



St. Paul Catholic School Handbook of Policies and Procedures 2026-2027

Fr. Jim Bilot
Pastor

Mrs. Tina Forsythe
Principal

Mrs. Amy Bingle
Assistant Principal

St. Paul Catholic School
170 Grosse Point Blvd.
Grosse Pointe Farms, MI 48236

School Office: (313) 885-3430
Parish Office: (313) 885-8855
School Fax: (313) 885-9357
Website: www.stpaulonthelake.com

Table of Contents

About the Handbook.....	1
General Information.....	1
Provisions for Review.....	1
 About St. Paul Catholic School	 1
Mission.....	1
History.....	1
Philosophy.....	2
School Committee.....	3
Teacher Parent Guild (TPG).....	4
 Program Information	 4
General.....	4
Supplies.....	4
Homework.....	5
Grading Systems.....	5
Cheating	6
Scholarship Opportunities.....	7
Online Reports.....	7
Parent-Teacher Conferences.....	7
School Masses.....	7
Field Trips.....	7
Auxiliary Services.....	8
Reading Resource Room.....	8
Student Support Coordinator.....	8
Library.....	8
Alternative Recess Activities.....	9
Computer Education.....	9
Spanish.....	9
Music.....	9
Art.....	10
Physical Education.....	10
Preschool.....	10
Young Fives.....	10
Latchkey.....	11
Standardized Testing.....	11
Religious Education.....	11
Extracurricular Activities.....	11
St. Paul CYO Athletics.....	12
 School Operations	 12
Admission Policy.....	12
Tuition.....	13

Attendance.....	14
Hours of Operation.....	14
Early Morning Arrival and Late Afternoon Pick-Up.....	14
Tardy Policy.....	15
Absences.....	15
Early Dismissal.....	16
Returning to School Property.....	16
Extended Vacations.....	17
Authorized Pick-Up.....	17
Visitors.....	17
Health Promotion	17
Bicycles.....	17
Skateboards, Roller, Scooters, Shoes with Rollers, Etc.....	18
Safety Patrol.....	18
Medications.....	18
Emergency Medical Treatment Forms.....	18
Immunizations.....	19
Accidents.....	19
Illness.....	19
Lunch Program.....	20
Special Diet Statement.....	20
Head Lice Policy.....	20
Dress Code	20
General.....	20
Uniform Dress Code.....	21
Boys Uniform.....	21
Girls Uniform.....	22
Other Dress Code Items.....	24
Uniform Exchange.....	25
Gym Uniform.....	25
Communication	25
Newsletters and Emails.....	25
Parents Who Are Separated or Divorced.....	25
Change of Address and Phone Number.....	25
St. Paul on the Lake Catholic School Directory.....	26
School Newsletter.....	26
Calendars and Menus.....	26
Communication with Teachers.....	26
Messages for Students.....	26
School Cancellation.....	27
Fundraising.....	27
Traffic Safety Rules.....	27
Technology	28
Cellular Phones, Tablets and Miscellaneous Electronic Devices.....	28

Cell Phone Policy.....	28
Definition of Electronic Devices.....	29
Possession and Use of Electronic Devices.....	29
Confiscation.....	30
Potential Disciplinary Action.....	30
Reporting.....	31
Code of Conduct	31
Responsibility for Student Conduct.....	31
Student Responsibility.....	31
Off Campus Behavior.....	32
Parent Responsibility.....	32
School Staff Responsibility.....	33
Administration.....	33
Removal from School and Other Disciplinary or Corrective Action.....	33
Behavior Rubric for Grades Young 5's, K-4.....	35
Behavior Rubric for Grades 5-8.....	37
Bullying Policy.....	39
What is Bullying?.....	40
What Happens if There is a Charge of Bullying?.....	40
Discipline for Bullying.....	40
Cafeteria.....	41
Playground.....	41
Playground Rules and Procedures.....	41
Silent Hallways.....	42
Conflict Resolution.....	43
Emergency Procedures.....	43
Other Important Policies	43
Non-Discrimination.....	43
Sexual Harassment.....	44
Safe Environments.....	45
Weapons.....	46
Acceptable Use for Technology.....	47
Electronic Information Access and Use for Educational Purposes Policy.....	47
School Responsibility.....	51
St. Paul School Catholic School Network Users.....	51
Privileges.....	52
User Responsibilities.....	52
User Prohibitions.....	53
Consent to Use of Image.....	54

About the Handbook

General Information

This handbook is a general statement of the policies and procedures in effect at St. Paul Catholic School. Students, parents, teachers, staff and any other individual on school property are subject to these policies and procedures. The handbook is supplemented by the policies and rules contained in the Policies and Rules Handbook for Catholic Schools of the Archdiocese of Detroit, a copy of which is in the school office. Issues regarding the implementation and interpretation of this handbook shall be determined by the discretion of the principal or assistant principal.

Provisions for Review

The School Committee shall perform an annual review of the handbook. During its review, the committee shall consider input provided by parents, students, teachers and staff of St. Paul Catholic School. The School Committee and the principal retain the right to amend the handbook, and parents will be given prompt notification if changes are made.

About St. Paul Catholic School

Mission

The mission of St. Paul Catholic School is to promote the development of lifelong learners and leaders through an outstanding academic curriculum anchored in our Catholic faith.

History

St. Paul Catholic School is a pre-kindergarten through eighth grade school. The foundation of Catholic education in St. Paul Parish dates back to 1887 when the neighboring Convent of the Sacred Heart opened a free school for the children of the

parish. The small, four-room building served as the parish school for nearly 40 years.

In 1926, the parish decided to build its own school. Plans for the high school were soon enlarged to include a new elementary school. The parish purchased property behind the church, and on September 6, 1927, the new St. Paul Catholic School opened its doors. According to Pastor Alonzo Nacy, it was "a parish school second to none in the state or, for that matter, the nation." Despite its large size, parish growth and enrollment soon filled the school to capacity.

In 1951, an addition was built. In 1963, a second addition consisting of eleven classrooms, the gymnasium, and the cafeteria provided St. Paul Catholic School with the excellent facilities it enjoys today. A kindergarten program was instituted in 1975 and a preschool program was added in 1993. A half-day Young Fives program was initiated in 2003, as well as an extended day care program. In 2004, a full-day kindergarten option was added. The Michigan Association of Non-Public Schools accredits St. Paul Catholic School.

St. Paul Catholic School has continued to grow in stature and service to the parish community, and in 2006, the St. Paul Catholic School was designated a Blue Ribbon School by the U.S. Department of Education.

Philosophy

We believe the purpose of Catholic education is to educate the whole child based on Gospel values and Catholic faith tradition, celebrate the unique God-given talents and inherent self-worth of each child, build a community of faith, and be of service to others. We believe that we are called to:

- Prepare our students for life as active and responsible members of family, church, and society;
- Preserve and teach the doctrines and traditions of the Catholic faith;
- Provide a safe and caring learning environment which fosters academic excellence and nurtures peer relationships;
- Respect the dignity of all, by gaining an understanding of cultural

- diversity and appreciating global differences;
- Be aware of, and address, not only educational but spiritual, physical and emotional needs of those in our care; and
- Challenge ourselves and our students to look beyond ourselves and our interests.

School Committee

The School Committee provides the principal with a group of parents of varied backgrounds who bring multifaceted points of view, educational backgrounds, experiences, and expertise to focus on how to provide the best Catholic education.

The School Committee has two primary functions: (1) to serve as a conduit for communication between the school community and the administration; and (2) to function as an advisory body to the principal regarding policies for St. Paul Catholic School. The principal, in consultation with the staff, implements these policies and recommendations to establish curriculum and develop procedures.

The School Committee consists of up to eleven parents/guardians and the principal. Any parent interested in serving on this committee can submit his/her name to the school office.

As part of its responsibilities, the School Committee will:

- Plan, set, and revise long and short-range goals;
- Update and revise the School Handbook;
- Address parental concerns within the context of policy;
- Assist with development and marketing of school information to the community;
- Receive reports from the principal and make appropriate recommendations, advise on policy changes, etc.
- Oversee the Teacher Parent Guild (TPG); including the selection and facilitation of Enrichment Programs
- Conduct an annual self-evaluation of strengths and weaknesses of the committee.

