



# St. Valentine Catholic School

## STUDENT/PARENT HANDBOOK

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# STUDENT ADMISSION POLICY PREFACE

St. Valentine School is operated by St. Valentine Parish as a self-governing unit which cooperates with the Office for Catholic Schools Archdiocese of Detroit.

St. Valentine School provides an important service to the Parish Community. It is housed in buildings owned and maintained by the Parish and actively fulfills its mission through common facilities, philosophy, and Catholic teachings. The Parish, Pastor and Parish Council facilitate operations of the school through the School principal, and the School Advisory Committee.

St. Valentine School exists to offer a quality Catholic education for families of St. Valentine Parish and its surrounding communities, as established by the Archdiocese of Detroit, Michigan.

The St. Valentine School of Redford, Michigan admits students of any sex, race, nationality or ethnic origin to all rights, privileges, programs, and activities accorded all students at the facility. It does not discriminate on the basis of sex, race, national or ethnic origin in the administration of its hiring, personnel and educational policies, admissions, athletics, and other school administered programs, as required by the terms of Title IX of the Education Act of 1972, and Title VI of the Civil Rights Act of 1964.

## PHILOSOPHY/MISSION STATEMENT

St. Valentine Catholic School's mission is to provide a Catholic education based on:

**V**alues rooted in Catholic Teachings

**A**cademic Excellence

**L**ove and Respect for all

**S**trong Community in Christ

The Philosophy of St. Valentine School is to provide a Christian environment that empowers each student in his/her spiritual and academic growth. Academic excellence, social justice, and respect for the unique God-given talents and gifts of each child are nurtured in an atmosphere of love, understanding, peace, and safety through:

- Nurturing the spiritual, intellectual, emotional, and physical growth of each child.
- Providing an atmosphere of open communication between student, teacher, and parents.
- Creating an environment in which positive attitudes toward life that demonstrates respect for each child's unique needs.
- Guiding each child toward freedom of choice which recognizes the value of self-discipline and personal responsibility.
- Helping students learn their role as Catholic Christians in society
- Teaching students to work for peace and justice in their school, home, and community.

## ACADEMIC DEVELOPMENT/LEARNING LAB-TITLE ONE

St. Valentine School has wonderful resources for teachers to use to meet the needs of all students. One resource we offer to students who qualify is called the Title 1 Program. Another resource is the Learning Lab. Classroom teachers are working daily to teach all students at their individual developmental level- this is the level that is best for student learning. This level differs from student to student in any academic subject. Meeting all of these needs is one of the biggest challenges for a classroom teacher. Our students who need extra academic support for their academic success may qualify for Title 1 services or may be recommended for work with a Learning Lab teacher to support academics.

Classroom Teachers may request Title 1 intervention or Learning Lab intervention once they identify students who need extra support in a specific area or students who need an extra challenge. Teachers determine the need for possible intervention based on a combination of STAR scores, communication with the parent/guardian, and classroom work.

Title 1 is a federal program based on a variety of criteria including the district in which the student resides. If a student qualifies and is recommended, the parent will be notified, and a parent consent form must be filled out and returned to the school office. The Learning Lab is funded through St. Valentine budget and through grant funds. The criteria for residency does not apply for Learning Lab referrals.

The Title 1 and Learning Lab teachers are general education teachers. He or she works with students and reports back on progress to the homeroom teacher and parents. Whether or not a student visits the Title 1 teacher or a Learning Lab teacher is at the homeroom teacher's and/or administrator's discretion. Parents will be notified if their child is scheduled for Title 1 or Learning Lab for academic development time with an explanation of the skills that will be worked on during that time. Parents will also be notified if the Title 1 Program or Learning Lab intervention has been discontinued for their child. **It is important to note: The Title 1 Program and the Learning Lab are a support resource for regular education- It is NOT Special Education.**

Students in need of possible Special Education Services must go through a formal legal referral process with signed parent approval as well as documented support giving reasons for the Special Education referral from the homeroom teacher or administrator. Special Education and the Academic Development Program/Learning Lab are very different services.

