

# Our Lady Star of the Sea School

467 Fairford  
Grosse Pointe Woods, MI 48236  
313 884-1070



# Family Handbook

[www.starschoolgrossepoinete.org](http://www.starschoolgrossepoinete.org)

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## Table of Contents

	Page #		Page #
Vision	3	Safety & Emergency Policy	12
Mission	3	• Safety	12
Volunteer Opportunities	4	• Protecting God's Children	12
Academic Policies/Program	5	• Insurance	12
• Class Size	5	• Visitors	13
• Learning Resource Center	5	• Field Trips	13
• Student Records	5	• Middle School Class Trips	
• Textbooks	5	Chaperone Policy	13
• Homework Policy	5-6	Trip Eligibility	14
• Make Up Work	6	• Video Policy	15
• Grading Scale	6	• Drop Off / Pick Up Children	15
• Honor Roll Policy	7	• Drop Off / Pick Up Map	17
• Honor Roll	7	• Emergency School Closing	18
• Principal's Honor Roll	7	• Fire/Tornado/Lock Down Drills	18
• Online Updates/Report Cards	7	• Alcohol/Drug Policy	18
• Retention	7	• Weapon Policy	18-19
• Testing Program	7	• Sexual Harassment Policy	19-20
• Technology	8	Student Code of Conduct	21-25
• Library Policy	8	Athletic Policies/Programs	26-28
Attendance Policy	9	Common Questions/Procedures	29
• Attendance/Appointments	9	FAQ's/Invitations/Directory	30
• Tardiness	9-10	Tuition	30-32
Health	10	Latch Key	32-33
• Illness	10	Lunch/Cafeteria Procedure	33-34
• Communicable Diseases	10-11	Uniform Dress Code	35-37
• Head Lice	11	Lost & Found Events & Fundraisers	37-38
• Medication Policy	11	Parent Signature Page	39
		Parent Background check	40
		Code of Conduct for Volunteers	41

## **VISION**

# **Building Strong Minds and Faithful Hearts through Christ**

## **MISSION**

- Our Lady Star of the Sea welcomes students and their families into our Catholic community.
- We develop and nurture the love of Jesus Christ through authentic faith experiences.
- The unique potential of each learner is fostered through our Nationally Accredited Academics.
- Our students are empowered to courageously live and share the Gospel by living their lives with respect, self-discipline and compassion for others.

## **ADMISSION**

Our Lady Star of the Sea School does not discriminate when new students are admitted in the school. Children at grade levels Kindergarten through eight will be given a screening test prior to admittance so that proper placement is made. Every transfer student that is admitted to OLSOS will be admitted on a probationary basis for a semester to be sure that placement is correct.

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

Any willful neglect on the part of the parent or guardian to disclose a physical, educational or emotional handicap will result in the cancellation of the child's registration and his/her immediate removal from school.

For the purpose of this document the term “parent” refers to mother, father or guardian.

## **Volunteer Opportunities**

Grade Representative – Each grade level will have one or two parent representatives. These representatives may be called upon for additional duties throughout the school year. Class events are listed below.

Grades K – 5

Halloween Party - Christmas Party - Valentine's Day Party

Other assignments – assisting with field trips, communicating information to families via phone calls or e-mail, coordinating class responsibilities in relation to school fundraisers.

Grades 6-7-8

Halloween Festivities – Christmas Festivities - Valentine's Day Treat

Be an active member of PTO. In addition to volunteering through PTO, opportunities are also available through our annual Auction, and as a lunch & recess volunteer.

Purpose: To assist school administration and faculty in providing additional experiences for all students and families while fostering the same high quality, faith-based, and family-like community.

Hospitality / Ambassador

- Welcome new families to OLSOS
- Support OLSOS Open House and other new family recruiting events

Fundraising

- Support existing fundraising efforts at OLSOS
- Develop and implement new school fundraising ideas which do not overlap with Auction or individual grade/classroom efforts
- Work with OLSOS leadership to evaluate new and existing fundraising efforts to ensure impact

Social Engagement

- Identify, support, and oversee After School Programs
- Identify, promote, host, and support new and existing social family events (Family Dance, Trunk or Treat, Fall Fest, etc.)
- Identify, promote, host, and support new and existing adult social events.

Enrichment

- Identify, support, and oversee School Assemblies (Science exhibitions, plays, etc.)
- Identify, promote, host, and support new and existing school enrichment opportunities (Girls on the run, chess club, etc.)

Volunteer at any of the Fundraising events – School Socials – St. Nicholas Shop – Auction (Flyers are sent out before each event for volunteers.)

Be part of a group to bring enrichment activities to children, staff or parents.

Be a Lunch Volunteer – Every child loves to see his/her parent(s) at lunch. A bonus is getting to know the children in your child's class and the other children with whom they play. A second bonus is getting to know other parents who also volunteer.

Help in the library – The Librarian could use a helping hand during the annual Book Fair; info will be sent out prior to the Book Fair.

Musical Drama – Parent volunteers are necessary for Musical Drama.

Field Trip Chaperones

Whenever you volunteer your time at school, you come to know more members of the school family! Come share your time and talent with Star!

**As with all the people working and volunteering at Star, you must complete an annual Criminal Background Check form and participate in the Protecting God's Children Workshop.**

<https://www.virtusonline.org/virtus/>

### Academic Policies & Programs

Parents and students appreciate our small class sizes. If certain classes increase, we will keep to a maximum of 25 students per teacher. A waiting list will be maintained for those families who seek enrollment after the limit is reached. However, class size may be increased upon recommendation of the principal.

### Learning Resource Center Programs

The Learning Resource Center is designed to offer individual and/or small group instruction to students who have been assessed through outside evaluation or by Grosse Pointe School personnel and found to be in need of academic assistance. Students are seen by appointment.

### Student Records

Records on students are kept confidential. Parents have the right to see these records by scheduling an appointment with the counselor. Records will be released only with signed permission from the student's parent. A permanent record will be kept on file after a student leaves Our Lady Star of the Sea School. A non-custodial parent has access to his/her child's file unless otherwise indicated.

Student records, evaluation forms, and/or letters of recommendations will not be sent to another school if the parent still owes any amount to Our Lady Star of the Sea.

### Textbooks

Certain textbooks remain the property of the school. Parents will be informed of such books. It is the student's responsibility to preserve and protect these books. Replacement value will be charged if a book is lost or severely damaged. Any lost workbook will need to be replaced.

### Homework Policy

#### Purpose of homework

- Teaches student responsibility
- Reinforces skills taught during class
- Allows independent practice of study skills
- Teaches students to develop time management skills
- Prepares students for new levels of education

#### Tips for success

- Have a quiet, well-supplied study area
- Designate a specific time to do daily homework
- Be sure to go over the student planner with your child daily
- Be consistent (develop a pattern)
- If there is no formal homework assigned, or less homework than the approximate amount expected, it is recommended that the time be spent reviewing past assignments or reading appropriate material

### General time guidelines

Students should expect daily homework. Average amount per grade level is:

Grade 1 – minimum 15 minutes	Grade 5 – 1 hour
Grade 2 – minimum 20 minutes	Grade 6 – 1 hour, 10 minutes
Grade 3 – 30 minutes	Grade 7 – 1 hour, 20 minutes
Grade 4 – 45 minutes	Grade 8 – 1 hour, 30 minutes

Parental involvement in setting up an effective homework program is key to student success at every grade level. In order to promote independence, it is important for the student to do this work on their own.

### Homework Policy

If a student is absent, their parent may call to have homework available to be picked up at dismissal time in the school office. Homework not turned in when due will be recorded as a zero. If the homework is turned in on the next day, a grade with 10% reduction will be earned. Assigned homework not turned in when due can be turned in the next day with a 10% reduction in grade. Regularly assigned homework not turned in on the day after it was due, can be turned in on the following day with a 20% reduction in grade. Regularly assigned homework must still be turned in two days after it was due; with a 30% reduction in grade. Three days late will earn a 40% reduction in grade. Should homework be submitted after the fourth day late, the student still needs to do the work and will receive 50% reduction in grade earned.

### Make-Up Work

A student must complete any work that was missed during his/her absence. It is the student's responsibility to request the make-up work from the teacher. The student will be given one day for each day absent to complete the make-up work. A grade of incomplete will be changed to zero if the work is not completed within that time. **FOR VACATION TAKEN DURING SCHEDULED SCHOOL DAYS, STUDENTS ARE RESPONSIBLE FOR ALL MISSED WORK.** Homework may be provided at the discretion of the individual teacher.

### Archdiocese Grading Scale for all Elementary/Middle Schools

#### Kindergarten to Grade 2

P = Proficient (83%-100), D = Developing (72%-82%), N = Needs Support (71% and below)

#### Grades 3 – 8

A- 93%-100%, B- 83%-92%, C- 72%-82%, D- 60%-71%, F- 59% and below

*Any form of cheating earns a grade of zero.*

#### Standards Rubric in Grades K-5

4 = Student work demonstrates consistent and advanced understanding of grade level standards and objectives  
3 = Student work demonstrates consistent understanding of grade level standards and objectives  
2 = Student work demonstrates partial understanding of grade level standards and objectives  
1 = Student work demonstrates minimal understanding of grade level standards and objectives  
(blank) = Not covered this quarter

#### Conduct and Effort

A = Excellent, B = Very Good, C = Average, D = Needs Improvement, F = Failing

## Honor Roll

### QUARTERLY

#### Honor Roll for Grades 6 – 8

The student must earn all A's with no more than two B's in all classes including specials. The student must also earn all A's or B's in conduct and effort in every class.

#### Principal's Honor Roll for Grades 6 – 8

The student must earn A's in all classes including specials. The student must earn A's or B's in conduct and effort in every class.

### YEARLY

#### Honor Roll Certificate and Award

To earn an Honor Roll certificate in 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade, the student must be on Honor Roll the first three quarters of that year. To earn an Honor Roll award in 8<sup>th</sup> grade, the student must have earned an Honor Roll certificate in 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades.

#### Middle School Awards

Subject level awards for students are based on academic excellence, and good behavior. Award recipients must also have good daily attendance on full and half days of school.