Each month, one member of the School Committee is designated as the liaison and his or her name and telephone number are published in the weekly school newsletter. Please feel free to contact the liaison with any questions or concerns you may have. The liaison will try to answer your questions, direct you to personnel who can, or bring those issues to the next School Committee meeting to discuss your matter with the entire committee.

Teacher Parent Guild (TPG)

The Teacher Parent Guild is comprised of thirteen parents/guardians, two teacher representatives, and the school principal. Nominations are accepted in early spring, with members chosen by the principal if there are more nominations than seats available. Monthly meetings are usually held on the first Tuesday of each month.

The function of the TPG is to provide assistance to the School Committee by increasing the educational and enrichment opportunities available to the children at St. Paul Catholic School, primarily by raising money through fundraisers. The TPG decides which fundraisers to hold, solicits volunteers for each fundraiser, and makes funds available to the principal for use within the school community.

Program Information

General

Students may be grouped according to achievement in reading, language arts and math. Groupings are flexible, enabling a student to move from one group level to another during the course of a semester or a year. This move is dependent upon the student's self-motivation, achievement and teacher recommendation.

Supplies

Parents should ensure students are provided with the proper supplies for school. Supply lists are given to all students before the start of every school year. Lists are also available on the St. Paul Catholic School website at www.stpaulonthelake.com Parents need to check with their child for replacement needs throughout the year.

Homework

All students in grades K-8 will have some type of homework every night or several times during the week. Students are encouraged to read daily to develop independent reading skills and an appreciation for reading. All students in grades 3-8 use homework planners designated by the school. Homework in all grades may be given that require work over the weekend.

See teacher expectations for division policy and homework grade reduction policy.

Grading Systems

The St. Paul Catholic School follows the grading scale set forth by the Archdiocese of Detroit, Office of Catholic Schools. Grades are determined by the individual teachers at each grade level. The grading scales are specific to grade levels as follows:

Pre-Kindergarten-Grade 2

Academic Grade Rubric	
P	Proficient
D	Developing
N	Needs Support

Conduct Rubric	
A	Excellent
B	Very Good
C	Average
D	Needs Improvement
F	Poor

Grades 3-8

Academic Grade Scale		
A	93%-100%	Excellent
B	83%-92%	Very Good
C	72%-82%	Average
D	60%-71%	Needs Improvement
F	59% and below	Poor
I		Incomplete

Conduct Rubric	
A	Excellent
B	Very Good
C	Average
D	Needs Improvement
F	Poor

Cheating

St. Paul Catholic School emphasizes the importance of academic integrity, which is built on values such as honesty, trust, respect, fairness, and responsibility.

Cheating encompasses a range of activities from plagiarism to cheating on assignments and assessments. It can have serious consequences for students. Below is the escalation of consequences:

- **1st Offense**-The student receives a loss of recess and a 0% on the assignment. If the student cheated on a test, the test will need to be retaken in a different format. An email will be sent home to the parents. Extra credit will not be given.
- **2nd Offense**-The student will miss two recesses and a 0% on the assignment. Parents, teachers, and administrators will have a meeting. Student will be suspended from all school activities until further review. Extra credit will not be given.
- **3rd Offense**-The student receives a 0% on the assignment and they are suspended for one day. Parents, teachers, and administrators will have a meeting. Extra credit will not be given.
- **4th Offense**-The student will be **expelled** from school.

These consequences apply to all forms of cheating and academic dishonesty including those involving other people, unauthorized materials, technology, or AI.

Scholarship Opportunities

There are several scholarship opportunities available for parents and students of St. Paul Catholic School. Scholarship award determinations are made by the pastor and principal with assistance from the school staff. Scholarships are awarded based on financial and other factors. Additionally, some scholarships are renewable for multiple years or for specific grade levels. Contact the school office for more information on available scholarships.

Online Reports

Current grades and assignments for all students in grades 3 to 8 are available online through our web-based reporting system called FACTS. Grades are updated weekly, and parents are expected to monitor their child's progress regularly.

Parent-Teacher Conferences

Formal conferences will be scheduled in fall and spring. The teachers are happy to meet with parents concerning their child outside of class hours. Parents can call the school at 313-885-3430 or email the teacher to schedule an appointment.

School Masses

Community is celebrated at Mass throughout the year. Each class, grades 1 to 8, typically attend Mass twice a week, including special All-School Masses, for which different grades prepare the liturgy. Kindergarten attends Mass once a week. Parents and parishioners are invited to attend the liturgical celebrations. Students also attend Mass on Holy Days.

Field Trips

Field trips, as educational experiences, are encouraged at all grade levels. Forms with details are sent home prior to the trip. Parent/guardian written consent is required prior to participating in the field trip. All children who participate in field trips must have basic health care insurance. Please see the office for information about affordable health care insurance. Any parents/guardians who wish to

accompany students on field trips as chaperones or drivers must first complete a criminal background check and attend a Protecting God's Children Workshop as discussed in detail in Section V(D) (Important Policies-Safe Environments). Drivers must drive directly to field trip and directly back to school, **with no additional stops**.

Auxiliary Services

The Resource Room teacher is available to support students with needs outside of the regular curriculum. Parents and teachers may request evaluation of a student at any time. Limited student services are available from the Grosse Pointe Public School System in certain areas, i.e. speech development, teacher consultant, PT and OT services, etc. Parents of children eligible for these services will be notified. Specific details will be worked out on an individual basis.

Reading Resource Room

The Reading Resource Room Teacher provides targeted reading instruction and intervention to students who require additional support in developing foundational literacy skills as well as academic support in all subjects. The teacher collaborates with classroom teachers, families, and support staff to assess student needs, implement evidence-based interventions, monitor progress, and help students achieve grade-level reading goals.

Student Support Coordinator

The student support coordinator serves as support for students, teachers, and parents. They meet with individuals or groups as the need arises. The student support coordinator is also a resource person for information on various learning-related or social problems.

Library

The library contains over 8,000 volumes providing curriculum support for all grade levels. Students are introduced to a variety of literature and authors through story times, presentations, and videos. The students also learn the skills necessary to

effectively research a variety of information resources, both in print and in electronic formats.

Alternative Recess Activities

Students in grades 6 to 8 are given the opportunity to participate in which activities they would like to participate in as an alternative recess. The students are able to select from activities taught by teachers. The students then participate in activities after lunch in lieu of recess. The students will have the option of going outside every day if they choose not to sign up for an activity.

Computer Education

Each class is scheduled to use the computer room for one period per week. Students gain an understanding of how a computer works and its applications. Classroom instruction is enhanced with software used in the computer lab, as well as through Chromebooks and other resources made available to the teachers.

Spanish

Students are exposed to Spanish culture and language one period per week. Spanish has its roots in Latin from which many other languages, as well as many words in the English language, are derived. The Spanish program gives students the opportunity to appreciate Spanish culture and to use a foreign language. The focus of the program in the primary grades is to enjoy using a foreign language in conversation, songs, stories, and games. Intermediate students begin to learn Spanish grammar concepts such as the agreement of nouns, articles, and adjectives in gender and number, and present-tense verb conjugation. There is an elective Advanced Spanish course offered to grade 7 and 8 students.

Music

Students attend music class one period each week. They learn to recognize and to appreciate differences in musical forms and types, as well as learning music vocabulary and theory.

Art

Art education includes an introduction to esthetics, different media, a variety of tools, awareness and appreciation of the environment, creative experimentation and art production. Students are introduced to many different styles of art and artists.

Physical Education

The focus of weekly physical education class is the formation of lifelong attitudes regarding health, fitness, and the productive use of leisure time. The acquisition of basic athletic skills and basic sporting skills is an integral part of the program. Students in grades 4 to 8 must wear a gym uniform purchased through the uniform company. Students not dressed in uniform will lose weekly participation points. **If a student cannot participate in physical education class, the parent/guardian must provide a written excuse from the student's physician acceptable to the principal or assistant principal prior to the student being excused from the class.**

Preschool

St. Paul Catholic School is dedicated to fostering the early development of a child's personal foundation to reflect a positive self-image, self-discipline, and an enthusiasm for learning. Large and small motor skills are developed as well as an attitude of cooperation, respect for others, and an appreciation for the world around them. In keeping with Christian values, the individual dignity and freedom of each child and his/her family are always respected.