## ACCIDENTS

Accidents which occur on school property are to be reported to the school office immediately. First Aid will be administered in minor cases. Parents will be notified immediately in all cases when there is a possibility that medical treatment is required. If parents cannot be reached, the emergency contacts indicated on the registration card will be notified. St. Valentine school office will fill out an accident report within 24 hours of an incident and a copy of the file is available to parents upon request. Student insurance is available to families at no cost when an accident occurs during school hours or at a school sponsored event. Parents also have the option to purchase supplemental accident insurance through the school that would cover their child for any accident regardless of time of day or location. Parents should inquire in the school office if they are interested in accident insurance.

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

## ACQUIRED IMMUNE DEFICIENCY SYNDROME AIDS-RELATED CARRIER POLICY

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

## ADMISSIONS POLICY

Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center for evangelization and exists to provide an

excellent academic education founded on the morals, teachings, and practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct (or the conduct of a family member) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community.

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

1. Students currently enrolled at St. Valentine School.
2. Siblings of students currently enrolled at St. Valentine School.
3. Members of St. Valentine Parish who wish to attend St. Valentine School and meet the guidelines for admission.
4. Catholics belonging to other parishes who meet the guidelines for admission.
5. Families of other faiths who seek admission and meet the guidelines for admissions.

Students transferring from other schools will be expected to present a report of their educational progress and conduct before a final decision of admission is made. The results from the most recent standardized test will also be requested. A pre-admission conference with the prospective student, his/her parent, and the principal is required. In cases where there is any question of readiness for the grade the student will enter upon enrollment, a grade level test may be required. The test will be administered by the teacher of the grade the prospective student would enter, and results will be shared with the parent/guardian.

**New students entering St. Valentine School are accepted on a probationary basis. Regular review of the new student's academic achievement and conduct determines if a student will be allowed to remain at St. Valentine School. The probation period will end December 20th. The administrator reserves the right to refuse or revoke admittance to any student.**

New students will be given a transitional period to become familiar with the student code of conduct and behavior rubric. The length of the transitional period for students in grades 4-8 will be two weeks. The length of the transitional period for students in lower grades will be determined by the classroom teacher and the administrator, taking into consideration the age of the student. During this time of becoming familiar with St. Valentine School expectations, students will be given guidance by the teacher and the administrator and discipline may be adjusted at their discretion.

Teachers will ensure all new students are given the necessary information to successfully adjust to St. Valentine expectations. If the teacher finds it appropriate, new students may be paired with a mentor student of the teacher's choosing.

It is **required** that all **students, regardless of faith affiliation, be present and participate** in the daily Religious Education classes and in the **liturgical functions** scheduled over the course of a school day.

A birth certificate as proof of age must be submitted to the school prior to admission. A child entering Kindergarten must be five years of age on or before September 1<sup>st</sup> of the same school year. A birth certificate must be presented at the time of registration. St. Valentine will not accept any child for Kindergarten who turns five after September 1<sup>st</sup> of the same school year. A record of compliance with the immunization requirements of the Health Department must also be provided at the time of registration. In the absence of these documents, admission may be denied until the files are completed.

The school follows the regulations of the Wayne County Department of Health regarding all immunization and health requirements for all students entering our school for the first time.

St. Valentine School desires to serve the needs of all Catholic school students. St. Valentine will accept any child for whom an appropriate program can be designed and implemented following the enrollment procedures. Each child will be considered for admission and/or continued enrollment at St. Valentine School based on his/her emotional, academic, and physical needs and the resources available at St. Valentine to meet those needs. Students with learning differences or exceptional needs will be evaluated for admission on an individual basis based upon their needs and the school's ability to accommodate those needs. The final decision will be made by the Pastor and principal.

St. Valentine School will only enroll full time students in grades K-8. A full time student is a student who is expected to be present for all school hours on all designated school days. Preschool students may be less than full time.

Extra/co-curricular activities and/or programs are open only to students enrolled in the school or in one of the St. Valentine partner Catholic schools at the administration's discretion.

## ALTAR SERVERS

The opportunity to serve as an Altar Server is offered to students in grades 4-8. Training is available and parents will receive notice. Parents must provide the school with written permission stating their son/daughter may participate. Students who are trained to be altar servers at school day masses will be expected to serve about every six weeks at regular Sunday masses for St. Valentine parish. It is a parent obligation to have children fulfill their obligation.