## Online Updates/Report Cards

It is the responsibility of the parent to monitor his/her child's grades, conduct and effort on Power School. Both are important communications regarding a child's academic progress, effort, and conduct. Teachers will record updates once per week.

## Retention

Our Lady Star of the Sea School understands that retaining a child is a very serious undertaking. Because of this, the decision to retain must be mutually acceptable to the parents and to the school. Generally, by the third quarter of the year, the parents will be asked to attend a conference with the classroom teacher, learning resource center teacher, counselor and administrator to discuss the child's progress and be made aware of the fact that retention is being considered. The school is committed to doing everything possible to help the child grow and succeed in school. If retention of the student is recommended by the school and the parents refuse, they will be asked to sign a letter indicating such. This letter will be placed in the child's permanent record.

## Testing Program

All students in K-8<sup>th</sup> will be taking progress assessments three times a school year. This assessment system, researched and chosen by the Archdiocese of Detroit, will be used throughout the Archdiocese. This is a virtual program measuring each individual's strengths and areas of improvement. The test adjusts the difficulty of the questions based on the student's answers. This assessment system gives teachers an accurate evaluation of each student and what he/she is ready to learn.

## **Technology**

The safety of our students while using technology is of the utmost importance, therefore, all students (K-8) will learn about age-appropriate internet safety. Technology is an integral part of our learning community. Understanding and use of technology such as the Epson Projectors, iPads, computers, and robotics is of utmost importance. All students (3PS-8th) will learn about age-appropriate technology skills

The school wants each student to use and enjoy the technology provided, however; students must respect the use; of any technology as follows:

1. Students will respect both hardware and software on any form of technology they are given permission to use, whether it is in the computer lab, the classroom, or the library.
2. Students will not delete or change icons or programs.
3. Students will use with care all hardware and software.
4. Students will be responsible for any technology given to them while in school.

If the expected conduct is violated, disciplinary action will be taken.

### **The Internet**

The use of the computer and access to the internet is a privilege provided to those students whose parents have signed the Acceptable Use Policy.

Students will use the internet with the permission of the teacher and only under the supervision of that teacher. Students use the internet for educational purposes only. Chat rooms, E-Mail and downloading games or viewing anything that school personnel deems inappropriate are not allowed.

Anyone in violation of the "Acceptable Use Policy" will not be allowed to use the Internet for the remainder of the school year. Photos of students, parents or staff may be published only when the signed release forms are on file.

Upgrades in technology include a wireless campus, having internet capabilities at most any location. We have portable computer labs and iPads to be used in any classroom for the purpose of instructor driven education. This internet access is not to be used by students for any personal electronic device. See Electronic Device area of the handbook or the Code of Conduct for consequences that apply for any student misuse.

## **Library Policy**

### **Check Out/Return of Books:**

Students in preschool, kindergarten, first and second grade may check out one book each week. That book must be returned the following week in order for a student to check out a new book.

Students in third grade may check out two books each week. Those books must be returned the following week in order for the student to check out new books. If the student has two books out and only one is returned, that student may check out one additional book. If the student has not finished a book, he/she may bring it back to the library and renew the book.

Students in fourth through eighth grade may check out two books for personal reading. Additional books for school study/research may also be checked out. Reference materials may not be checked out.

### **Lost books:**

Lost books must be replaced with a copy of the same book or paying for a replacement (cash or check made payable to CASH.) Whether replacing a book or paying for it, make arrangements directly with the library staff. If a book is found and returned in an appropriate amount of time, the cash will be refunded.

### **Damaged Books:**

Students are expected to inform the library staff about any damaged books. If a page is torn, the library staff will fix it. If a book is damaged beyond use/repair, it must be replaced or paid for under the same conditions as a lost book.

### **Library Computers:**

Computers are available in the library for research purposes. The Computer Use Policy applies.

## Attendance Policy

### Attendance

**Absences must be reported to the school office. Teachers will not be accepting absent reports. You may report an absence via email to [jschomer@stargp.org](mailto:jschomer@stargp.org) or phone call 313-884-1070. Please report by 8:30am the morning of the absence. If your child is going to be absent for an extended period of time please email or call the day before the first day of the absence.**

If you are requesting homework, please do so when you call your child in absent. A parent may pick up his/her child's homework and books from the office after dismissal. Regular attendance is essential for all students. An absence from school is always a loss. Teacher instruction and class interaction that is missed can never be fully made up. An excessive number of absences may result in an incomplete grade on a student's report card based upon student's ability to complete the work.

### Appointments

Doctor/dental appointments should not be scheduled during the school day, if possible. If an appointment is necessary during school hours, please notify the school office in advance. This must be scheduled through the office. A child leaving school early must notify their homeroom teacher and then report to the school office until his/her parent arrives. Parents coming to school to pick up a child must always come in the school office to sign the child out of the building. No child will be dismissed to the parent from a classroom or released to the parking lot to wait. Any person picking up a child must be listed on the child's emergency card and must have made prior arrangements through the office in order to be released to that person.

### Tardiness

Our Lady Star of the Sea School has always focused on curriculum in conjunction with teaching life skills. Parents and students have a shared responsibility for attendance and punctuality. Presence in the classroom enables each student to hear class instruction, and to participate in discussion and related learning experiences. Attendance and punctuality directly contribute to student achievement. Although absenteeism due to illness is unavoidable, most tardiness can be controlled. Students who walk into class late can disrupt the educational process and interrupt the learning of others. In order to avoid this, please drop your children off at school early enough for them to get into their classroom on time.

Students are tardy to school in the morning if not in their classroom at 8:00am, the start of a regular school day, regardless of reason (oversleeping, Dr. appointment, road conditions, etc.)

Parents are encouraged to schedule medical and dental appointments, personal business, and vacations outside of school hours.

Middle school students are expected to report to their next class immediately upon dismissal from the prior class. Should this rule be broken, the student will be issued a tardy slip. Those tardies count the same as being tardy to school.

Please also see the Attendance policy relating to appointments.

The staff appreciates your cooperation as we work to instill the importance of punctuality in each student.

Tardy Occurrences per Semester	Consequences
After the fourth tardy	Student has conference with Teacher Notice sent home for parent signature—to be returned to homeroom teacher on the next school day
After the sixth tardy	Student has conference with Principal Notice sent home for parent signature—to be returned to homeroom teacher on the next school day It also serves as a reminder that after 8 tardies, the student will serve a before-school detention.
After the eighth tardy	Student will serve a half-hour before school detention on date assigned by school personnel
Each tardy thereafter	One additional half-hour of detention to be served on date(s) assigned by school personnel

### **HEALTHY SNACKS & BEVERAGES**

We encourage healthy lunches/snacks and ask all parents and students to participate in these guidelines. Although not required, we encourage peanut-free snacks:

- 1) When sending a healthy sensible snack, we ask that you send items like fruit, vegetables, crackers, pretzels, granola bars or yogurt. We are trying to minimize distraction, mess, and unhealthy choices. Individual servings will help.
- 2) We ask that your daily snacks be brought in the beginning of the day to allow the teacher to determine the best time to allow for the snack.
- 3) Please pack a non-glass refillable water bottle daily

**Gum Policy:** Gum chewing is not permitted in school or on field trips

### **Health**

**If a child is sick, please keep him/her home until he/she is well. Students must be free from fever, vomiting or diarrhea for 24 hours before returning to school.**

**If a child becomes ill at school, the school office will make every effort to contact the parent or emergency person. Please make sure your emergency information is up to date.**

### **Important**

If a child gets sick at school with fever, vomit, diarrhea, profuse green nasal discharge, rash, or goopy eyes, he/she will be sent home. He/She must be symptom free for at least 24 hours before returning to school. If a parent brings his/her child to school in the morning and says the child had any of these things going on the night before, he/she cannot be at school.

### **Communicable Diseases**

Please call the school immediately if your child is diagnosed as having a contagious disease. Parents of other children in your child's classroom will be notified to be on the alert for symptoms. Students out of school with a contagious disease will be readmitted only with doctor's permission.

## Head Lice

It is essential to report this communicable condition to the office immediately to prevent further spread and/or re-infestation of your own child. The child must not only be treated with the lice killing shampoo, but "nits" (eggs) should be removed before the child can return to the classroom. Parents should remove nits daily and treat if live lice are observed. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find no live lice and no nits (eggs) close to the scalp, the child may reenter the school. Information packets are available in the school office.

## Medication Policy

Our Lady Star of the Sea School complies with the Archdiocese of Detroit School Policy for *Medical Needs and the Dispensing of Medication*.

It is the responsibility of the parents and/or guardians to inform the principal and teaching staff if a student may require regular or periodic medical attention while at school. Allergic conditions and other medical alerts will be documented in the student's Emergency information with detailed information in the student's permanent record.

Our Lady Star of the Sea School employees will not dispense or administer any medicine to students. If prescription or non-prescription medication must be taken during school hours, the principal or his/her designee can supervise the administration.

### Guidelines for administering medication during school hours are as follows:

**Students should never carry or take medicine (prescription or non-prescription) on their own without supervision of designated school personnel.**

1. A signed permission/release form, from either parent(s) or guardian(s), must be on file. New medication authorization forms are needed each school year.
2. A signed physician's order (pharmacy prescription) indicating drug name, dose, time, method of administration and duration (length of time for medication to be dispensed) must be on file.
3. One school administrator or designee will supervise the taking of medication in the presence of another adult witness. A record of date and time when medication was taken will be kept.
4. All medicine should be clearly labeled in original container with the student's name on the container. Non-prescription drugs must be in original container and labeled by parent with child's name, dosage, and time to be given.
5. Any changes in dosage, addition, or discontinuation of medication must be accompanied by a physician's statement.
6. Inhalers are considered medications. Physician's written authorization is needed if inhalers are to be carried on the student during school hours.
7. All medication is secured in a locked cabinet in the school office.

## **Safety**

Our Lady Star of the Sea School has security cameras on the property. They are aimed at entry and exit doors. This is a precautionary measure installed in August 2011.