Young Fives

The Young Fives program is a transition year between preschool and kindergarten. It is intended for children who are not ready to start the regular kindergarten program either because of a late birthday, developmental delays, or the need for a growth year.

Latchkey

The Latchkey program is a service for enrolled students of St. Paul Catholic School. Before and after school care is available for young fives and full-day kindergarten through grade 8. A family registration fee is due at the time of registration. See the School Office for further details and fee schedule.

Standardized Testing

STAR assessments are administered to students 3 times per year; fall, winter, and spring. Test results will be sent home to parents.

Religious Education

The Religious Education department works in conjunction with the faculty and administrative staff to prepare Catholic students for the sacraments of Reconciliation, Eucharist and Confirmation. During the course of preparation, the students and their families are encouraged to participate in a variety of events and service opportunities. Parents will receive detailed information about these events throughout the year.

Extracurricular Activities

Extracurricular activities vary from year to year. The following are some of the extracurricular activities currently offered to students:

- Altar Servers
- Chess Club
- Choir
- Cub Scouts/Boy Scouts
- CYO Sports
- Daisies/Brownies/Girl Scouts
- Forensics
- Golf
- Jr. High Leadership Council
- Safety Patrol
- School Musical
- Service Projects
- TPG Sponsored Enrichment

St. Paul CYO Activities

The St. Paul Athletic Club sponsors CYO sports programs. These programs are open to all St. Paul Catholic School students and children who attend the St. Paul Religious Education Program. Please see the St. Paul Athletic Program Policies for further information and guidelines at www.stpaulakers.org.

School Operations

Admissions Policy

Admission will be given according to the following priority:

- 1st - Currently enrolled students and siblings
- 2nd - In-Parish students
- 3rd – Students from neighboring parishes which do not operate schools
- 4th - Other students

Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center of evangelization and exists to provide an excellent academic education and formation founded upon the morals, teachings, and practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct (or the conduct of a family member) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community.

All students and their parents must support the philosophy and policies of St. Paul Catholic School. All students must take the religious education courses offered at their grade level. Student acceptance and placement will be determined on an individual basis considering past scholastic and citizenship records. In addition, students may be tested in language arts and mathematics before admission. Test results will determine grade level of entry. Students with previous discipline

problems in other schools may be accepted on probation and at the discretion of the principal.

A child entering the preschool program must be age three for the 3-year-old preschool program, or age four for the 4-year-old preschool program, on or before September 1 of that year. All children must be potty trained. A child entering kindergarten must be age five on or before September 1 of that year. A child entering first grade must be age six on or before September 1 of that year.

Registration takes place in the spring of each year for children entering all grades in the fall. All returning students must re-register in the spring for the next school year.

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

Tuition

Tuition policy and fees are determined by the Parish Finance Council. Different tuition rates apply to contributing parishioners and non-parishioners. In order to receive the "parishioner in parish" rate, families must be registered in St. Paul Parish or another parish in the Parish Family which does not have a school and are strongly urged to contribute to the parish envelope collections by December 31 of the current school year. At registration in the spring, a non-refundable deposit of \$250 per family is due. All tuition and fees for the current year must be paid before registration is accepted for the following year.

The St. Paul Catholic School tuition policy is as follows:

- Tuition assistance is available on a case-by-case basis to help families who are experiencing temporary difficulties. Interested families should contact the pastor or the principal directly;

- St. Paul Catholic School's operating budget is dependent on the income derived from tuition and fees and the subsidy from the parish. For the school to operate on its tight budget, it is essential that every student's tuition and fees be paid in full and on time;
- If, during the course of the school year, a student's tuition and fees are not paid according to the established schedule, then the parents/guardians will be notified that unless the situation is remedied the student will not be permitted to continue at St. Paul Catholic School;
- For students who leave St. Paul Catholic School with unpaid tuition or fees, their records will not be released until full payment has been made. Eighth graders in this situation will not be permitted to take final exams or participate in graduation ceremonies. St. Paul Catholic School will take whatever steps it deems appropriate to collect unpaid tuition and fees;
- A delinquent situation is to be remedied by full payment of the balance due. However, in cases of temporary financial setbacks or problems, it may be possible to remedy a delinquent situation by a payment plan mutually agreed upon by the parents/guardians and the Pastor.

Attendance

St. Paul Catholic School abides by the State of Michigan School Code with regard to the minimum number of days and hours that are required in the annual calendar. It is a serious parental obligation to see that their child is in attendance each day.

Hours of Operation

- Kindergarten – Hours are 7:50 a.m. to 3:00 p.m.
- Young 5's – Hours are 7:50 a.m. to 3:00 p.m.
- Morning Preschool – Hours are 8:00 a.m. to 11:00 a.m.
- All Day Preschool – Hours are 8:00 a.m. – 3:00 p.m.
- 1st Grade through 8th Grade – Hours are 7:50 a.m. to 3:15 p.m.

Early Morning Arrival and Late Afternoon Pick-Up

Students shall be in line and waiting for the teachers to pick them up at 7:50 a.m.

There is no supervision for students before 7:40 a.m. If it is necessary for your child to arrive at school before 7:40 a.m., arrangements must be made to send them to Latchkey. Students who have not been picked up by 3:30 p.m. are

instructed to return to the office. If a parent cannot be contacted, then the child will be sent to Latchkey, and the parents will be charged the appropriate fee.

Tardy Policy

Students must be at their door in line by 7:50 a.m. Students entering between 8:00 a.m. and 12:00 p.m. will be marked tardy. Students entering after 12:00 p.m. will be marked 1/2 day present. Students who leave before 12:00 p.m. will be marked as 1/2 day present. There is no exception to the tardy policy for days on which Mass is held. **Students will lose recess after 3 times tardy in a quarter.**

When a student is tardy, the student must come to the school office and sign in. They will receive a tardy pass that will admit them into class. If your child is tardy due to a doctor's appointment, please bring a doctor's note for an excused tardy.

Tardiness is a serious matter. Being organized and on time is an integral part of the educational process. Habitual absences or tardiness will result in a formal letter being sent home from the administration explaining the consequences and possible reporting in accordance with the law.

Ten tardies are considered the equivalent to one absence.

Absences

Please report all absences to the school at 313-885-3430 before 8:00 a.m. A message must be left with the office personnel or on the answering machine giving the name of the student, grade, homeroom, reason for absence, and name of the caller. If a student is absent without a message, the school will call home. If a student has been absent for an extended period, the parent or guardian must provide a written excuse from the student's physician acceptable to the principal or assistant principal in order to maintain student status. The number of days absent will equal the number of days that the student is allowed to make up work. For example, if the student misses three days of school, then he or she has three school days to make up the missed work. A parent may request homework after the student has

missed two consecutive days of school. If a parent calls a student into school sick, the student must stay home and not return to school that day even if feeling better. If a student leaves school sick, they may not return to school that day even if they are feeling better. An absence will be considered excused when accompanied by appropriate documentation, such as a doctor's note. Excused absences may include medical, dental, vision, or orthodontic appointments, as well as illness involving vomiting, diarrhea, or fever. Unexcused absences include, but not limited to, sleeping in, taking a birthday off from school, family vacations and extended vacations, staying home to complete homework or other school assignments, and absences that are not reported to the school by a parent or guardian. **A student with an unexcused absence will receive 50% credit on all assignments and tests.**

Students with 10 absences will be reported to truancy.

Early Dismissal

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

- A written request giving the reason for the early dismissal must be presented to the homeroom teacher.
- A parent must report to the school office to sign out the child and pick up the student there.

Ten early dismissals are considered the equivalent to one absence.

Returning to School Property

Students may not return to school property after dismissal, unless they are attending an official school function, such as sports practice or a regularly scheduled club meeting.