## APPOINTMENTS WITH SCHOOL PERSONNEL

It is expected that personal interviews or conferences with the teaching staff be arranged **by appointment**. This may be taken care of by a written note, calling the school office (313.533.7149) or via an e-mail directly to the teacher or school administrator.

Parents should not expect to receive a teacher's home phone number. To contact faculty or staff please phone the school and leave a message to have them return the call. Another option is to

communicate with the school administrator, teacher, or staff via an e-mail by simply visiting the school website at [www.stvalentineschool.com](http://www.stvalentineschool.com).

**ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE UPON ENTRY.** The main school entrance is located on Hope Street. All visitors will be required to sign in and out at the school office. **All visitors will be required to wear a visitor pass obtained from the school secretary in the school office.**

## ATHLETICS

See also: **Sports**

## ATTENDANCE

Under Michigan's compulsory education law all students enrolled in Catholic school are required to attend school regularly until they turn 18 years of age or have completed the 12<sup>th</sup> grade. Excessive absences or tardiness may be the cause for retention, request for withdrawal, or expulsion.

When illness or other circumstances are such that it is not possible for the student to be present, **St. Valentine School requires a phone call notification to the school office reporting the absence by 8:30 a.m.**

Students who do not attend school for the day, or who leave school early due to illness, are **not permitted** to attend extra-curricular activities or school sponsored events for that day; this includes athletic games and practices, school dances, etc. It is the parent's responsibility to notify the extra-curricular teacher or coach that the student will not be in attendance. Students who ignore this rule and attend after school events without attending school will be asked to leave the event. Possible detention/suspension will be considered by administration.

Students who are absent for 5 or more consecutive days must bring a **parental note** on the day the student returns to school. This note must explain the reason for the absence. The note is presented to the **homeroom teacher** and **then forwarded to the school office.**

If a student must be absent, it is required that the parent call the school prior to the start of the school day to report the student's name and reason for the absence. It is expected that vacations be planned around the school calendar. Teachers will not provide books, assignments, or schoolwork when students leave for vacation while school is in session. Students will be responsible for a journal of their vacation and will be required to complete missed assignments upon return. See also: **Homework**

An "excused" absence is one that is excused by administration after receiving documentation. The only excused absences are those due to the illness of a student, death in the family, a doctor or dentist appointment, whenever the principal considers that exemption from attendance

is in the best interest of the student or school. A doctor's note specifying the dates of illness or appointment and dates cleared for return is required for an excused absence. All other absences should be phoned in to the school office by the parent, however they are still considered "unexcused".

A student who is absent more than 7 days per trimester will not receive grades for the marking period. If a student has an excused absence due to documented serious health issues or hospitalization, the school shall provide an opportunity to make up the work. Upon satisfactory completion of the work, a grade will be given. Repeated excessive absences may result in a hearing to determine mastery of necessary concepts for determining promotion or retention.

A student who is absent from school for an extended period due to an illness which required a doctor/hospital visit and is viewed as possibly contagious to other students is required to provide a note from the doctor at the time she/he returns to school.

A **written request** for early dismissal must be presented to the homeroom teacher and then forwarded to the school office. In the case of unforeseen circumstances which make it impossible to provide advanced notification, a call to the school office prior to picking up your child is requested. Students dismissed before 2:00 will be marked as half of a day absent. Students who are dismissed after 2:00 but before 3:15 will be marked as an early dismissal.

**Written parental permission with a signature** must be sent to the office for a child to be sent home with another student or with any person not on the list of emergency contacts found on the family registration form.

Any student leaving school early with an **approved** family member or friend **must be signed out in the school office**. Any student whose illness necessitates early dismissal is not permitted to return to school that same day.

Daily attendance is tracked in the FACTS system and can be monitored by parents on the FACTS Family Portal.

## ANCILLARY SERVICES

According to Michigan Code (#340.622), whenever the Board of Education of a school

District provides any ancillary services to any of its resident children; it shall provide the same services on an equal basis to school children in attendance in the elementary and high school grades at non-public schools.