As a church we value the safety of children in our care, our employees and volunteers, and the people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, 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 persons with disabilities. Each employee and volunteer will complete an information form found at the end of this handbook and return it to school. It will be given to the designated Administrator for Criminal Background Checks.

All volunteers and employees are required to attend **Protecting God's Children**, an informative, interactive workshop exploring ways to recognize warning signs and risky behaviors and environments, to better equip parents to advocate for children and prevent the occurrence of child sexual abuse. It is mandated by the United States Conference of Catholic Bishops for anyone who is employed or volunteers to interact with our children in any parish/school related or sponsored activity. Workshops are offered through various parishes. Each workshop lasts 3 hours. For more information and a schedule of future dates/times, please register online at [www.virtus.org](http://www.virtus.org).

### **Bicycles**

Students riding bicycles must park them in the assigned areas. A parent should insist that his/her child wear a helmet. We recommend bicycles be locked at all times. The school cannot be responsible for lost bicycles.

### **Rollerblades/Skateboards or Similar Equipment**

Rollerblading is not permitted on or in the parking lots at any time during school hours.  
Skateboards are not permitted on the school grounds at any time.

### **Electronic Devices**

Cell phones are the only electronic device permitted on school grounds. They must remain off and kept in locked lockers during the entire school day. At no time should an electronic device be on in a restroom. No electronic devices are allowed including any type of smart watch.

The office phone is available upon request and may be used when the student needs to call home. If other electronic devices are found on school grounds, they will be confiscated and returned only to a parent or legal guardian. The same will apply for violations of the cell phone policy.

## **Insurance**

We are committed to maintaining safe conditions for the children. Although recognizing that accidents can happen, we will constantly review conditions in, around or on the school premises. We will also require all students to be covered under a viable insurance policy covering accidents before they will be allowed to participate in our physical education and athletic programs. Student accidents are not covered under the Archdiocesan Self Insurance Program. Our Lady Star of the Sea School will offer to parents the opportunity to procure coverage from a local insurance agency which will offer coverage at a cost to the parent.

## Visitors

All persons entering the school must enter through and report to the main school office in the elementary building. If they are entering the school hallways, they must sign the Visitor's Log and obtain a visitor's badge. Upon leaving the building, visitors need to sign out and return the Visitor's Badge. Forgotten books, lunches, etc., must be dropped off in the office. Office staff will make arrangements for students to have such items so as not to disturb classes.

## Field Trips

### **Kindergarten through Eighth Grade Field Trips**

Field trips and community service projects that help participating students achieve educational and/or spiritual objectives are encouraged. The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical safety of the students. All students must have a signed permission slip before departing. These slips will be kept by the teacher until after the trip is completed. The administration, teacher, or parent may place restrictions upon a student's participation in such programs.

Parent drivers and chaperones are one in the same. Parent chaperones will be assigned to drive their child and 1 to 2 other students, depending on the age of the students and the field trip location. Parent chaperones will be chosen on a first come first served basis. To allow all parents to have the opportunity to chaperone, we ask that parents only volunteer to drive if you have not driven for a field trip that year. Teachers will decide how many chaperones will be needed for each field trip. From chaperones selected, only one parent per family may chaperone a field trip. Names of previous chaperones who failed to abide by the Code of Conduct for Volunteers on any previous class/field trip or any volunteer position in the school will not be allowed to chaperone. Parents who are chaperones may not to bring other children/siblings on the trip.

Parents driving on a field trip are responsible for safeguarding the welfare of the students they are driving/chaperoning. Parents driving must follow all teacher instructions, make no unscheduled stops or side trips, use seatbelts for every child and follow all safety regulations. A driver's information sheet and copy of background check must be on file as well as documentation of completion of Protecting God's Children workshop. No alcoholic beverages may be consumed by any chaperone before or during the trip. It is the obligation of all chaperones to keep watch of all children assigned to them. The children should be kept in sight at all times.

**Booster Seat Law:** The law requires all children in a motor vehicle, under the age of eight and shorter than 4 feet 9 inches tall, to be securely fastened in a child safety seat.

### **Middle School Overnight Class Trip Chaperone Policy**

When class trips are taken chaperone names will be randomly drawn in accordance with the policy below.

Names of previous chaperones who failed to abide by the Code of Conduct for Volunteers on any previous class/field trip or any volunteer position in the school will not be entered in the drawing. A random parent (grade specific relative to the trip) will draw the number of necessary chaperone names.

Only the required number of chaperone names will be drawn; 1 adult for every 3 children of the same gender. First preference will be given to parents who have not yet chaperoned a previous middle school trip.



**Our Lady Star of the Sea**  
Elementary School & Middle School  
467 Fairford Drive  
Grosse Pointe Woods, MI 48236-2410  
313-884-1070 Fax 313-884-0406

### **Eligibility Form for Middle School Class Trips**

Our Lady Star of the Sea class trips have educational value in addition to having time to socialize with classmates away from home. All students & parents are asked to read and sign the following agreement which will be in effect the entire school year.

In order to be eligible for a class trip, students who wish to attend must:

- Attend school regularly
- Maintain an academic record in keeping with his/her ability
- Abide by regulations set in advance by the tour company or school
- Follow School Code of Conduct

School administration has the right to deny a student the privilege of going on a trip on any grounds they deem could cause problems for others going on the trip.

Likewise, if a student has had discipline problems during the school year, that student may be placed on probation and/or lose the privilege of going on a class trip.

Any money already paid will be forfeited.

In addition, parents must be up-to-date financially (tuition & latch key).

Parents are asked to discuss the seriousness of this eligibility with their child.

If you and your child agree to abide by the above, please sign and return this form to the homeroom teacher. Failure to return this form jeopardizes individual participation.

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Parent signature

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Date

---

Student signature

---

Date

## **Video Policy**

Our Lady Star of the Sea School Video Policy for all students during school hours, Latch Key or on field trips/class trips is as follows:

Any general (G) video can be shown without parental permission for all students.

Certain Parental guidance (PG) videos and parental guidance 13 (PG-13) videos may be shown to students after teacher approval and written parent permission for all students viewing such film.

## **Procedures for Dropping Off and Picking Up Children**

Please enter the school/church parking lot and drive under the covered walkway of the church. Cars will pull up to the first staff member or safety monitors before allowing children to exit. Children will exit the vehicle on the passenger side and walk to the courtyard entrances. The student safety monitors and adults along the sidewalk will help to guide the children. Parents should not exit the car to assist the child. Once the children are out of the vehicle, do not pull out of line; the line will move quickly. Follow along in front of the school to the other end of the parking lot to exit. Please turn right to exit the school lot. There is only one car line. Please do not stop next to the car line and let your children out. This is not safe for anyone. To promote independence, we do not want parents to walk children down the halls to classrooms. Another option is to park your vehicle; use either cross walk and walk the children to the courtyard entrances. No child should walk across the parking lot unattended. It is recommended that you park at the far end of the lot, so the sidewalk can be used, and you are not crossing car line traffic. If this is not possible and you need to park in the main area, please park in the second lot and walk with the children at the cross walk. ANYTIME you are crossing the traffic line, pedestrians are expected to wait for the car line traffic to stop before crossing. The car line is not expected to stop for pedestrians. Do not park in the car line at any time. This is a fire lane.

### **PLEASE USE ONE OF THE TWO YELLOW CROSSWALKS THAT HAVE BEEN PAINTED IN THE PARKING LOT.**

All children Preschool through 8th grade are to enter through the courtyard doors. The office doors are to be used only after the 8:00 bell has rung.

*Whether you are using the car line or parking, there is to be only one lane of vehicles entering the drive. Do not pass others waiting their turn and cut in front of them. Fairford is not a four-lane road and room must be kept for those driving into the neighborhood.*

**If you bring your dog to school at drop off or pick up, it is to stay inside your car.**

## **Pick Up for Pre-School, Young 5 & ½ Day Kindergarten**

Students attending during the morning only are dismissed through the courtyard doors at 11:00 am. The all-day Preschool/Y5 students will be dismissed at 3:00 pm. Their teachers are with them until a parent or known caregiver/relative picks them up. If no one has arrived ten minutes after the dismissal time, the child/ren will be taken to the office, and someone will be contacted to pick up. That person is expected to enter the office and pick up the child/ren. Please call even if you are going to be just a few minutes late, as children worry if they don't see you right away. When children are dismissed to parents in the courtyard, parents are asked not to let the children play in that courtyard.

## Pick Up for All Day Kindergarten Through Eighth Grade

There are two means of picking up children:

1. Park the car in a designated parking spot in the parking lot, get out of the car and get the child from his/her teacher for kindergarten through second grade.
2. Use the MOVING car line. Parents are NOT to get out of their car in this car line. Thus, the only parents using the moving car line for pick up are those whose children are able/allowed to enter the car on their own without assistance within enough time, so the line is not interrupted. If a child is not yet out or ready to get in the car, then that driver should park the car in an open designated parking spot or drive out to the street and enter the line again.
  - Please be aware of all pedestrians crossing the parking lot; always use one of the two yellow crosswalks.
  - There is only one car line; it is not acceptable to make a second lane of traffic and expect children to walk to that lane.
  - Drivers are NOT to leave their vehicle while in the car line to have a conversation. Likewise, do not allow others to come to your car to have a conversation. Find a designated parking spot.

## Early Dismissal

If your child needs to be picked up early, please send a note to the classroom teacher and inform the office. When you arrive, please go to the office vestibule and sign the sign-out logbook. At the appropriate time, the office staff will call the student to the office.

Dismissal Areas and Times After teachers have released students to their parent, we ask parents to supervise their children so that they are not running/playing in the courtyard.

Kindergarten through Grade 2 children are dismissed at 3:15 pm through the courtyard doors. Their teachers are with them and will not let them go until a parent or known caregiver/relative is there to pick them up.

3<sup>rd</sup> grade is dismissed at 3:20 pm through the courtyard; teachers are with them. These children are allowed to walk to cars in the car line after acknowledgement from their teachers.

4<sup>th</sup> & 5<sup>th</sup> grade is dismissed at 3:20 pm through the courtyard doors; teachers are with them. These children are allowed to walk to cars in the car line after acknowledgement from their teachers.