Extended Vacations

The school's vacation periods are generous in both number and length, and parents should make every effort to utilize the current, published vacation schedule. Since class explanations, discussions, peer interactions, and instructional continuity are important, parents are asked NOT to take their children out of class for extra vacation days. **Classwork and homework will not be provided prior to vacations.** Parents are responsible for seeing that the student follows through in completing missed assignments. **A student with an unexcused absence or absences due to an extended vacation will receive 50% credit on all assignments and tests.**

Authorized Pick-Up

Students will only be released to legal parents/guardians or to individuals listed on the emergency list.

Visitors

All visitors to the school are required to enter and exit through the school office, sign in at the front desk, and to always wear a visitor badge on the premises. All visitors without a badge will be redirected to the office.

Health Promotion

Bicycles

Students riding bicycles to school are to park them in the racks provided. All bicycles must be walked on school grounds. They are never to be ridden during the lunch period or anywhere on school grounds. The school does not assume responsibility for any damage to bicycles parked on the premises. All bicycles must be locked.

Skateboards, Roller Blades, Scooters, Shoes with Rollers, Etc.

Children are not allowed to ride skateboards, roller blades, scooters, roller shoes, or any similar items anywhere on the school grounds.

Safety Patrol

Students on the Safety Patrol are to be at their posts 10 minutes prior to and after school. They must be shown respect due them in their position by parents and students. They must be worthy of this respect by their own conduct, punctuality, respect, and responsibility for others. Parents are expected to encourage this responsibility.

Medications

It is the responsibility of parents and/or guardians 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. School personnel will not dispense or administer any medicine to students without written parent /legal guardian permission and physician authorization and instructions. If prescription or non-prescription medicine must be taken during school hours, the principal or his/her designee will supervise the administration of the medicine by the student in the presence of another adult.

A student may not keep any medication in his/her possession during school hours, **EXCEPT INHALERS USED FOR ASTHMA OR AN EPINEPHRINE AUTO-INJECTOR, SUCH AS AN EpiPen.** In this case, a signed note from the physician and parent must be on file in the office. The note must indicate that the student is trained to self-administer the medication when necessary and at safe intervals. It is the responsibility of the parents to notify the school of all allergies.

Emergency Treatment Forms

Parents must fill out a form for each child.

Immunizations

State laws and the Wayne County immunization code prohibit a child from entering school without the required immunizations. All immunizations must be up to date and will be reviewed yearly to comply with the state law.

Accidents

First aid will be administered only for minor cases (cuts, bumps, and bruises), and as an emergency treatment until the injured student is placed under medical care. In all cases where the injury is serious, or when the exact nature and extent of the injury are in question, the school will make every effort to speak to the parent or the person designated on the emergency card. If the parent or responsible party is not available, the case will be referred to the physician listed on the student's emergency treatment form, or if the physician cannot be reached, the nearest hospital. Parents will be notified immediately in all cases of injury or illness when medical treatment is required, in order to facilitate the appropriate medical attention. If parents are not available, the student may be transported by emergency vehicle and will be accompanied by a school staff member.

Illness

If a student becomes ill during the day, the parent or responsible party will be contacted. If they are not available, the student will be cared for according to the instructions listed under "Accidents."

When a teacher sends a sick child to the office, a person designated by the principal will evaluate that child who will then notify the parents or responsible party. If a child has been sent home for an elevated temperature, vomiting, or diarrhea, this student must not return to school until the student's temperature returns to normal and there has been no vomiting or diarrhea for 24 hours.

If a student has a communicable disease such as influenza, persistent cough with a cold, chicken pox, strep throat, etc. (refer to health form), this student must not return to school until released by a physician or

until he/she has been symptom-free for 24 hours according to the guidelines of the Wayne County Health Department Disease Control Division.

Lunch Program

St. Paul Catholic School offers hot lunches which meet all of the criteria for the National School Lunch Program. Information regarding the lunch menu and the cost and process for purchasing hot lunch and milk may be found in school newsletters. The Food Service Director will ensure that no child goes hungry at lunchtime.

Special Diet Statement

Please refer to the food allergy handbook which is available in the school office and on the school website. Nut products are allowed in the cafeteria, except at the allergy table.

Head Lice Policy

Any student with live head lice may not remain in class. Immediate treatment at home is advised. The student will be admitted to school after successful treatment and, if needed, examination by school administration. Any student with no live lice, and with nits farther than ¼” from scalp, will be allowed in school. When a case of lice is found in a classroom, parents of all students in that grade will be notified via letter asking them to check all of their children for head lice. Routine screenings for head lice will NOT be conducted.

Dress Code

General

“School Sanctioned” refers to a specific style of clothing that has been approved by the School Committee as appropriate for the St. Paul Catholic School Dress Code. The Dress Code will be enforced by St. Paul staff.

Apparel with logos is available through Connie's or through Lands' End at the website www.landsend.com/school.

Girls' kilts and jumpers are only available through Connie's (www.shopconnies.com) and Schoolbelles (www.schoolbelles.com). All other non-logo uniform apparel (shorts, slacks, belts, etc.) may be purchased only from Lands' End and Connie's, or be French Toast brand (sold through Costco and other stores). **Dockers, Polo, Hilfiger, and similar brands are NOT permitted.**

UNIFORM DRESS CODE

Boys Uniform	How to Wear It
<u>Pants:</u> Young 5's, K-8th uniform Khaki pants	- Must be worn at the waist. - Black belt only. NOT PERMITTED: - Jean style. - Any pants with exterior pockets (cargo pants) - Dri fit material.
<u>Shorts:</u> - May be worn August-October 1st, May 1st to the end of the year - Young 5's, K-8th navy or Khaki uniform shorts	- Must be worn at the waist. - Black belt only. NOT PERMITTED: - Jean style. - Any shorts with exterior pockets (cargo shorts) - Dri fit material.
<u>Shirts:</u> - Young 5's, K-8th white button Oxford shirt-short or long sleeve - Optional-St. Paul logo - Uniform plaid neck or bow tie	Shirt MUST be tucked in at all times.
<u>Sweaters/Vests:</u> Young 5's, K-8th red vest or red sweater with St. Paul logo	- Red vest and red sweater MUST have St. Paul logo. Worn or ripped sweaters MUST be replaced. No patches. - A uniform shirt MUST be worn under vests, sweaters, and the collar showing.
<u>Socks:</u> Young 5's, K-8th Khaki or black crew socks.	NO LOGOS on socks.
<u>Shoes:</u> Young 5's, K-8th Black dress shoes	Shoes should be neat and clean.

	• Worn or ripped shoes MUST be replaced. • Tennis shoes may be worn at recess. • Tennis shoes may be worn on gym days for Young 5's, K-3rd grade. • Athletic shoes and boots are NOT PERMITTED.
Accessories: • A simple cross or religious medal with single strand chain. • Simple wristwatch. • No earrings.	• Necklaces must be worn inside the shirt. • Necklaces must be single strand chain only. • No bracelets including religious bracelets. • No Smartwatches, Apple Watches, or Gizmo Watches.
Hair: • Hair must be natural color, neat, clean, combed, and out of eyes at all times. • Boys' hair must be above the collar, ears, and eyebrows and should not reach the eyebrows when pulled down.	• Hairstyle is not to be a distraction • Not permitted: ○ excessive fad haircuts or styles.

Girls Uniform	How to Wear It
<u>Jumpers and Kilts:</u> • Young 5's, K-5th plaid uniform jumper • 6th-8th plaid kilt with kilt pin	• Jumper and kilt length no shorter than one inch above the knee. • Skirts cannot be rolled and must be work at the waist. • Plain shorts can be worn under skirts.
<u>Pants:</u> • Young 5's, K-5th navy blue uniform pants • 6th-8th navy blue uniform pants	• Must be worn at the waist. • Black belt only.
<u>Shorts:</u> • May be worn August-October 1st, May 1st to the end of the year • Young 5's, K-5th navy blue uniform shorts • 6th-8th navy blue uniform shorts	• Shorts may be no shorter than 1 inch above the knee. • Must be worn at the waist. • Black belt only.
<u>Shirts:</u> • Young 5's, K-5th white button down Oxford or Peter Pan blouse-short or long sleeve, plaid tab tie if wearing pants • 6th-8th white button down Oxford or Peter Pan blouse-short or long sleeve, plaid tab tie if wearing pants	• Shirt MUST be tucked in at all times.

