the school	11:30 - 11:50	eat lunch
	11:55 - 12:15	outside play
½ of the school	11:30 - 11:50	outside play
	11:55 - 12:15	eat lunch

MEDICATION

According to law, medication **cannot** be dispensed in any classroom by a teacher. Only the medication which is prescribed by a doctor will be dispensed **from the office**. This medication shall be kept in the school office. Written permission from the parent *and* doctor with directions for administering the medicine must be sent to the office with the medication. We encourage parents to give their child medication before and after school hours if at all possible.

Students **will not** be allowed to **have medication** in their possession during school hours or while on school property. The school office will keep the medication locked up until the child is to take it.

However, in accordance with Public Act 10 of 2000, the school will allow students to possess and use metered dose asthma inhalers or epinephrine auto-injector (epi-pen) or epinephrine inhaler provided written approval to possess and use these devices from the physician and parents is received by the principal, along with a written emergency care plan. The principal will notify the student's classroom teachers.

PARENT NOTIFICATION SYSTEM

A yellow ***Parent Notification Form*** is used as a means of communication between the school and families. This form identifies any needed area of improvement in either the student's academic or behavioral skills. This is meant to encourage students to review any needed area of improvement and establish a positive plan of action to correct it. Parents must sign the yellow form and students must ***return it to their classroom teacher the day after they receive it***. Three notifications per quarter will result in a lunchtime detention. Multiple notifications per quarter *may* result in an after school detention.

PARENT TEACHER GUILD

Every parent becomes a member of the Parent-Teacher Guild when they register their child at St. Linus. General membership meetings for all parents are held quarterly. Parents are expected to participate in activities throughout the year, and encouraged to take on leadership roles if possible.

PHYSICAL EDUCATION

One of the educational goals at St. Linus School is to meet the physical and health needs of our students. In order to accomplish this goal, every student is required to come **prepared** to participate in gym class, whether it be held **indoors** or **outdoors**.

***CLASS MAY BE HELD OUTDOORS IF THE WEATHER IS PERMITTING.**

PHYSICAL EDUCATION CONT'D

If there is a reason that your child is **unable** to participate in gym class on either a long-term or short-term basis, the physical education instructor must be notified in writing by the parent. If the student is unable to participate in gym class for more than two consecutive weeks, a note from the physician must be provided.

PROGRESS REPORTS

Progress reports are an interim means of reporting between card markings. All students in Grades 2-8 will receive a progress report at the midpoint of all quarters.

PROTECTING GOD'S CHILDREN

In an effort to Protect God's Children, we ask that all volunteers/chaperones attend a Protecting God's Children Workshop. Proof of attendance, in the form of a certificate can be shown to the school office. Workshops are held regularly and can be found at www.virtus.org.

REGISTRATION

There are certain days allocated for registration. This process takes place in March. First consideration is given to families currently attending St. Linus School, then new families are considered per the admission policy. Registration packets are available at Open House and are also available through the school office.

REGISTRATION WILL NOT BE ACCEPTED UNTIL TUITION FOR THE CURRENT YEAR HAS BEEN PAID IN FULL.

RELIGIOUS ACTIVITIES

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

School-wide morning blessing begins each school day.

REPORT CARDS

Report cards show the student's progress in school subjects. Report cards will be issued quarterly. (October, January, March, June) Parents are required to sign and return the report card envelope within 3 days.

The teachers will notify parents about poor performance or unsatisfactory behavior. This may be done by means of a conference or progress report. Parents are expected to respond in person or by phone in order to assure student learning.

RETENTION

These guidelines will be followed when retaining a student:

1. Teacher(s) will contact the parents at the end of the 1st semester informing them of the situation and problems involved, indicating that retention is a possibility for their child.
2. A review of the student's progress will be made midway through the third quarter by the teacher(s) involved and the principal.
3. If progress continues to be unsatisfactory, parents will be notified in writing by the end of the 3rd quarter.
4. A student must have a passing final grade in 4 out of 6 major subjects. Students who do not achieve this will be required to attend summer school for failed subjects. Upon successful completion of summer classes, at the discretion of the school administration, the student may be promoted to the next grade.

SAFETY PATROL

Extreme care must be used in crossing streets. Students must cross at intersections or marked lanes only. The safety patrol performs a valuable service to our school by regulating traffic at school crossings and monitoring student safety at entrance and dismissal locations. Your full cooperation with the safety patrol is required. Please note the locations where students enter the building and from which they are dismissed.