6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades are dismissed at 3:25 pm from the gym courtyard doors.

Parents picking up children with different dismissal times are to park their car in the parking lot and walk to the dismissal area to meet their children.

On half days, Preschool and Kindergarten will be dismissed at **11:00 a.m.**

1<sup>st</sup> & 2<sup>nd</sup> will be dismissed at 11:45am

4<sup>th</sup> & 5<sup>th</sup> will be dismissed at 11:50am

6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> will be dismissed at 12:00pm

On half days, students in **need to be picked up by 12:10 p.m.**

On full days, all students need to be picked up by 3:30 pm. Otherwise, students are to report to Latch Key.

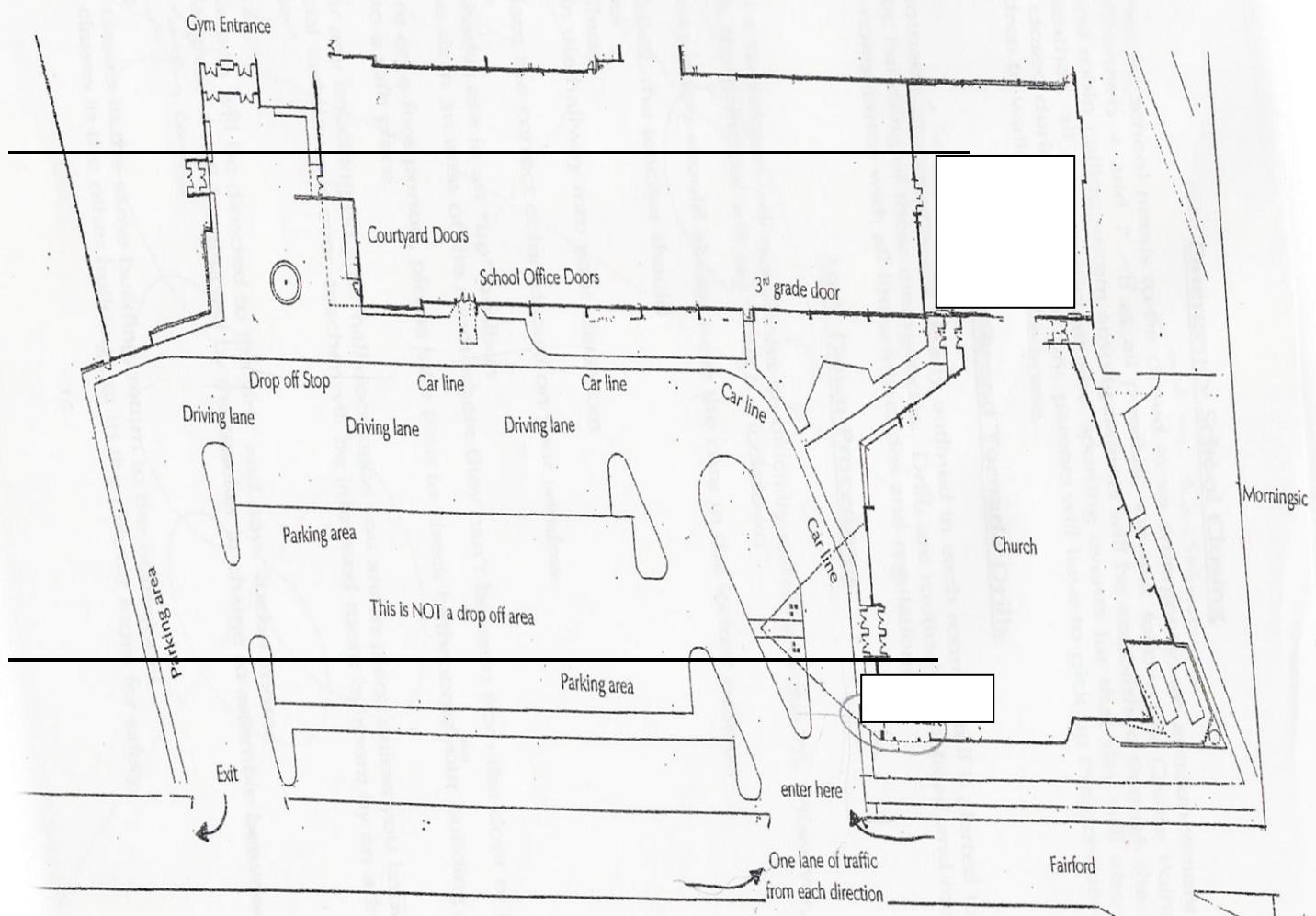
## Leaving the Parking Lot

When leaving the parking lot between the hours of 7:30 am to 8:15 a.m. and 2:45 p.m. to 3:30 p.m., turn right only. Please follow these directions for the safety of all people and vehicles moving in the area.

Please familiarize yourself with the following drop off & pick up map.

*Our Lady Star of the Sea*

*Drop off & Pick up Map*



## **Emergency School Closing**

In the event that the school needs to be closed, an announcement will be made on WWJ (950 AM), television channels 2, 4 and 7, through "remind". If school is closed for weather, all extra-curricular and sporting events for that day will also be cancelled. If school should ever be closed during the school day, parents will need to pick up their children from the office or the designated evacuation site. We will not allow children to walk or ride a bike home.

## **Fire, Tornado and Lockdown Drills**

Fire, tornado and lockdown procedures are clearly outlined in each room. Staff is alerted to the proper procedure for systematic handling of these emergencies. Drills are routinely practiced, and methods refined. The school facility is in compliance with all safety codes and regulations.

## **Alcoholic Beverage and/or Drug (Controlled Substance) Policy**

Students using alcoholic beverages, drugs or performance enhancing drugs on school grounds or on a school related trip will be suspended (or face possible expulsion from school and school activities). Students supplying or selling alcohol/drugs to other students will be expelled from school.

### **Possession of Alcohol/Drugs**

All school rules, regulations, state and federal laws will be enforced by school officials. Possession, use, manufacture, sale or distribution of alcoholic beverages, controlled substances, paraphernalia, or tobacco by the students in school or at school sponsored events is expressly forbidden and subject to consequences as outlined in the rules and regulations of the school as below:

Following investigation, consequences for possession or use will result in five-day suspension up through expulsion. Local police will be notified. If found to be manufacturing, distributing or selling, or arranging for such, the consequences will result in ten-day suspension though expulsion. Local police will be notified.

Violation of rules will be responded to in such a way that the student is held accountable for his/her behavior. The situation will also be assessed in the context of the whole person in order to determine what type of education, intervention or support services will be most helpful to the student.

## **Weapon Policy**

Students are prohibited from having a weapon in their possession, backpack or locker while at school, on school grounds or at a school related activity. Students found to have such weapon in their possession will be suspended or expelled from school. A weapon can be any object, including a toy, that could be determined to be a threat to injure another. Laser pointers are not allowed.

This Weapons Policy is taken from the Archdiocese of Detroit School Policies and Guidelines.

Students are prohibited from bringing weapons to school and school sponsored activities or having weapons in school or at school-sponsored activities, on the school premises, on a school bus or en route to or from school, or in the immediate vicinity of the school.

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

## Guidelines

- ◆ A weapon is any object which can be used to threaten or injure another. It includes but is not limited to "dangerous weapons" as defined by the State law which is included in the policy.
- ◆ School premises include the school building and the adjacent grounds including but not limited to parking lot, playground, student lockers, busses, etc. Immediate vicinity of the school means within a 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 immediate vicinity of the school shall be immediately excluded from classes pending investigation.
- ◆ A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch container, locker, automobile, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, a school teacher, the pastor or a person acting in place of any of these.
- ◆ When a body search is conducted it shall be in the principal's office or other appropriate place. Such a search should be conducted by a law enforcement officer.
- ◆ If the student refuses to cooperate or interferes with a search of a person or possessions or premises: s/he should be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.
- ◆ Depending on the nature of the weapon, the local police department shall be notified immediately, and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.
- ◆ Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion (permanent dismissal).
- ◆ Any student determined to have brought a firearm to school will be expelled for a period of not less than one year. The term "firearm" means:
  - 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 weapons;
  - any firearm muffler or firearm silencer; or
  - any destructive device.

## Sexual Harassment Policy

Archdiocese of Detroit Policy 4003, as amended by Our Lady Star of the Sea School:

It is the policy of the Archdiocese of Detroit and Our Lady Star of the Sea School to make every effort to provide an educational environment, as well as a work environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff and students at Our Lady Star of the Sea School as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and Our Lady Star of the Sea 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 Our Lady Star of the Sea 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 to standards of conduct that ensure that the school is free from sexual and other forms of illegal harassment.

Our Lady Star of the Sea School will neither tolerate sexual harassment, nor will it tolerate reprisals against any employee, student or other person who makes a sexual harassment complaint. Any faculty or other staff member who violates this policy will be subject to disciplinary action, including termination of employment. 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 persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

### Definition of Sexual Harassment – Work Environment

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

- submission to such conduct is made an explicit or implicit term or condition of an individual's continued employment, promotion, or school related pursuits. This can occur by clearly stated or implied words or actions.
- submission to or rejection of such conduct is used as a basis for employment or working relationship decision affecting the harassed person.
- such conduct is intended or has the effect of interfering with an individual's work performance, or creates an intimidating, hostile or offensive environment.

### Definition of Sexual Harassment – Student Relationships

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

#### Examples of Sexual Harassment

- sexual innuendoes
- jokes of a sexual nature
- sexual propositions
- sexually suggestive pictures or cartoons
- foul and obscene language jokes or gestures of a sexual nature
- unwanted and unnecessary physical contact
- unwelcome sexual comments about appearance

### Reporting Sexual Harassment

At Our Lady Star of the Sea School the principal will answer questions and disseminate information about the policy, investigate written complaints and take appropriate corrective action. Any faculty, staff member, student or other person in a working relationship with Our Lady Star of the Sea School who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter in writing to the immediate attention of the principal. If the complaint is made against the principal of Our Lady Star of the Sea School, the pastor of Our Lady Star of the Sea Parish will conduct the investigation and take appropriate corrective action.