Under this law, the following services are made possible to St. Valentine School:

1. School Nurse – upon request
2. Street Crossing Guards

3. Bus Service to those in the Redford Union School District
4. Speech and Language Therapist
5. Psychologist – upon request
6. POHI services
7. Teacher Consultant for Special Education
8. English Language Learner Services

Students are referred on the basis of student need and parental consent. Referrals may be initiated by parents, teacher, or principal. All referrals must be approved by the principal. Parents and guardians have a right to request special education testing from the Redford Union District at any time. If you would like to request special education evaluation, a written notice of request must be sent to Redford Union School District.

## BICYCLES

Skateboards, scooters and bicycles are to be walked or carried upon entering school/parish property during school hours. Students are strongly encouraged to wear a protective helmet. Students with parental permission to ride a bicycle to school must have a signed permission form on file in the school office.

All riders are to walk their bikes through the parking lot to the bike rack near the office corner of the lot. Please stay close to the building (either gym or school) when walking a scooter or bike.

For your protection, DO NOT WALK OR RIDE A SCOOTER OR BICYCLE IN THE CENTER OF THE LOT OR IN AREAS THAT HAVE NOT BEEN SPECIFICALLY ARRANGED.

Scooters and bicycles are to be locked to the bike rack located near the school office.

## BOOKS

The school furnishes books to students in grades K-8. Reasonable wear (as determined by the principal) is expected as a result of daily use. Unreasonable damage to textbooks will result in a charge equal to the cost of a new book. This fee is to be paid to the office and may be added to your FACTS account. Lost textbooks must be paid for and replaced immediately. Report cards will not be distributed to a student owing a book fee to the school. A protective cover is to be used on all books. A school issued planner is required for all students in grades 2-8. Parents will be charged a \$5.00 fee for the planner to their FACTS account in the beginning weeks of school.

# BULLYING

“Bullying is defined as having two components: repeated harmful acts and an imbalance of power. It involves repeated physical, verbal, or psychological attacks or intimidation directed against a victim who can not properly defend himself because of size or strength or because the victim is outnumbered or less psychologically resilient” from Rana Sampson the United States Department of Justice, Bullying in Schools, May 2009.

Students who are found to be bullying or cyber bullying others in any way, including both direct and indirect (i.e. spreading rumors, isolation, social exclusion) bullying, will be subject to discipline as is outlined in the St. Valentine School Behavior Rubric. St. Valentine students will receive instruction on what bullying looks like, along with tools that students can use to stop a bully. In addition, St. Valentine faculty and administration will work to ensure that anyone reporting an act of bullying will be protected from retaliation. Retaliation of any form is strictly prohibited.

All students are protected from bullying regardless of subject matter, religion, race, color, national origin, or sex. The school administrator is the designated enforcer of disciplinary action in response to bullying. The administrator will notify both the parents of the student who is doing the bullying and the parents of the student who was caused harm.

Parents, faculty or students who suspect bullying are asked to report directly to the school administrator. The school administrator will investigate promptly into all reports of bullying.

# CALENDARS

An annual calendar outline is issued and distributed to all school families. This information can also be accessed on the school website [www.stvalentineschool.com](http://www.stvalentineschool.com)

All St. Valentine School events are listed on Google calendar on the school website. A school year outline for days off can also be found on FACTS Family Portal.

# CELL PHONES

Student texting or phone communication during or after school hours, either on or off the school premises, that has a negative impact on the school’s learning environment is strictly prohibited. Students in grades 4-8 are permitted to possess a cell phone or other electronic communication device (ECD) at school ONLY under the following provisions:

1. The cell phone or ECD must be kept securely stored away in the student’s backpack. They are not permitted on their person, in their purse, pencil case, or any other location.