<u>Sweaters/Vests:</u> • Young 5's, K-5th red vest or red sweater with St. Paul logo • 6th-8th red vest or red sweater with St. Paul logo	• Red vest and red sweater MUST have St. Paul logo. • Worn or ripped sweaters MUST be replaced. No patches. • A uniform shirt MUST be worn under vests, sweaters, and the collar showing.
<u>Socks/Tights:</u> • Young 5's, K-8th solid navy or solid white crew socks, knee high socks, or tights	• Crew socks MUST be above the ankles. • Ankle length and no show socks are not permitted. • NO LOGOS on socks.
<u>Shoes:</u> • Young 5's, K-5th Black Mary Jane or black dress shoe • 6th-8th Black Mary Jane or black dress shoes	• Shoes should be neat and clean. • Shoes MUST be closed at the heel and toe. • Worn or ripped shoes MUST be replaced. • Tennis shoes may be worn at recess. • Tennis shoes may be worn on gym days for Young 5's, K-3rd grades. • Athletic shoes, ballet shoes, boots, and sandals are NOT PERMITTED.
<u>Accessories:</u> • A simple cross or religious medal with single strand chain. • Simple wristwatch. • Small stud (post) earrings. <u>Hoops, if worn, must fit snugly to the earlobe.</u> • Hairbands, bows, scrunchies, and barrettes must be solid navy, white, red, dark green, or uniform plaid. • No perfume bottles school.	• Necklaces must be worn inside the shirt. • No Smartwatches, Apple Watches, or Gizmo Watches. • No bracelets including religious bracelets, hair scrunchies, or ponytail holders. • No Rings. • Earrings must be worn on the earlobe; one per ear, no longer in length than the earlobe. • NOT PERMITTED: ○ Name necklaces. ○ Multiple connected necklaces. ○ Multiple earrings. ○ Dangling earrings. ○ Hoop earrings large enough to fit a fingernail through. • Excessive, large or distracting hair accessories are not allowed. • Hair bows should be under 4 inches. • No tattoos are allowed, including temporary tattoos. • No body piercings.
<u>Hair, Nails, and Make-Up:</u>	• Hairstyle is not a distraction.

• Hair MUST be neat, clean, combed, and out of eyes at all times. • Make-up is not allowed. • Only clear nail polish is allowed. Clean, cut, short, manicured nails. Oval or square shaped. Vacation hairstyles and nails need to be removed before returning to school.	• Any make-up worn to school will result in the student being sent to the office to remove it with a make-up wipe. • NOT PERMITTED: ○ Pointy or long nails, including almond shaped. ○ Press on nails. ○ Acrylic nails ○ Any color, including variants of pink. ○ False eyelashes. • Colored nail polish worn to school will result in the student being sent to the office to remove it with a nail polish remover wipe.
<u>Dress Up Days:</u> • Dress or skirt. The length of the dress or skirt MUST be no more than 1 inch above the knee. • If the dress has spaghetti straps, you MUST wear a sweater or a shrug. • No low-cut shirts, midriffs must be covered. • No hats.	• Leggings and yoga pants are not permitted. • Closed toe FLAT shoes only, no sandals, heels, or wedges. • Same school rules apply for jewelry, nail polish, hair, and make-up. • No political representation on clothing and accessories.

OTHER DRESS CODE ITEMS

Spirit Wear Days-Boys and Girls	How to Wear It
• Any spirit wear shirt or sweatshirt with St. Paul logo or St. Paul writing. • School appropriate jeans. No holes or tears allowed. No jean shorts. • St. Paul spirit wear pants are allowed. • Same school rules apply for jewelry, nail polish, hair, and make-up.	• No Uggs, Slippers, or Crocs. • No holes or tears allowed in any spirit day clothing.

Students who receive three dress code violations will forfeit the privilege of participating in the next scheduled Free Dress Day and will be required to wear their school uniform.

Uniform Exchange

There are uniform lockers at school where parents may trade in clean, gently used uniform clothing for clean, gently used uniform clothing in another size.

Gym Uniform

The gym uniform worn by students in grades 4 to 8 must be purchased through Lands' End, Connie's or through the Spirit Wear website. Appropriate athletic shoes must be worn.

Communication

Newsletters and Emails

Please check your child's Red Folder on Thursdays. Ongoing communication between home and school is essential to effective schooling. Check with your children to see if any information has been sent home. Also, read weekly school newsletters and emails sent home from the classroom teacher. You may visit the school website at www.stpaulonthelake.com which contains school information, including staff email addresses.

Parents Who Are Separated or Divorced

St. Paul Catholic School makes every effort to communicate with all parents. Communication from the school office that is sent home is available through the website. In addition, special arrangements can be made for non-custodial parents or guardians. Please discuss any necessary special arrangements with the office assistants.

Change of Address and Phone Number

Please report any change in students' and/or parents' address or phone number (home or office) to the school office as soon as possible so that the records may be kept up to date.

St. Paul on the Lake Catholic School Directory

The St. Paul on the Lake Catholic School Directory contains names, addresses and phone numbers of students and parents. It is published every fall.

School Newsletter

Each week the St. Paul Catholic School newsletter is emailed to all families, and it is posted on the website. The newsletter contains a letter from the principal, pertinent reminders, news, requests and other information. Other fliers or information of interest only to certain classes may also be attached. This is the main source of communication and information provided from the school to St. Paul Catholic School families.

Calendars and Menus

Monthly calendars and lunchroom menus are sent home with the newsletter at the beginning of each month. The annual school calendar is posted on the website and can be downloaded and/or printed.

Communication with Teachers

While teachers may not leave class for phone calls, a message may be left in the office for the teacher, and your call will be returned within 1 business day. You may also contact the teacher via email. Teachers will send home their email addresses at the beginning of the school year. Teacher and staff email addresses are available on the website at www.stpaulonthelake.com. Meetings can also be arranged before or after school or during planning periods. **Parents are not to go to any classroom at any time during the day without first going to the office for a pass.** This is a safety issue for the school.

Messages for Students

Parents are requested not to call the school for delivery of messages to students except in cases of emergency.

School Cancellation

Parents will be notified of school cancellation or late start due to weather or building problems by announcements sent to Fox 2 News, WWJ 950 Radio, WJR 760 Radio and WDIV Local 4 News. The information will also be sent to all families via an email notification.

Fundraising

All sales of goods or services must be pre-approved by the principal.

Traffic Safety Rules

Your cooperation at arrival and dismissal times will ensure the safety of ALL children. Discuss these rules with your children so that everyone may observe the proper traffic rules each day. Nothing shall be more important than the safety of the students. If other people pick up your children, please direct them in the proper traffic safety rules for St. Paul Catholic School.

- Always yield to Safety Patrol;
- There is no parking anywhere around the perimeters of the school during drop-off and dismissal times;
- Parking is not allowed around the school perimeters between 8:15 a.m. and 2:30 p.m. and after 3:30 p.m. even in yellow curb areas;
- No parking is permitted in the yellow curb areas;
- Parents must not drop off or pick up students on Grosse Pointe Boulevard between Lee Gate Drive and the Grosse Pointe Academy;
- Students must exit/enter vehicle on the curbside, never from the second lane;
- After your children exit your vehicle, whenever possible, do not pull out into the through traffic lane. Follow the vehicle in front of you to the nearest exit area;
- Parents wishing to walk their children into school must park their vehicles in the parking lot and cross at designated crosswalks;
- Parents waiting to pick up students other than preschool, Young 5, and Kindergarten should wait in the parking lot until after 3:10 p.m. before moving to the pickup areas;
- At dismissal time, "standing" is allowed in the curb lane only; and
- Please refrain from cell phone use during drop off and pick up.

*****NO DOUBLE PARKING AT ANY TIME*****

Technology**Cellular Phones, Music Players, and Miscellaneous Electronic Devices**

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of our school. Electronic devices may not be used on school premises, during school hours, at school-sponsored events and on school transportation.