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 Our Lady Star of the Sea 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, appropriate counseling and/or testing and/or exclusion from school.

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

## **Student Code of Conduct**

The Catholic Schools Office has asked that all Catholic Schools include the following statements in their handbooks:

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

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

If student A does something that hurts another's feelings, student A will offer a sincere apology and do what is necessary to restore the relationship. This is part of Christian values taught every day to every student so that it becomes a way of life as opposed to a consequence from the Code of Conduct.

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents, and students, in all their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social-networks, will be disciplined, up to and including expulsion.

Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc. against an individual including all parish and school employees, volunteers, parents and students, for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to and including exclusion from school.

Our Lady Star of the Sea Code of Conduct identifies what is necessary to support the spiritual, emotional, social and physical development of each student. The Code of Conduct is in effect whether students are in school or at a school function.

The Code of Conduct will be implemented by any teacher, staff or administrator. The administration of Our Lady Star of the Sea reserves the right to determine what is within the contents of appropriateness. Knowing that it is impossible to list every offense, the administration reserves the right to include additional offenses as necessary.

School personnel will keep records of actions and consequences.

In addition to disciplinary consequences, the school may also provide guidance and counseling when possible. In some cases, the school may suggest or require a student/family to seek outside counseling.

School administration may require a student(s) involved or suspected of being involved in an incident to be kept out of school/school related events for reasons of:

- ◆ completion of investigation, or for the purpose of defusing a situation which could become worse if the student remained in school,
- ◆ consequence for the behavior, or if keeping the student out of school is in the best interest of that student, other students or staff.

A student who receives a behavior/discipline report is to take it home to his/her parent. A parent is to sign the report and give it to his/her child to return on the next school day. If the report is not signed or returned, the student may remain out of class until such time that the report is signed and returned. Parents are expected to cooperate with the teachers, counselor, and administration in enforcement of the code of conduct, reinforce the consequences issued, and assume necessary responsibility for their child's behavior.

In compliance with the State of Michigan and the Archdiocese of Detroit, reporting of certain offenses to local police may be necessary.

# Lower School Code of Conduct

## Showing Respect and Dignity Toward Others

Level I	Inappropriate/Disruptive Behavior		Teacher Intervention / Phone Calls / Teacher Consequences	
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Level II</b> can include but not limited to: (Administration has final say)	All Consequences apply  Intentional word or action that hurts a person's body, feelings, reputation or property  Disrespect to an adult or student  Dishonest behavior/action  Inappropriate physical contact  Inappropriate Language  Cheating	All Consequences apply  Intervention and/or possible investigation --- teacher documentation on ***B/D Report  Teacher calls parent; student or teacher tells parent  Inside lunch and recess day assigned  Student completes the <i>Time to Think Form</i>	All Consequences apply  Intervention and/or possible investigation --- teacher documentation on ***B/D Report  Teacher calls parent; student or teacher tells parent  Two inside lunches & recesses  Student completes a <i>Time to Think Form</i>	All Consequences apply  Intervention and/or possible investigation --- teacher documentation on ***B/D Report  Teacher calls parent; student or teacher tells parent  Counselor/Administrator will see student  Student serves one day in-school ****suspension  Student completes a <i>Time to Think Form</i>  Parent Conference Athletic Director notified
<b>Level III</b> can include but not limited to: (Administration has final say)	All Consequences apply  Intentional negative physical contact, hitting, fighting, punching, kicking, knocking down, etc.  Threat or **Intimidation  Harassment which may be based on race/religion/sex  Repeated Cheating Lying, Stealing, destruction of property, etc.  Visiting or sharing inappropriate information, photos, etc. from any website electronically or through hard copy. (Additional sanctions with accordance with A.U.P.)	All Consequences apply  Student removed from situation  Administrator/Counselor calls parent  Teacher and Administrator complete ***B/D Report  Student serves one day in-school ****suspension  Student completes <i>Time to Think Form</i>  Athletic Director notified  Certain Level III offenses may have consequences of extended suspension or expulsion.	All Consequences apply  Student removed from situation  Administrator/Counselor calls parent  Teacher and Administrator complete ***B/D Report  Behavioral Intervention Plan  Two or three day in-school ****suspension  Student completes <i>Time to Think Form</i>  Athletic Director notified  Certain Level III offenses may have consequences of extended suspension or expulsion.	<b>NOTICE</b>  Suspensions may be in-school <b>or</b> out-of-school  ** Intimidation ~ to frighten *** Behavior/Discipline Report ****Grades will be given for work completed, no participation in extracurricular activities or sports allowed on that day *****A failing grade of up to 65% can be earned for completed class work on days of suspension; there will be no participation in extracurricular activities or sports those days  This Code of Conduct is not meant to be all inclusive & is subject to administrative discretion

\*\* Intimidation ~ to frighten   \*\*\* Behavior/Discipline Report   \*\*\*\*Grades will be given for work completed, no participation in extracurricular activities or sports allowed on that day

\*\*\*\*\*Zeros for class work on days of suspension



## Behavior Discipline Report

Student Name: \_\_\_\_\_

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

Teacher: \_\_\_\_\_

Behavior - please circle behavior:

### Level II

- disrespect to an adult or student
- inappropriate physical contact
- exclusion
- dishonest behavior
- word/action/intent to hurt a person's body, feelings, reputation or property
- inappropriate language
- other \_\_\_\_\_

### Level III

- intentional negative physical action
- intimidation or harassment based on race/religion/gender/handicap
- lying
- cheating
- stealing
- destruction of property
- visiting or sharing information, photos, etc. from inappropriate websites or other electronic devices
- other \_\_\_\_\_

\_\_\_\_\_ Witnessed by staff

\_\_\_\_\_ Witnessed by another student

\_\_\_\_\_ Reported by student

REPORT: (please be specific) WHO, WHAT, WHEN, WHERE, WITNESS

*Incident recorded by* \_\_\_\_\_

*Investigation* \_\_\_\_\_

*This section to be filled out by administrator*

### Consequences

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_ offense



## Time to Think Form

Name \_\_\_\_\_

Grade \_\_\_\_\_ Date of indoor lunch \_\_\_\_\_

Why did you lose your lunch/recess privilege?

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---

---

What was wrong with what you did?

---

---

---

What should you have done differently?

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---

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

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

# Middle School Code of Conduct

## Showing Respect and Dignity Toward Others

Revised 8/24/22

Level I	Inappropriate Behavior	Teacher Intervention / Phone Calls / Teacher Consequences		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Level II</b> can include but not limited to: (Administration has final say) <b>Chronic Level I behavior</b> Intentional word or action that hurts a person's body, feelings, reputation or property Disrespect (speech, tone or attitude) to an adult or student Dishonest behavior/action Inappropriate physical contact Inappropriate Language	ALL CONSEQUENCES APPLY  Intervention and/or possible investigation--- teacher documentation on ***B/D Report  Teacher calls parent; student or teacher tells parent  Student serves one detention	ALL CONSEQUENCES APPLY  Intervention and/or possible investigation--- teacher documentation on ***B/D Report  Teacher calls parent; student or teacher tells parent  Student serves two detentions	ALL CONSEQUENCES APPLY  Intervention and/or possible investigation--- teacher documentation on ***B/D Report  Administrator/Counselor will see student  Administrator/Counselor calls parent; student or adult tells parent  Student serves one day in-school ****suspension  Athletic Director notified	ALL CONSEQUENCES APPLY  Intervention with teacher; documentation ***B/D Report.  Administrator/Counselor will see student  Administrator/Counselor calls parent; student or adult tells parent  Student serves a two-day out-of-school ****suspension  Athletic Director notified  Parent(s), Teacher, Counselor and Administrator meeting to implement individual behavior plan.
<b>Level III</b> can include but not limited to: (Administration has final say) Intentional negative physical contact, hitting, fighting, punching, kicking, knocking down, etc. Threat or **Intimidation Harassment which may be based on race/religion/sex Cheating (also earns a grade of zero) Stealing, destruction of property, etc. Visiting or sharing inappropriate information, photos, etc. from websites (additional sanctions in accordance with A.U.P.)	ALL CONSEQUENCES APPLY  Student removed from situation.  Administrator/Counselor investigation and calls parent  Administrator/Counselor completes ***B/D Report  Student serves one day in-school ****suspension  Athletic Director notified  Certain Level III offenses may have consequences of extended suspension or expulsion.	ALL CONSEQUENCES APPLY  Student removed from situation  Administrator/Counselor investigation and calls parent  Administrator/Counselor completes ***B/D Report  Parent(s), Teacher, Counselor and Administrator meeting to implement an individual behavior Intervention Plan  Two or three day ****suspension  Athletic Director notified  Certain Level III offenses may have consequences of extended suspension or expulsion.	ALL CONSEQUENCES APPLY  Student removed from situation  Administrator/Counselor calls parent  Administrator/Counselor completes ***B/D Report  Place student on Behavior Probation and revise Behavior Intervention Plan to include outside Interventions  Extended ****Suspension or Expulsion.  Athletic Director notified  Certain Level III offenses may have consequences of extended suspension or expulsion.	<b>CODE NOTICE</b> <b><u>Suspensions may be in-school or out-of-school</u></b>  <b><u>Detention ~ serving 45 minutes silent time after school under adult supervision.</u></b>  <b>NOTES:</b> <b><u>** Intimidation ~ to frighten</u></b> <b><u>*** Behavior/Discipline Report</u></b> <b><u>****Grades will be given for work completed; No participation in extracurricular activities or sports allowed on that day</u></b>  <b><u>This Code of Conduct is not meant to be all inclusive and is subject to administrative discretion.</u></b>  <b>Revised August, 2022</b>

## **Athletic Programs**

Our Lady Star of the Sea School and Parish participates in the Catholic Youth Organization ("CYO"). The most current version of the Athletic Charter and Handbook can be found in electronic form on the school and parish web sites. The Athletic Handbook provides more detailed information on the philosophy, policy, roles and responsibilities for parents and student-athletes. Parents are also required to volunteer time to the program and to assist in helping run the events that are sponsored.