2. The cell phone or ECD must be kept off and not in use from the time they arrive in the school building in the morning until after they leave the school building in the afternoon. Students staying for an after-school activity or practice may receive the permission of the supervising adult or staff member to use the phone on school grounds during these times.
3. The student and parent(s) understand and assume full responsibility for the cell phone or ECD. St. Valentine Parish and School are not responsible for the loss, theft, damage, or vandalism to a student cell phone or ECD.
4. Students and parents understand that should the above-listed provisions be violated they will have the cell phone taken and turned over to the administration. The phone or ECD will be returned only to the parent.
5. Students will not be permitted to have a cell phone or ECD in their possession during a field trip. Students who have need for the phone following the trip will hand in the phone to the teacher or supervising adult before the field trip begins. The phone will be returned to the student at the completion of the trip. Exceptions This rule for overnight trips is at the administration's discretion and, if allowed, a student must have a cell phone contract signed by a parent on file with the school.
6. Disciplinary consequences for violation of the above-mentioned policy will result in the following:
  - **1st offense** Phone or ECD will be turned over to administration. The phone will be returned only to the parent/guardian. The student will serve an after-school detention during which they will write out the complete cell phone policy.
  - **2<sup>nd</sup> offense** **One day out of school suspension and zero credit for all worked missed.** The phone or ECD will be turned over to administration. The phone will be returned only to the parent/guardian following a conference.
  - **3<sup>rd</sup> or more offenses=** **Two day out of school suspension and zero credit for all missed work.** The phone or ECD will be turned over to administration. The phone will be returned only to the parent/guardian following a conference. Further offenses may result in loss of cell phone privileges at any time on school grounds.

## CHANGE OF ADDRESS

It is critical that you inform the office of any address or telephone number changes. Parents are also able to update contact information by logging in the FACTS Family Portal. The school regularly utilizes email for communication between home and school. Parents should notify the school if they have a change of email address or if they do not currently receive email from the school.

# CLASS TRIPS

Students attending an overnight class trip must have a 2.0 Grade Point Average in core subjects at the time of the trip to be allowed to attend. Students with multiple behavior issues may not be allowed to attend. Students not completing academic requirements in a timely matter may not be allowed to attend. This is at the principal's discretion in consultation with the teacher. Parents will be notified if there is a possibility their child will be unable to attend. Students with outstanding tuition at the time of overnight class trips will not be allowed to attend the trip until the account has been settled.

# CODE OF CONDUCT

St. Valentine School promotes the use of good decision-making skills. We model and teach children to respect themselves, the adults, and their peers in school, church and in their community. We expect our students to view themselves as followers of Jesus and to treat others appropriately. Love and respect for all is an important component of St. Valentine School's mission.

Good conduct is expected of each student grades K-8 from the time they line up in the morning, during class time, lunch/recess time, and at dismissal. At no time should learning be disrupted. All student conflicts are taught to be dealt with verbally through restorative practices.

**Physical violence is not tolerated under any circumstances.**

The consequences for conduct unbecoming of a St. Valentine School student will follow guidelines outlined in the St. Valentine School Behavior Rubric. A copy of the rubric is found on the school website, on file in the school office, and is available to all parents upon request. In addition, the school behavior rubric is shared with students in grades 4-8 at the start of each school year. Consequences are at the discretion of the administrator.

# COMMUNICATION

The courtesy of an appointment is requested for those who would like to meet with the teacher or the principal. The teachers and principal must focus on the needs of the students during school hours. A scheduled meeting time allows the teacher and/or principal to focus fully on the parent question or concern at the time of meeting.

Regular notice for upcoming school events will be posted on the school google calendar found on the school website. Parents can find event information on the school website and on the FACTS Family Portal. A weekly update on the happenings in the classroom will be found on Class Dojo for grades Preschool-4 and are sent weekly by email to grades 5-8. In addition, teachers of grades 5-8 send reminders through Remind.com.

School newsletters will be sent periodically by email through the FACTS student information system.

Parents should receive regular school communication at least once per week. It is a parent's responsibility to reach out to the school if they are not getting regular emails or are not connected on Dojo or Remind so the situation can be fixed. It is parental responsibility to notify the office if hard copies of the monthly calendar or school news are needed.

St. Valentine School uses for electronic reminders through email and/or text messaging with the information the family loaded into the FACTS system at the time of registration. A parent may opt out of the text notifications using the FACTS Family Portal or by contacting the school office.

Some papers and forms from the office will be sent home in a VIP folder each Wednesday. One folder will be sent per family. The VIP folder should be returned on Thursday with a parent/guardian signature. Any family needing duplicate copies sent each week should notify the office. It is important to note that MOST information is found on the school website and will not come home in hard copy unless it has been requested.