Cell Phone Policy

Possession of a cell phone during school hours is prohibited. During the school day students are to keep their cell phones in their locker and turned off.

If a student is found to be using their cell phone during the school day, the following progression of consequences will be followed:

- **1st Offense**-The device will be confiscated and turned into administration and will only be returned to a parent or guardian, and the student will receive a loss of recess.
- **2nd Offense**-The device will be held by administration and released only to a parent, and the student will receive a suspension.
- **3rd Offense**-The student will receive a suspension, and the student may return to school after a parent meeting.

Once a cell phone is confiscated, the phone may be searched at any time by administration.

Watches that have internet access and can make phone calls will be treated like a cell phone and must be kept turned off and kept in a student's backpack.

If students need to use a telephone, they can make a phone call in the school office for emergencies and/or special circumstances.

Definition of Electronic Devices

For purposes of this policy, “electronic devices” means privately-owned, wireless and/or portable electronic handheld equipment, and includes all existing and emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture, image recording, sound recording, information transmitting, receiving or storing, mobile communication, or entertainment, such as:

- Cell phones (including smartphones);
- iPod, iPads;
- Fit Bit;
- Ray Ban Smart Meta glasses;
- Smart watches;
- Walkie talkies;
- Compact DVD players;
- Kindle/e-readers; without internet access
- CD players; and
- Video games.

Possession and Use of Electronic Devices

Students may possess and use electronic devices at school subject to the following:

- Use of electronic devices during the school day, including pass-time between classes and lunchtime, is prohibited. All devices must be completely powered down, turned off and kept in a student backpack or turned into the office.
- Use of electronic devices on school-provided buses or private cars during a school activity/field trip is prohibited because of the potential distraction and unsafe environment.
- Electronic devices shall not be used in any way to threaten, humiliate, harass or intimidate school-related individuals, including students, employees, and visitors or in violation of Federal, State or local laws.
- Use of camera and audio recording functions of electronic devices outside of school and at school events may not be used to pose a threat to the personal privacy of any individual, may not be used to exploit personal information of any individual, and may not be used to compromise the integrity of St. Paul Catholic School’s educational programs and reputation.

Confiscation

If a student violates this policy, his/her electronic device is confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit.

The electronic device will be released to the student's parent or legal guardian after the student has complied with any other disciplinary consequences imposed.

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized use of an electronic device. If devices are loaned to or borrowed and misused by non-owners, the owner of the device will be responsible, along with the misuser, for the misuse and any policy violation(s).

Potential Disciplinary Action

The dismissal of a student or family from a Catholic school in the Archdiocese of Detroit may occur when the conduct of a student or family member of a student is contrary to the teachings of the Catholic Church and constitutes a threat to the physical welfare or moral integrity of the Catholic school community or compromises the school's ability to educate and form students according to its mission. In all contexts, Catholic charity must be demonstrated.

Violation of this policy can result in one or more of the following disciplinary actions:

- Prohibition from possessing an electronic device at school or school-related events;
- Confiscation of the device for increasing periods of time for subsequent violations;
- Failure of conduct grade;
- Removal of privileges for extra-curricular activities;
- Loss of honor privileges or recognitions;
- Suspension;
- Expulsion; and

- Notification of law enforcement authorities.

Reporting

Individuals who wish to report a violation of this policy should contact the principal or assistant principal.

Code of Conduct

This guide covers the conduct of students, parents, guardians, staff, administrators, volunteers, and all other individuals on school property adjacent to the school and school sanctioned functions and field trips. This Code of Conduct was adopted by the St. Paul Catholic School Administration with input from the school committee. The implementation and interpretation of this Code shall be determined in the discretion of the principal or assistant principal. Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor to be detrimental to the school community.

Responsibility for Student Conduct

Many people share responsibility for student conduct. Each student is primarily accountable for his or her own conduct and this obligation increases as students grow older and mature.

Discipline within the school is the responsibility of the school staff and administration. With the cooperation of students, parents, and others, the staff seeks to maintain an environment that is safe, orderly, and conducive to study.

Student Responsibility

Students are expected to:

- Attend school regularly;
- Be punctual;
- Devote their energies to learning under the direction of the total school staff;

- Obey laws, school policies and regulations;
- Respect the health, safety and rights of others;
- Safeguard the educational facilities;
- Reflect Christian values and behavior;
- Not engage in any name calling, threats, bullying, intimidation or other conduct or communication through words or graphic images conveyed through any printed, electronic, or other medium, including such activities in on-line postings or social networks, that has the purpose or effect of creating a hostile, humiliating, offensive or abusive atmosphere, pertaining to students, family members or parish or school staff, whether on or off campus, but in any case connected with campus; and
- Treat members of the faculty and administration with respect.

Off Campus Behavior

Students may be subject to the full range of discipline policies, penalties, and procedures for unhealthy, dangerous, or immoral conduct that occurs off-campus, where such conduct adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following:

- Electronic/internet or mobile device activity
- Threats, harassment, or bullying
- Alcohol/drug use
- Fighting
- Hazing
- Alcohol/drug possession or sales
- Reckless driving
- Sexual assaults

Parent Responsibility

Parents and guardians are expected to:

- Assure regular and punctual attendance of their children;
- Establish and maintain appropriate communication with the school and teacher;
- Assume responsibility regarding conduct of their children at school;
- Assist in resolving behavioral and academic problems;
- Provide positive encouragement to students and reinforcement to the school;
- Maintain students in proper uniforms as set forth in the Dress Code;

- Follow the rules contained in this Handbook;
- Drop off their children at the correct door or location to begin the school day; and
- Treat members of the faculty and administration with respect.

School Staff Responsibility

Teachers, student support coordinator, administrators, custodians, and other school employees have the obligation to:

- Help maintain and encourage proper student conduct;
- Make efforts to stop misconduct;
- Report serious persistent violations;
- Assist students who are having problems;
- Follow the rules contained within this Handbook;
- Differentiate to meet students' academic needs; and
- Treat members of the school community with respect.

Administration

- Carries out the policies of the pastor and the school;
- Initiates procedures for the proper establishment, maintenance, management and operation of the school;
- Supervises all operations of the school;
- Exerts control for the protection of the school programs, school environment, health, safety, and due process;
- Imposes and supervises discipline; and
- Treats members of the school community with respect.

Removal from School and Other Disciplinary Action

Reasonable efforts will be made by staff to solve student conduct problems within the school setting. If, in the principal's judgment, this cannot be done, removal of a student from school attendance may be necessary and will be implemented according to the following stipulations:

- Temporary Suspension-Temporary suspension may be invoked up to three days and will include parental contact or conference prior to the return of the student. Readmission may include a probationary period of stated

duration and specified conditions.

- Extended Suspensions-Extended suspension may be for longer periods of time and will terminate as specified upon the fulfillment of stated conditions. It will also include a parent conference at the school prior to the student's return. Readmission may include a probationary period of stated duration and with specified conditions.

NOTE: A student returning from suspension is required, through his or her own initiative, to make up work or study class materials covered during such absence for his or her benefit in handling future class work and tests successfully. **Students who are suspended will make up missed work, but grades for assignments and tests during the suspension period will be limited to 50% credit.**

- Expulsion-Expulsion, i.e. permanent exclusion, may be ordered by the principal. It may be invoked in instances where continued presence of the student is not appropriate due to the gravity of the conduct, the seriousness of the act, or where the protection of the rights of others or the good of the education program may require it.