The Athletic Program is open to any parishioner who attends the Religious Education Program and any student that attends Our Lady Star of the Sea Catholic School. Religious Education students are required to attend all classes during the entire school year and attendance is monitored by the Athletic Department. Religious Ed students that do not have an acceptable attendance record for the entire school year will not be eligible to participate in the sports program for the following year. The Athletic Program is established primarily for students in grades 5-8. In some sports, 4<sup>th</sup> graders are invited to participate if the numbers will support their inclusion. If you have any questions or concerns, please contact the Athletic Director at 313-884-1070 ext. 132 or email [olstarsports@yahoo.com](mailto:olstarsports@yahoo.com).

Sports registration period online @ <http://starsports.assn.la/>

Fall Sports: May 1 – June 15  
Winter Sports: June 1 - September  
Spring Sports: September 1 – January 15

There is an athletic fee to be paid to Our Lady Star of the Sea when a child is selected for a team which is determined by the Athletic Director.

These are competitive teams - NOT "RECREATIONAL". While efforts are made to maximize participation, the number of students that want to participate is often more than can be accommodated and, in some sports, it often becomes necessary for cuts to be made at all levels.

**FALL SEASON:** Begins approximately August 12<sup>th</sup> thru October 20<sup>th</sup>

**Volleyball** Girls: Depending on the level of interest, there may be up to three 5/6<sup>th</sup> grade and three 7/8<sup>th</sup> grade volleyball teams. These teams practice 3-4 days a week with games usually on the weekends (Saturday and Sunday). The girls usually play a 10-game schedule and the 7/8<sup>th</sup> could qualify for playoffs. Also, the girls might enter preseason or postseason tournaments. The Team uniform is supplied but the girls will need: knee pads and plain white socks (to the knee) .

**WINTER SEASON:** Approximately October 25<sup>th</sup> thru March 10<sup>th</sup>

**Basketball** Boys and Girls: Two teams for each gender are sponsored at the 5/6<sup>th</sup> grade level and 2 teams for each gender at the 7/8<sup>th</sup> grade level. In total, 8 basketball teams are sponsored. Cuts are likely at all levels for basketball. The teams practice 3-4 times a week with games on either Saturday or Sunday. Season consists of a 10-game regular season schedule plus possible Thanksgiving, Christmas and post season tournaments. Playoffs are for the 7/8<sup>th</sup> only. The Team uniform is supplied but the players will need: basketball shoes & socks. A mouth guard is recommended.

\*\* We have a 4<sup>th</sup> grade boys' and girls' instructional program that begins in December. We have no more than 2 teams available for each (15 children per team). There is an athletic fee to be paid to OLSOS (ref fees). A team uniform is supplied.

All teams and levels are based on need and interest. Facility limitations will also factor into the determination of the number of teams being sponsored. Tryouts will be opened to 4<sup>th</sup> grade level if there is a lack of students in the 5/6<sup>th</sup> grades only. This has happened occasionally over the years and is determined at the start of each season. Please fill out athletic registration forms on time and return them promptly so decisions can be made in a timely fashion.

## **Common Questions, Policies & Procedures**

### **Protocol for Discussing Parent/Student Concerns:**

All teacher or classroom matters --- first step is to call the teacher(s) to schedule an appointment. If after that meeting, further discussion is necessary, schedule a meeting with the Principal or Counselor and teacher(s).

All general school matters --- first step is to call school personnel relative to the specific matter to discuss the concern. If after that conversation further discussion is necessary, call the Principal to schedule a meeting with the persons involved.

If there are questions regarding a decision, please call the person who made the decision.

After the above has been followed and if further discussion is still necessary, call the Pastor.

<b><i>Nature of the Concern</i></b>	<b><i>Category</i></b>	<b><i>First Contact</i></b>	<b><i>Second Contact</i></b>	<b><i>Third Contact</i></b>
Drop Off/Pick Up	Safety Patrol	Staff in Charge	Principal	Pastor
Teacher/Instruction	Performance	Teacher	Principal	Pastor
Student Progress	Academic	Teacher	Counselor	Principal
Religious Education	Policy of Program	Teacher	Director of Faith Formation	Pastor
Discipline	A. Classroom  B. Playground/Recess	Teacher  Teacher on Duty or Lunch Supervisor	Principal  Principal	
Curriculum	General	Teacher	Principal	

## **FREQUENTLY ASKED QUESTIONS and IMPORTANT FAMILY MATTERS**

### **What is a .....**

Spirit Dress Down Day - Once a month, the students may wear Star spirit wear. Please see specific details further in this handbook,

Dress Down Day - Once a month, the students may dress in "out of uniform" clothes, such as: jeans, gym shoes, t-shirt, sweatshirt. Please see specific details further in this handbook.

Formal Uniform – Required wear on all Mass days for girls: a jumper or school plaid skirt, white collared shirt and vest. For boys: a white dress shirt, long pants and a tie (after 1<sup>st</sup> communion).

Room Parent - Each grade level will have a couple of representatives as room parents. These representatives will coordinate events for the class with parent volunteers. These representatives may be called upon for additional duties throughout the school year.

School Mass - Every Friday, the children attend the 8:30 am Mass. This is the perfect opportunity to join your children in celebrating our faith. Families are welcome and encouraged to attend. This Friday Mass is a weekday Mass and does not fulfill Sunday obligation. Each grade 1<sup>st</sup> - 8<sup>th</sup> is responsible for helping at a few masses during the year. Students serve as the choir, the readers, and carry up the offertory gifts.

Parent Teacher Organization (P.T.O.) - Purpose: To assist school administration and faculty in providing additional experiences for all students and families while fostering the same high quality, faith-based, and family-like community.

### **Invitations**

Students will not be allowed to hand out invitations to birthday parties or other social activities in school, after school, or at school functions. The school provides a directory so that parents have access to addresses. All invitations should be mailed.

### **Directory**

A family directory will be provided via FACTS shortly after the school year begins. The Archdiocese of Detroit Office of Catholic Schools has requests that we give to Catholic High Schools the contact information for students in our middle school. This is done to encourage more students to attend Catholic High School. You must notify the specific High School directly if you do not wish to receive further communication.

### **Tuition**

Tuition rates are established on a yearly basis.

Our Lady Star of the Sea Catholic School offers a discounted tuition rate to families with two or more children in full day kindergarten through grade eight. Half-day kindergarten tuition, as children opt in to full-day, will be prorated to the first day of the quarter the child is enrolled in full-day.

**Registration Fee per family, Fundraising Fee per family, and Activity Fee per child are collected with the form at the time of registration. The Registration fee is not included in the tuition cost and is nonrefundable, except when the registration is not accepted.**

**Activity Fee for Kindergarten–Eighth Grade is per child, covers all room parent fees, the auction art project, dress down days and spirit wear days, and technology fee.**

**Fundraising Fee is \$200 per family (\$100 for 3, 4-year old's and Young 5).** This fee is non-refundable and is payable to Our Lady Star of the Sea School by cash or check. [Each family will receive two "Catch a Lucky Star" tickets (one ticket if the only child is in pre-school) in October. The family name is written on the tickets and stubs are returned for a chance to win some of the over \$40,000 in prizes. Another option is to sell the tickets, turn in the stubs, and keep the money.]

**Any payment not received** within ten days of due date will be assessed a \$25 late charge. Any checks returned by your financial institution for non-payment will be assessed a \$28 charge.

**Tuition Payments: A Tuition Option Plan** form must accompany the Registration form electing one of the following:

1. Full payment of tuition by **June 25** directly to the school resulting in a 1% tuition discount.
2. Other payment plans are made through the FACTS Tuition Payment Plan.  
(see Tuition Payment Preference Form)

Semi-annual plan: payments are due in August and January

Monthly plan: ten payments begin in May and end in February

[Credit cards may be used with the FACTS plans. There is a \$2.50 fee per \$100 charged for using a credit card.]

**Families paying their tuition in full by June 25** will receive a **1.0% discount**. Payment must be made by cash or check. [Any checks returned for non-sufficient funds will lose the discount, be assessed a \$30 charge and will then be enrolled in the FACTS Tuition Management Company.]

Those who budget and use the above payment plans will authorize a specific payment amount to be paid on **either** the 5<sup>th</sup> or the 20<sup>th</sup> of the month directly from one's checking or savings account. It is important to note that the FACTS Management Company and Our Lady Star of the Sea School never have any direct access to your account. The automatic payment process is strictly controlled by banking regulations to be absolutely confidential and limited to what has been authorized. If you still have concerns, simply open up a separate account at your bank to be used specifically for your tuition.

**Delinquent Tuition:** The following policies regarding delinquent tuition payments will be strictly followed:

1. No student will be enrolled or allowed to continue to a new semester if tuition payments are delinquent, unless prior arrangements have been made with the Tuition Review Committee.
2. No student will be allowed to attend a class trip, graduated or promoted, nor will transcripts or report cards be furnished or forwarded, until accounts are paid in full, including Latchkey fees.
3. No student will be enrolled or registered for a subsequent school year if there exist any delinquency in tuition payments or Latchkey payments.
4. Tuition must be paid up and student registered for the subsequent school year to run for National Junior Honor Society or Student Council office, or to choose electives in Middle School.

## **Our Lady Star of the Sea Tuition Refund Policy**

If a family makes the decision to withdraw child/ren from Our Lady Star of the Sea School, the following policy applies:

Withdraw during the first *4 weeks* – 80% of the semester tuition will be refunded

Withdraw during weeks *5 thru 8* – 60% of the semester tuition will be refunded

Withdraw during weeks *9 thru 12* – 35% of semester tuition will be refunded

After the *12<sup>th</sup>* week there will be **no refunds**.

If you are paid in full and withdraw during the first semester, the second semester tuition will be refunded in full in addition to the above percentages.

See Tuition Contract for further information

Any balance of unpaid tuition remaining unpaid up to the date of withdrawal will still be owed Our Lady Star of the Sea School before school records will be released to the new school.

## **Latch Key Policies**

### Admission Policy

The Extended Day Program is a service for students at Our Lady Star of the Sea School.