SCHOOL PARENT FORUM

St. Linus "SPF" acts in a forum for parental input to the administration. Meetings are held quarterly. All parents are welcome to attend these very informative meetings..

Questions concerning school policy, see **Conflict Resolution**.

SEARCH AND SEIZURE

The school reserves the right to search a student and his/her personal belongings when the school suspects that the safety, health, or welfare of the student or others are in jeopardy. Searches and possible seizure may be initiated in response to situations involving, but not limited to: tobacco, drugs, weapons and theft. The student, the principal and another staff member will always be present during said search. Both the local law enforcement agency and the parent will be notified of the search.

SEXUAL HARASSMENT

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.

Sexual harassment is against the law and will be dealt with accordingly.

STUDENT RESPONSIBILITY

Students are responsible for controlling themselves at all times. They are also responsible for the maintenance and care of school property: desks, chairs, books, and supplies. Any damage to school property by a student will result in a monetary fee to replace the damaged property.

See **Code of Conduct** for other issues regarding student responsibility.

SUSPENSION

Suspension is the exclusion of a student from school for a specified period of time, usually lasting from one to three days. The authority to suspend is reserved to the administration. The administration has the right to suspend for any act of vandalism, theft, violation of school regulations or misconduct at the school, any St. Linus Church property, or at any school-sponsored activity.

The following guidelines are intended to only deal with the more serious violations of discipline which include, but are not limited to, the following;

1. Leaving the school grounds without permission during school hours, including the lunch period.

SUSPENSION CONT'D.

2. Vandalism, defined as the willful or malicious destruction or defacement of public or private property, including:
 - a. Parish properties
 - b. Teacher, staff, and volunteer properties
 - c. Student properties
 - d. Other properties, such as automobiles parked on parish property**ALL INCIDENTS OF ILLEGAL ENTRY, THEFT OF PROPERTY, VANDALISM, OR DAMAGE OF SCHOOL PROPERTY SHALL BE REPORTED TO THE SCHOOL PRINCIPAL WHO SHALL FULLY AND APPROPRIATELY RESPOND TO THE INCIDENT.** (Archdiocese of Detroit School Policy 5131.5)
3. Theft of:
 - a. Parish properties
 - b. Teacher, staff, and volunteer properties
 - c. Student properties
 - d. Property of others, such as athletic equipment
4. Blatant disrespect of any community member
5. Acts of violence
6. Use or possession of alcoholic beverages, tobacco or smoking materials, stimulants or depressants
7. Possession of a weapon at any time

Parents will be informed of and consulted with on all offenses. Parents will be expected to make monetary reimbursement for all properties damaged or stolen.

Suspension may be in-school or at-home. The school administration will make this decision. In either case, "0" credit is given for the day's work.

TARDINESS

Students arriving to school after the 8:05a.m. tardy bell will receive a pink tardy slip from the school office. Eight or more unexcused tardies in the same quarter may result in a lunchtime detention.

To be considered an excused tardy, because of a doctor or dental appointment, a parent's note or a doctor's slip must be submitted to the school office at the time of arrival.

The school office staff expects to be notified when a parent anticipates a regular problem with tardiness due to circumstances at the time.

TECHNOLOGY & INTERNET

- **Electronic Information & Use for Educational Purposes Policies** - All students and families are expected to read and sign the policy prior to school internet use every year. Failure to sign the policy will result in the inability to use the school's internet access.
- **Regarding respect and internet use** - 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 and those similar, will be disciplined, up to and including expulsion.
- **Retaliation** in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc. against an individual including all parish and school employees, volunteers, parents and students, for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to and including termination of employment and/or exclusion from school.

TELEPHONE

The office telephone is a business phone and should be used by students for emergencies *only*. **Students may not use the pay phone during school hours.** A student who comes to the office requesting to call home will give the message to the secretary or principal. A call will be made to the parent in the case of an illness, or cancelled after-school event. **CALLS WILL NOT BE PLACED TO THE PARENT WHEN BOOKS, SUPPLIES, HOMEWORK, GYM CLOTHES OR LUNCHESES HAVE BEEN LEFT AT HOME.**

TESTING

As a matter of educational policy, the Iowa Test of Basic Skills will be administered each October. Archdiocesan directives and guidelines concerning testing programs will be followed. Test results will be disseminated to parents promptly.