Behavior Rubric for Grades Young 5's, K-4th

Behaviors	1st Offense	2nd Offense	3rd Offense
Disrespect Towards Others Mean or rude gestures, mean looks, eye rolling, social exclusion, yelling/shouting, inappropriate language, defiance, lying, name calling, mean words, rumors, insulting, gossiping, or other behavior that would hurt others' feelings or make them feel bad about themselves	Verbal Intervention Documented in FACTS	Verbal Intervention Loss of Recess Documented in FACTS	Verbal Intervention Phone Call to Parent(s) Loss of Recess Documented in FACTS
Disrupts Teaching/Learning Process Disruptive play, blurting out, talking when the teacher is talking, touching others' space or belongings, uncooperative, bathroom behavior, stealing, uses electronic devices inappropriately	Verbal Intervention Documented in FACTS	Verbal Intervention Loss of Recess Documented in FACTS	Verbal Intervention Phone Call to Parent(s) Loss of Recess Documented in FACTS
Mild Physical Contact Hitting, pushing, poking, shoving, grabbing, pinching, kicking, play, fighting, tripping, throwing objects, spitting	Verbal Intervention Loss of Recess Phone Call to Parent(s) Documented in FACTS	Verbal Intervention Loss of 3 Recesses Phone Call to Parent(s) Documented in FACTS	Verbal Intervention Suspension Phone Call to Parent(s) Documented in FACTS

Behavior	1st Offense	2nd Offense	3rd Offense
Severe Physical Contact Intentional punching, slapping, biting, and similar behavior that may or has injured others *Note Consequences	Immediate Removal from Classroom 1 Day Suspension Documented in FACTS	Immediate Removal from Classroom 2 Day Suspension Parent Meeting Documented in FACTS	Immediate Removal from Classroom 3 Day Suspension Parent Meeting Recommendation for Expulsion
Intimidation/Harassment Threats of emotional or physical violence, indirect or directed vulgar language, planned exclusion, racial, ethnic, sexual, religious, or other forms of severe harassment, bullying, cyberbullying *Note Consequences	Immediate removal from Classroom 1 Day Suspension Documented in FACTS	Immediate Removal from Classroom 2 Day Suspension Parent Meeting Documented in FACTS	Immediate Removal from Classroom 3 Day Suspension Parent Meeting Recommendation for Expulsion
Extreme Level Behaviors Possession of weapons, explosives, bomb threats, use of or possession of tobacco, alcohol substances, or drugs (Prescription/nonprescription)	See St. Paul Catholic School Handbook of Policies and Procedures which outlines current diocesan and school policy, as well as state law, regarding severe behaviors.		

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

***The consequences for violations of this policy shall be determined by administration.**

***The consequence for the 4th offense may include potential expulsion which will be determined by administration.**

***Students in grades 3-4 who are suspended will make up work, but grades for assignments and tests during the suspension period will be limited to 50% credit.**

Behavior Rubric for Grades 5th-8th

Behaviors	1st Offense	2nd Offense	3rd Offense
Disrespect Towards Others Mean or rude gestures, mean looks, eye rolling, social exclusion, yelling/shouting, inappropriate language, defiance, lying, name calling, mean words, rumors, insulting, gossiping, or other behavior that would hurt others' feelings or make them feel bad about themselves	Verbal Intervention Documented in FACTS	Verbal Intervention Loss of Recess Documented in FACTS	Verbal Intervention Suspension Documented in FACTS
Disrupts Teaching/Learning Process Disruptive play, blurting out, talking when the teacher is talking, touching others' space or belongings, uncooperative, bathroom behavior, stealing, uses electronic devices inappropriately	Verbal Intervention Documented in FACTS	Loss of 2 Recesses Documented in FACTS	Suspension Documented in FACTS
Mild Physical Contact Hitting, pushing, poking, shoving, grabbing, pinching, kicking, play, fighting, tripping, throwing objects, spitting	Verbal Intervention Loss of Recess Documented in FACTS	Loss of 2 Recesses Documented in FACTS	Suspension Return with Parent Meeting Behavior Plan Documented in FACTS

Behavior	1st Offense	2nd Offense	3rd Offense
Severe Physical Contact Intentional punching, slapping, biting, and similar behavior that may or has injured others *Note Consequences	1 Day Suspension Phone Call to Parent(s) Documented in FACTS	2 Day Suspension Phone Call to Parent(s) Documented in FACTS	3 Day Suspension Parent Meeting Recommendation for Expulsion
Intimidation/Harassment Threats of emotional or physical violence, indirect or directed vulgar language, planned exclusion, racial, ethnic, sexual, religious, or other forms of severe harassment, bullying, cyberbullying *Note Consequences	1 Day Suspension Phone Call to Parent(s) Documented in FACTS	2 Day Suspension Parent Meeting Documented in FACTS Intervention with Police Liaison Officer	3 Day Suspension Parent Meeting Recommendation for Expulsion
Extreme Level Behaviors Possession of weapons, explosives, bomb threats, use of or possession of tobacco, alcohol substances, or drugs (Prescription/nonprescription)	See St. Paul Catholic School Handbook of Policies and Procedures which outlines current diocesan and school policy, as well as state law, regarding severe behaviors.		

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

***The consequences for violations of this policy shall be determined by administration.**

***The consequence for the 4th offense may include potential expulsion which will be determined by administration.**

***Students who are suspended will make up work, but grades for assignments and tests during the suspension period will be limited to 50% credit.**

Bullying Policy

St. Paul Catholic School prohibits any bullying of a student. All students are protected under this policy, and bullying is equally prohibited without regard to its subject matter or motivating animus. Students, staff, and parents/guardians are reminded that obedience, respect for authority, respect and consideration for faculty, staff, fellow students, aides, volunteers, and visitors must be the norm for all attitudes and behaviors. Proper conduct in the classroom and elsewhere is essential if students are to achieve the maximum academic advantage and benefit for their efforts. A proper physical atmosphere for learning must likewise be maintained for the greater benefit of all.

The bullying policy of St. Paul Catholic School is based on Roman Catholic principles and ideals and recognizes the dignity and worth of each student. St. Paul Catholic School will encourage compassionate behavior between students and all others. On the other hand, when it is necessary to use corrective measures, the action taken is to be based on an understanding of the student and the particulars of the situation as well as on school guidance procedures.

The immediate objective of school discipline is to maintain an effective learning atmosphere. The ultimate objective of school discipline is student growth in abilities, attitudes, and habits essential for acceptable and self-controlled mature behavior.

St. Paul Catholic School expects proper and mature behavior from all students. The administration will communicate these expectations and our bullying policy to students, staff, parents, faculty, administration, and all others who are within our supervision and who are involved with the student. Parents/guardians and/or students shall acknowledge receipt of this policy as set forth in the St. Paul Catholic School Handbook. There shall be active monitoring of the policy's implementation throughout the school year. The policy will be reviewed annually.

St. Paul Catholic School prohibits retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying.

What is Bullying?

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

The definition of bullying has three major components:

- First, it is aggressive behavior that involves unwanted, negative actions;
- Second, bullying typically involves a pattern of behavior repeated over time; and
- Finally, it involves an imbalance of power, strength, or numbers.

What Happens if There is a Charge of Bullying?

- Acts of bullying should be reported promptly to any staff member, coach, extracurricular program moderator, or school administrator. Reports may be either verbal or written. All reports must be forwarded to school administration within 24 hours;
- School administration will document the reported incidents;
- There will be a prompt investigation by the school administration, either the principal or the assistant principal, or both;
- Parents of both the victim and the perpetrator of the bullying will be notified promptly;
- Appropriate discipline of the student(s) shall occur if the allegation is found to be valid as determined by the administration;
- All verified incidents will be reported to the pastor and to the school committee.

Discipline for Bullying

St. Paul Catholic School will discipline students who are determined to have bullied another student. Our progressive discipline regime is intended to deter future unacceptable behavior and encourage compassionate behavior towards others.

Deterrence of unacceptable behavior is best achieved when discipline is based on the following elements:

- If a student bullies another, then it is certain that the student shall receive punishment;

- The student's punishment will occur swiftly after the bullying occurs;
- The student's punishment will be appropriate to the seriousness of the bullying and/or the frequency of that student's bullying behavior.

The type of discipline can vary from informal admonishment to expulsion based on the seriousness of the bullying event and/or the frequency of that student's bullying.

Cafeteria

Respect must be shown to cafeteria volunteers as well as to classmates. Students will sit at assigned tables. Coats are to be placed on back of chairs. Lunch and milk/a la carte lines should be orderly. Students may not cut in line, save places for people, push or shove while standing in line. Students are not allowed to return to their classrooms or lockers during lunchtime. Students may not borrow money or exchange food. Students may not leave the cafeteria without permission from an adult. Students are responsible for cleaning up tables, chairs and the area under and around tables. Students should put trays, garbage and liquids in designated places. Students should remain at assigned tables until called by teacher/supervisor. Chairs should be pushed in before leaving cafeteria. Students should walk to dismissal door and line up until supervisor leads them to the playground.