### Registration

Every child must be registered at the beginning of the school year to be a part of the program. A registration form, emergency card and health form must be provided at the time of registration. A family registration fee is due at time of registration.

Latch Key hours are from after school until 6:00 pm.

Charges are per student and will be charged in 15-minute increments. After 6 pm there will be a \$1 per minute late fee charge. Payment will be due when the student is picked up that day.

### Arrival/Dismissal

Students participating in the afternoon session must go directly to the Latch Key Room to sign in after their dismissal time. Parents must come into the cafeteria to sign their child/children out. No students will be allowed to leave with another adult without written permission from the parent. No student will be allowed to walk home at the end of the session. Parents of children who participate in sports, scouts, etc., before or after Latch Key, must state such information in writing and the child needs to notify director of Latch Key.

- Parents who do not sign in and out when they are picking up their child/children will be charged for the whole day.
- If a completed emergency card and physical is not submitted within 60 days of registration, the child/children will be excluded until the school receives this information.
- Once the child/children leave school grounds, they may not come back to latch key. Children who visit with friends after school may not join latch key afterwards.
- In accordance with our state licensing regulations, all persons responsible for picking up child/children must be at least 18 years of age.
- Bills must be paid in full within 30 days of receipt. After 45 days delinquent, child/children will be excluded until the balance is paid in full.

Discipline Students are expected to be cooperative and respectful with adults and other students at all times. Parents will be notified if a child has difficulty functioning within these guidelines. Continuous misbehavior may result in exclusion from the program.

Procedures and Activities

After signing in for the p.m. session, students may choose a game, read a book, or work on homework in a quiet area. This is not a tutor session. Children will be expected to do their homework on their own. Weather permitting, students will spend some time outside. Students will not be allowed to go to and from their homerooms at this time. All books, supplies, and clothing will be kept in Latch Key.

Snacks Students in latch key must pack a snack each day.

Rules

- All students must sign in each day.
- Students must sit and eat snacks in designated area.
- Students may not wander throughout the building.
- Students may not leave the room without permission.
- Students are free to choose a game or use any of the designated equipment for the Extended Day Program; however, students must put games and equipment away when they are asked to do so.
- Students are expected to be respectful and cooperative with all supervisors, staff, and with each other.
- Because ample supplies and equipment are available for students to use, we discourage bringing toys from home.
- Loud voices, rowdiness, running in the room or halls, and roughhousing will not be tolerated.
- Students are expected to help maintain a neat, clean environment daily.

Lunch Period/Cafeteria Procedure

Our Lady Star of the Sea School works diligently to provide balance in children's lives: spiritual, educational, social, physical and cultural. We provide a school lunch program for our students' nutritional balance. All students remain at school for lunch. All lunches purchased include milk or water. A calendar with the planned menu and order form are sent home with the children to be completed and returned with payment.

If a child chooses not to participate in the school lunch program, the child should bring a lunch from home. We encourage parents to eliminate bringing in restaurant lunches.

Kindergarten Lunches:

Kindergarten students do not participate in school lunch program, and parents should send a lunch to school for them. Parent volunteers are needed each day in the lunchroom.

Cafeteria Rules:

- 1<sup>st</sup> – 8<sup>th</sup> grade do not have adults to prepare their lunches; therefore, parents need to send prepared lunches for students.
- Moderate voices are to be used at all times.
- Food is to be eaten, not played with or thrown.
- Students are to stay seated in assigned seats or seating area during the lunch period.
- At the end of the lunch period, students are to have tables cleared, trash from the floor picked up, and be ready to be dismissed.
- Students may not leave the cafeteria until they are dismissed.

- Students must walk while entering and leaving the cafeteria.
- No student may re-enter the school from the cafeteria without authorized permission.

#### Outdoor Recess:

- Students using swings must sit on the swing at all times. Students may not twist or connect swings. Only one student at a time is allowed on a swing.
- Students using the slide must go down one person at a time in a forward sitting position.
- Students may not leave the school grounds to get a ball that has landed elsewhere. An adult will get the ball.
- All students must follow the directions of the lunch supervisors on duty at all times.
- Games involving tackling, pushing and/or shoving are not allowed at any time.
- Students must always be aware of others above and below them while using the climber. Safety and respect are always necessary.
- Students may bring proper play equipment for use at lunch such as plastic balls, tennis balls, nerf balls, jump ropes, etc. Students may only bring nerf footballs. Students may not bring hard balls, roller skates, skate boards, hockey pucks, etc. Safety and respect are always necessary.

#### Indoor Recess:

- Classroom supervisor will walk students from cafeteria to classroom.
- Students are expected to remain in their assigned classrooms.
- Board games and activities will be provided. Running, jumping, or physical contact is prohibited at all times.
- Students are to be polite, cooperative, and respectful at all times.
- Students are not allowed to use the classroom computers during recess.

#### Consequences for Recess Infractions

- ◆ Minor infractions result in removal from recess area to bench for a time designated by a teacher.
- ◆ Serious infractions (bullying, rough play, cursing or name calling) result in immediate removal from recess and will be sent to the teacher on duty. Teacher decides how many of the next recesses may be missed, speaks with homeroom teacher, and sends a note or phones student's parents.
- ◆ Repeat offenders committing minor infractions will be warned by teacher and may lose recess for an extended period of time.

## UNIFORM DRESS CODE

Uniforms are an important part of the school setting. They allow the students to focus on education and not be distracted by dress fads or accessories. They allow the teachers the opportunity to stay on task with their teaching. It is not the responsibility of school staff to see that children are in proper uniform each day; it is the responsibility of the parents. Our Lady Star of the Sea School needs parent help, cooperation, and support of the school dress code.

### Girls, Grades K-5

- Blue plaid Jumper from Connie's Children's Shop or Lands' End
- Solid white blouse, polo-style, mock-turtleneck, or turtleneck shirt (no logos other than Star of the Sea)
- (Optional) Navy vest, sweater, or long sleeve navy fleece with either Star logo available at Connie's or Lands' End
- First day-October 15 & May 1 to last day except on Mass days Navy knee-length dress shorts or skort may be worn
- October 16 – April 30 except on Mass days Navy chino or dress corduroy pants with solid color belt (black, brown, or blue) may be worn for Gr 3-5; belt optional for K-2.
- Socks/tights must be solid black, navy, tan or white. Socks must be crew height or higher. No logos, no designs.
- Formal dress on Mass days to include a jumper and white collared shirt.
- Girls have the option to wear **Full length** solid navy or black leggings to school. Non-athletic. No mesh. No designs. No logos. They must be worn under their uniform and with their uniform socks.

### Boys, Grades K-5

- Navy dress chino or dress corduroys with side pockets (no cargo, zip pocket, flap pocket, 5-pocket, or jean style)
- Solid white polo-style, oxford, mock-turtleneck or turtleneck shirt (no logos other than Star of the Sea)
- Solid color belt (black, brown, blue, or tan) for grades 3-5, optional for K-2.
- (Optional) Navy vest, sweater or long sleeve navy fleece with either Star logo available at Connie's or Lands' End
- First day - October 15 & May 1 to last day except on Mass days Navy knee-length dress shorts may be worn with a belt for Grades 3-5, belt optional for K-2.
- Socks must be solid black, navy, tan or white. Socks must be crew height or higher. No logos, no designs
- Formal dress on Mass days to include long pants, dress shirt and a tie for Grades 3-5, tie optional for K-2.
- Tie and a belt are required in 2<sup>nd</sup> grade after First Communion.

### Girls, Grades 6-8

- Blue Plaid skirt from Connie's Children's Shop or Lands' End
- Solid white blouse, polo-style, mock-turtleneck, or turtleneck shirt (no logos other than Star of the Sea)
- Navy sweater vest or long sleeve sweater with either Star logo available at Connie's or Lands' End
- October 15<sup>th</sup> – May 1<sup>st</sup> Long sleeve navy fleece may replace sweater / vest - fleece must have either Star logo available at Connie's or Lands' End
- October 16 – April 30 except on Mass days Khaki chino or dress corduroy pants with solid color belt (black, brown, or blue) may be worn.
- Socks/tights must be solid black, navy, tan or white. Socks must be crew height or higher. No logos, no designs
- Formal dress on Mass days to include school paid skirt, white collared shirt and vest.
- Girls have the option to wear **Full length** solid navy or black leggings to school. Non-athletic. No mesh. No designs. No logos. They must be worn under their uniform and with their uniform socks.

### **Boys, Grades 6-8**

- Khaki dress chino or dress corduroys with side pockets (no cargo, zip pocket, flap pocket, 5-pocket, or jean style)
- Solid white polo-style, oxford, mock-turtleneck or turtleneck shirt (no logos other than Star of the Sea)
- Solid color belt (black, brown, blue, or tan)
- (Optional) Navy vest, sweater or long sleeve navy fleece with either Star logo available at Connie's or Lands' End
- First day - Oct 15 and May 1 to last day except on Mass days Khaki knee-length dress shorts may be worn with a belt
- Socks must be solid black, navy, tan or white. Socks must be crew height or higher. No logos, no designs

**Gym Uniform:** Students may wear gym shoes to school on gym days

### **Boys or Girls Hair Code**

Tinting, highlights, or coloring is not allowed. Hair should be of natural color.

### **Boys Hair Code**

For boys, hair should be no longer than the top of the shirt collar in the back, above eyebrows on top and above ears on sides.

If a boy's hair is too long and that student does not have his haircut within three to four days of being asked, that student will be considered out of uniform. See below for consequences.

Perfume or cologne is not to be worn or to be brought into school.

Length of girls' jumpers and skirts may not be shorter than 1 inch above the knee. Keep in mind that when a jumper or skirt is purchased, enough hem should be present to allow for growth. Tops may be long sleeve or short sleeve solid white with either Star of the Sea logo or no logo. If a t-shirt is worn under a uniform shirt, it must be solid white – no logos, designs or writing.

All shoes must be black, brown, tan, or navy blue and have a noticeable, supportive heel. The heel is to be no higher than 1 inch. Shoes must be leather or leather like. No canvas. Athletic, sandal, moccasin, clog style, ballet flat shoes OR any type of boot are not acceptable. Shoes should not be more than two-tones.