THREATS

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

TOBACCO

Possession or use of tobacco is not permitted at this school. Students who violate this policy will be subject to suspension, and/or expulsion.

TRANSFERS/WITHDRAWALS

When a child transfers to another school, the principal and the classroom teacher are to be notified at least one week in advance. All textbooks are to be returned to the teacher and all financial obligations to the school are to be settled. Academic and health records of the child will be sent to the new school when a request signed by the parent is received from that school and all financial obligations are settled. If financial obligations are not settled, grades and transcripts may be withheld until such amounts are paid in full.

TUITION

A Tuition Payment Schedule is published each year. Rates are based upon projected school enrollment for the coming year and overall school expenditures (tuition does not currently cover the cost per student). St. Linus Parish presently covers the difference.

St. Linus School has three (3) payment options.

- *Tuition paid in full by June 1st. Discount on first child rate only.

- *First half paid in full by June 1st; balance by November 1st. [A family that signs up for this but misses the deadlines will be required to pay in full or sign up for F.A.C.T.S. Late fee (\$25.00) will be applied.]

- *Enroll in F.A.C.T.S. at the time of registration. An annual fee is assessed by F.A.C.T.S.

Tuition accounts that are not kept current may result in denial of attendance. This includes the first day of school and the start of the second semester in January, as well as throughout the school year. To be considered "In Parish" a family must have been registered in the parish for a minimum of one (1) year prior to registration in the school and have maintained a minimum weekly contribution level as indicated on our tuition schedule. The pastor reserves the right to determine if and when a family has qualified for the reduced tuition rate accorded members of St. Linus Parish. Families are usually notified in writing by the pastor through the school office.

In addition to tuition, each family is expected to perform and document a minimum of service hours by March 1st. After March 1st, a \$125.00 fee will be assessed to those families that have not completed their required service hours. Failure to pay this fee will be considered as failure to pay tuition. Information regarding any scholarships will be made available.

If for any reason you should withdraw your student from St. Linus School, you will be reimbursed prepaid tuition based on a per diem plus thirty (30) days. Registration fees are

TUITION CONT'D

never reimbursed. There is a \$25.00 fee assessed for late tuition payments or returned checks.

Please direct your questions regarding current tuition balance to our school office at 313 274-5320.

UNIFORMS

Please see **Dress Code**.

VACATIONS

Teacher instruction, class participation and interaction are critical aspects of learning. Parents are asked to try to plan vacations during specified school vacation times (ie, when we are off of school). However, we realize this is not always possible. Homework will not be given prior to a vacation, but can be made up after the student returns. *See also homework policy.*

VISITORS

A visitor to St. Linus School is any person requesting admittance to the school during the instructional day who is neither a student or a staff member.

All visitors are required to report to the school office located at the main entrance of the school on Evangeline St. and may be issued a visitors pass for admittance. You must have a visitor's pass to gain admittance to the school. Students are not to admit visitors at anytime.

VOLUNTEERS

The school solicits and values the services of volunteer parents who share their time and talent for the benefit of our students. Volunteers are needed as room parents, hot lunch aides, field trip chaperones, teacher and office aides, etc. If you can give your time to any of these projects it will be greatly appreciated. Contact the school office to offer your services.

WEAPONS

Students are prohibited from bringing weapons to or having weapons in school, on the school premises or in the immediate vicinity of the school.

Definitions: 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; chains; karate sticks; brass knuckles; sling shots; sharpened instruments; ammunitions; etc.

School premises includes the school building and the adjacent grounds, e.g., parking lots and playgrounds, student lockers, and buses. Any student discovered to be or suspected of carrying, possessing, concealing or transferring a weapon on school premises or in the vicinity of the school shall be immediately excluded from classes pending investigation.

Any teacher or other school employee (paid or volunteer) who has any information regarding a violation or suspected violation of this rule shall report all such information to the principal who will take appropriate action including the application of policies and rules relating to expulsion and suspension.

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 pail, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, a teacher, or the pastor.

Any student found to be in violation of this policy and rule is subject to disciplinary action, up to and including permanent expulsion.

A student who interferes with or otherwise obstructs the search and questioning allowed in this policy and rule shall be subject to disciplinary action including the possibility of expulsion.