Playground

Playground supervisors are in complete charge of the students during lunch recess. Students are to show them the same respect that they have for their classroom teachers and each other. The attitude and actions of the students while on the playground must reflect the Christian values that they are taught both at school and at home. Courtesy and concern for others shall be the rule, and not the exception.

Playground Rules and Procedures

The playground supervisor may prepare an additional list of rules that applies to all students. Neither this policy nor the playground supervisor List is meant to be an exhaustive list, nor does it address every area of concern. Our major purpose in

reminding students and parents of these policies is to provide each child with a safe activity time.

- Respect for others must be shown at all times;
- Students may not bully others;
- Students may not throw sticks, stones, mud, ice, snowballs, or handfuls of snow;
- Students may not climb on or tunnel under snow piles;
- Students may not kick, punch, shove, spit, engage in name-calling, the use of foul language or obscene gestures;
- Students may not bring food or drink outside;
- Students may not tackle or force a person to the ground in any way when playing football, soccer, etc.;
- Students must remain on the playground at all times;
- Students must return all equipment to the cart;
- Roughhousing and violent games are prohibited;
- Playground personnel must be obeyed at all times; and
- Students must report to a parent if they need to leave the play area.
- Baseball bats, lacrosse sticks, field and ice hockey sticks, as well as any other kind of stick (tree branches or otherwise) are prohibited.

The following areas are off limits for all students during lunch recess:

- Columbarium;
- Church, rectory and surrounding grounds;
- Parish office and grounds;
- Bike racks (during school hours);
- Lakeshore Road and area near lake;
- Office side of school and in front of school;
- Grass in front of the first and second grade windows;
- Behind the shrubs; and
- Near parked cars.

Silent Hallways

St. Paul Catholic School maintains a policy of silent hallways during school hours. This respects the rights of all students to learn in a calm, disciplined environment. A student not obeying the silent hallway policy will be issued a silent hallway write up. After three Silent Hallway slips have been issued, the student will receive a loss of recess as a consequence.

Conflict Resolution

The following is a guideline to be used to address an issue or concern within the school community:

- The issue or concern must be first discussed with the person(s) most directly involved. (Classroom concerns discussed with teacher, school policy discussed with principal, etc.);
- If not satisfied with this response, an individual may contact the next level of administration (Principal, if teacher previously contacted, or pastor, if principal previously contacted);
- A joint meeting of all persons involved may be beneficial if the issue or concern is not settled in step #2 (parent, teacher, and principal or parent, principal and pastor);
- If contacted, a staff person from Archdiocesan Officer of Catholic Schools may serve in a consultative manner;
- The pastor makes the final decision; and
- The principal or pastor reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from all disciplinary rules, practices or procedures.

Emergency Procedures

Please refer to the Emergency Operations Procedures Manual which is available in the office. The manual covers procedures for situations such as weapons, severe weather, intruders, lockdown, fire and illegal substances.

Other Important Policies

Non-Discrimination

St. Paul Catholic School assures equal and fair treatment to all students and employees and is committed to a policy of non-discrimination in relation to race, color, religion, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972); height, weight, marital status, political belief or handicap (Section 504 of the Rehabilitation Act of 1973). St. Paul Catholic School is an Equal Opportunity Employer.

Sexual Harassment

Policy 4003 of The Archdiocese of Detroit, as amended by St. Paul Catholic School;

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

Both the Archdiocese of Detroit and St. Paul Catholic School are open to and respect the complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet of St. Paul Catholic School. Each individual faculty, staff member, student, or others who are in a working relationship with the school, are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held up to standards of conduct that ensure that the school is free from sexual and other forms of illegal harassment.

St. Paul Catholic School will neither tolerate sexual harassment nor will it tolerate reprisals against any employee, student or other person for making a sexual harassment complaint. Any supervisor or faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment.

Students are expected to treat all people, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students would 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.

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

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

Safe Environments

St. Paul Catholic School is committed to providing a safe environment and fostering continuous improvement in every aspect of our school and parish community. We intend to create a community of informed adults who model appropriate behavior, are vigilant to the warning signs of abuse, and take action to prevent abuse and improve safety.

The archdiocese mandates that criminal history background checks be conducted for all employees and volunteers who have unsupervised contact with a child, the elderly, or a person with disabilities. The archdiocese also requires all volunteers to participate in the Protecting God's Children program. The Volunteer Criminal Record Form (I-Chat) can be found in the General Office. Information will be published in the school newsletter as to when the Protecting God's Children program is being offered.

All adults over the age of 16 who are paid or volunteer personnel shall:

- Have a criminal history background check and have been provided with the Pastoral or Volunteer Code of Conduct before starting work in any capacity; and
- Participate in a Protecting God's Children workshop before having contact with children.

These requirements apply to all employees and volunteers, including school staff, room parents, office volunteers, lunchroom or playground supervisors, coaches, field trip chaperones or drivers, and any other volunteers who may potentially have contact with children.

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 with blades over 3"; open pocketknives; chains; karate sticks; brass knuckles; sling shots; sharpened instruments of any kind; ammunition etc. A "firearm" means any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

School premises include the school building and the adjacent grounds, e.g. parking lots and playgrounds and student lockers.

Immediate vicinity of the school means within a one-block radius of the school.

Any student discovered to be or suspected of carrying, possessing, concealing or transferring a weapon on school premises or in the vicinity of the school shall be immediately excluded from classes pending an investigation. Any teacher, school employee, or school 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.

Any student found to be in violation of this policy and rule is subject to permanent expulsion.

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

Acceptable Use of Technology

Electronic Information Access and Use for Educational Purposes Policy

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

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

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

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

which are not owned or leased by the school, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the school's handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook. Any School faculty and/or employee who violates this Policy may be subject to disciplinary action, up to and including termination.

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

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the school's property and may be used solely for educational purposes and/or the school's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's

own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to school all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The school retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to e-mails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No e-mail, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to school's legal and contractual obligations of confidentiality. Users shall not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

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

School Responsibility

The school will designate a system administrator who will manage the School Systems and make the final determination as to what is an inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a user account and/or a user’s access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The school implements filtering software intended to block minors’ access to materials that are obscene, child pornography, harmful to minors, or that the school determines to be inappropriate for minors. However, the school does not guarantee that it will be able to fully prevent any user’s access to such materials, or that users will not have access to such materials while using School Systems. The filtering software operates only within the school wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The school does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the school.

It shall be the responsibility of all members of the school staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children’s Internet Protection Act.

St. Paul Catholic School Network Users

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

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

Privileges

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

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

User Responsibilities

Users are responsible for:

- Using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the school;
- Attending appropriate training sessions in the use and care of School Systems;
- Seeking instruction for the use of any available technology with which they are not familiar;
- Adhering to the rules established for the use of School Systems, in the school or through remote access outside of the school;
- Refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization;
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes;
- Students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult;
- Having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before

they are used in School Systems;

- Material received, created or distributed using School Systems;
- Maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts that facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account;
- Preventing material considered pornographic by the school, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format;
- Awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems;
- Using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. The school is not liable for any financial obligations made or any personal information provided while using School Systems;
- Financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access;
- Any damage to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so at their own risk; and
- Abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the school. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

User Prohibitions

Users are prohibited from:

- Using the technology for a "for-profit" business, for product advertisement or political lobbying;
- The malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems;
- Using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law;

- Participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network; and
- Vandalizing School Systems or any other information technologies (the school's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Please refer to the Electronic Information Access and Use for Educational Purposes Policy Declaration to be signed by the parent/guardian and students.

Consent to Use of Image

By applying for admission to St. Paul Catholic School, the parent(s) or other guardian(s) of the student, for themselves and on behalf of each student, consent to the use of any image of the student by St. Paul Catholic School.