A student is **out-of-uniform** if he/she is not wearing the correct shoes, shirt, sweater, pants, or if his/her shirt is still un-tucked after having been asked to keep it tucked in, or if a girl's uniform jumper or skirt is not of appropriate length. As well as appropriate color and length hair see above.

Every day that the student is out of uniform they will be sent to the office to call home for appropriate uniform or will be given an Out of Uniform pass. The office will keep record of each offence.

Every **second time** the student is out of uniform, he/she will be unable to participate in the next dress down or spirit wear day.

If a student has been out of uniform four times, he/she will be unable to participate in the next **two** dress down or spirit wear days.

Approved for:

**Girls (K-5)**

Earrings --- studs or those that "hug" the earlobe  
Necklace --- one, metal (gold or silver) charmless or with one charm – no chokers  
Watch --- (No iWatch or similar type is allowed)  
Small hair accessories or thin head band (No sparkles, sequins, feather, chalking or other hair additives)  
Bracelet --- one item on wrist, school appropriate  
Nail polish; no designs, no type of artificial nails  
No makeup

**Girls (6-8)**

Earrings --- studs or those that "hug" the earlobe  
Necklace --- one, metal (gold or silver) charmless or with one charm – no chokers  
Watch --- (No iWatch or similar type is allowed)  
Small hair accessories or thin head band (No sparkles, sequins, feather, chalking or other hair additives)  
Bracelet --- one item on wrist, school appropriate  
Nail polish; no designs, no type of artificial nails  
Clear lip gloss, light coverup makeup, mascara - no eye shadow

**Boys**

Necklace --- one, metal (gold or silver) charmless or with one charm  
Watch --- (No iWatch or similar type is allowed)  
Bracelet --- one item on wrist, school appropriate

\*\*\*If Masks are still required: **Masks must be solid school colors (black, blue, tan, grey, or white) or school plaid. Masks may be cloth or disposable Please label masks with child's name**

**DRESS DOWN DAYS**

Acceptable Apparel includes:

- Pants or jeans that are not torn nor have holes. Skinny jeans must be denim material with pockets on the back
- Middle School – No leggings or yoga pants
- Hip length T-shirts (any writing or pictures must be appropriate for school)
- Skirts of appropriate length for girls – No shorter than 1 inch above the knee
- Appropriate top; NO sleeveless, spaghetti strap, off the shoulder, or low-cut shirts or dresses; no rompers; no tight shirts; no crop tops
- Closed toe & closed heel shoes
- Finger-tip length shorts (during August, Sept. and May, June)

If ANY attire is thought to be inappropriate by school personnel, that student shall change into the office uniform and will lose the privilege of dressing down on the next scheduled dress down day.

**SPIRIT WEAR DAYS** - All spirit wear must be worn as the outer layer of clothing.

Acceptable Apparel includes:

- Any Our Lady Star of the Sea shirt, sweatshirt, fleece or sweatpants
- Shirts from previous OLSOS teams, clubs, plays, etc.

- Gym shirt
- Eighth grade apparel
- Closed toe & closed heel shoes
- Finger-tip length shorts (during August, Sept. and May, June)

If a student is wearing ANY attire thought to be inappropriate by school personnel, that students shall change into the office uniform and will lose the privilege of wearing spirit wear on the next scheduled spirit wear day.

### **Lost & Found**

An area is provided for lost articles outside the school office. Unclaimed articles will be given to charity at the end of the year. It is recommended that identification tags be attached to the inside of all clothing, including outer wear.

### **Room Parent Guidelines**

***Thank you very much for volunteering your time and talent! Every room parent is encouraged to attend the P.T.O. meeting in order to hear first-hand all activities that room parents are responsible for communicating to their respective class.***

As a Room Parent your job will include, planning, coordinating, and running all your grades holiday parties, including creating Signup Genius's for party donations and volunteers. In addition, some grades will have Special Celebrations that room parents will also coordinate.

**Party Planning:** Parents need to meet early in the year to come up with ideas for the events they will be responsible to plan. Please also meet with the teacher(s) in your grade to discuss preferences they have for the party - (examples: number of volunteers, food allergies, guidelines for crafts that may include paint, what area of their classroom you can utilize for the party and time frame of the party). After meeting with the teacher, the Room Parent will create a **Signup Genius parent volunteers** (1 or 2 volunteers max per party depending on teacher preference) and a **Signup Genius for all food and supply donations** for each party. Only parent volunteers who have signed up for each party will be able to attend the party.

**Funding:** Parents are asked to volunteer to donate food and supply items as determined by the Room Parent. Food and supplies to be dropped off in the school office the day of the party or to the room parent. Class parties should not be elaborate.

**Parties:** **PLEASE ask the teacher at the beginning of the year about specifics before making plans**

for: Halloween    Christmas    Valentine's Day

**Field Day/All School Picnic:** Please sign up when the Signup Genius is sent in the spring

## **Teacher(s)/Classroom Aide Gifts**

Families are welcome to show their appreciation for their student's teacher/aide individually or in a group by giving end of the year gifts. If families would like to join and give a group gift, the room parent will be responsible for organizing this. Teachers always love gift cards.

## **Storage Bin-Extra Supplies**

It is recommended that each grade have a bin that moves with them through the years. In the bin will be extra/leftover supplies from parties; fabric markers, paper plates, table cloths, games, and craft supplies.

Please also include Party info sheets that briefly describe the parties throughout the year. This information will help future room parents as the children move from grade to grade

## **Events & Fundraisers**

St. Nicholas Shop -This is a wonderful event giving children the opportunity to shop on their own for their families. (Parent volunteers available to assist as needed.) Volunteers work hard to purchase a great variety of affordable items (\$1.00 to \$15.00) for all members of the family: grandparents, pets, siblings, parents, and teachers as well. Gifts are wrapped by parent volunteers, and each child gets a bag to hold his/her goodies.

Age group: Pre-K to 8<sup>th</sup>

Catch A Lucky Star - A limited number of \$100.00 tickets are sold. School families purchase two tickets through the required \$200 fundraising fee (one ticket at \$100 for preschool families). The ticket(s) may be then sold by a family to other individuals and proceeds are retained by the selling family. The prizes: 10 - \$1,000; 1 - \$5,000 & 1 - \$10,000. This drawing takes place during "The Taste."

Age group: Adults

Catholic Schools Week – The last week of January has been established nationally to celebrate Catholic Schools and our Catholic faith. Fun and educational events are planned throughout the week to help students gain further appreciation for all who make Catholic school education possible: parents, teachers, priests and other religious, parish members, etc. The week culminates with a special all-school Mass to thank God for the opportunity to attend a Catholic school.

Age group: Pre-K to 8<sup>th</sup> and adults

Auction - This annual event has a different theme each year. Volunteers work very hard from the end of the last auction to the next to acquire a top-notch variety of items to be auctioned, including trips, certificates and even some surprises! Each class creates a project to be auctioned. Auction night is one of fun and excitement.

Age group: Adults only at main event

Field Day - In the last week of school, students are on teams for fun activities. Most events are held outdoor; water and refreshments are provided. Scoring is kept, and at the end of the day a winner announced.

Age group: 1<sup>st</sup> to 8<sup>th</sup>

## Parents,

**After reading this handbook and discussing all areas with your children, please sign and return the following page to the school office.**

**If you fail to return the form, children and families are still held responsible to uphold the policies within.**

# OUR LADY STAR OF THE SEA CATHOLIC SCHOOL

## FAMILY HANDBOOK

I (we) acknowledge receiving and reviewing the Our Lady Star of the Sea School Family Handbook and support the policies therein.



## Archdiocese of Detroit

### Volunteer Criminal Background Check

### Authorization Form for 18 years of age or older

Location: Our Lady Star of the Sea Parish

As a church we value the safety of children in our care, our employees and volunteers and the people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, the Archdiocese mandates that criminal history background checks be conducted for all Church personnel and volunteers, who may have unsupervised contact with a child, the elderly or persons with disabilities. Please complete this form of basic information about you, which assures the best possible program and safety for all.

**Please complete your responses to the following and return this form to the designated Administrator for Criminal Background Checks at the Parish.**

Full Name:	Date of Birth:		
Known by any other names(s):			
Positions(s) you are seeking, if volunteering:			
Race:	Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>

**Authorization:**

I understand that investigative inquiries on my background are to be made on me; to assess me whether any reason exists that would suggest that I not be accepted for the position. These inquiries will be made according to the policies of the hiring entity and will consist of a criminal background check and/or driving record check using the services of the Archdiocese of Detroit/Dept. of Human Services or a designated outside firm. The information will be kept confidential and will be used only to determine suitability to volunteer for the above noted position.

I authorize without reservation, any party contacted to furnish any or all of the above-mentioned information. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes conducting the necessary investigation.

In addition, I agree to abide by the policies, procedures and code of conduct that currently exists or may be amended in the future.

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Signature of Church Volunteer

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Date

\*NOTE: Date of birth, sex, and race requested only for purposes of identification in obtaining accurate records.

**This form has been modified for use at Our Lady Star of the Sea only.**

**Code of Pastoral Conduct  
Archdiocese of Detroit 2004**

**Code of Conduct for Volunteers (Adults Only 18+)** Our children are the most important gifts God has entrusted to us. A volunteer must strictly follow the rules and guidelines of this *Code of Conduct for Volunteers* as a condition of providing services to the children and youth of our archdiocese.

**A volunteer must:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where they are alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition or comparison with children and/or youth.
- Refuse to accept expensive gifts from children, youth or their parents without written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written permission for the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator or appropriate supervisor and local Child Protection Services agency. Failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

**A volunteer must not:**

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth through fevers or other contagious situations.
- Strike, spank, shake or slap children and/or youth.
- Humiliate, ridicule, threaten or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

A volunteer working with children and/or youth is subject to a thorough background check, including criminal history. Any action inconsistent with this *Code of Pastoral Conduct* or failure to take action mandated by this *Code of Pastoral Conduct* may result in removal as a volunteer with children and/or youth.

**I understand and will comply with the above code**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_