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

1. Parents may be requested to sign graded tests and assignments.
2. Progress reports are sent home at any time the student has multiple missing assignments or has had a significant drop in grade.
3. Parents may be contacted by phone at home, work, or via an e-mail when a need arises.
4. Students are expected to keep their parents/guardians informed of their progress in school. A parent signature required in the daily planner for grades 3-8 will aid in this process.
5. A notice of concern may be sent home by postal service or in the VIP folder from the teacher on an as needed basis.
6. Grades are online for grades 2-8 and are available through the FACTS Family Portal. Teachers will update assignment grades for the week by the Friday of the week the assignment or test was given. An assignment/test given on a Thursday or Friday will appear the following week. Parents are advised to check academic progress weekly on the FACTS Family Portal.

## E-mail Guidelines for Parent to Teacher Communication

St. Valentine School recognizes that electronic mail (e-mail) is a valuable communication tool that is widely used across our society. Staff members have e-mail accounts to improve the efficiency and effectiveness of communication both within the organization and with the broader community.

Although e-mail has become a valuable communication tool, it is important to remember that it is not always a completely secure and confidential method of communication. We are concerned about maintaining privacy laws, especially as they relate to student records.

When using email –

- Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is to be picked up at dismissal by someone else. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to be sure your message is received and clearly understood.
- Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An e-mail message on these matters is not appropriate.
- Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.
- Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.

General E-mail Guidelines for Parent Communication

- E-mail should be used for general information such as; class activities, curriculum, assignments, tests, deadlines and special events.
- E-mail may be used to arrange for a meeting/telephone call regarding a student issue including a general description of the issue (e.g. I would like to arrange a meeting to discuss my child's test.)
- Follow-up on an issue that has previously been discussed.

Unacceptable Use of Parent Communication

E-mail should not include:

- Any discussion related to other students.
- Personal information about other students.
- Specifics about a sensitive student issue which was not initiated by the parent or had not previously been discussed with the parent.
- Any discussion related to other staff.
- Any sensitive student information that would normally be discussed face-to-face or by phone.

Remember that email is a quick way to send a message, but it is not necessarily the best way to get a quick reply.

# COMPUTER USAGE POLICY

All students in grades K-8 must read the Electronic Information Access form and have a signed copy on file in the school office before being allowed to use any school computers. The form requires both parent/guardian and student signature.

Students in grades 3-8 are required to have a Chromebook purchased by the family, that is under school management software for student safety. See the *St. Valentine School Computer and Headphone Policy* sent home for signature at the start of each school year for further Chromebook student/parent responsibilities.

St. Valentine School uses Google Workplace for Education and google management for all student emails used to access our various educational technology subscriptions. A Google parent permission form is sent home to parents for signature at the time the student school email account is created by the admin. A parent email account will always be linked to the student email account. Parents/Guardians should always have a password for their student's email account for monitoring purposes. Passwords can be reset at request by school administration.

# CONCUSSION LAW

St. Valentine School requires all parents, faculty and staff, coaches, and after school activity leaders to read information provided for education on the signs of a concussion. By law each student must have a parent signed form on file in the office that they have received and read the concussion information sheet. Faculty and staff will report immediately to parents if any signs of concussion are noted after student injury. A student sent home with a suspected concussion must have a doctor's written clearance to return to physical activity (recess play, sports, Physical Education class).

# CONFERENCES

Parent-Teacher Conferences are scheduled twice during the year. Teachers are available throughout the school year to assist with questions or concerns you may have through a **scheduled** appointment.

Conferences during class time are **never** permitted. Arrangements to meet with the teacher must be made prior to the conference.

# CONFLICT RESOLUTION

1. Conflicts will always be handled by way of dialogue between the people involved. If a conflict is not resolved one of the following procedures will take place.

2. If the situation involves **student to student**, an adult will facilitate a peaceful dialogue between the two parties involved. Should the situation not be resolved the principal or school counselor will facilitate the process.
3. If the situation involves **student to teacher** it will be resolved through dialogue. If needed the principal and/or a parent will assist in that dialogue.
4. If the situation is a **teacher to parent**, it will be resolved through dialogue. A conference may be scheduled with or without the student. If the situation cannot be resolved the principal will participate in the process.
5. If the situation is the **parent to principal**, it will be resolved through dialogue. If needed the Pastor can be apart of the process. The Office of Catholic Schools is always available for consultation.
6. All conflicts should be dealt with as soon as possible and never interfere with children learning. The goal is to provide a safe and peaceful learning environment.

## CURRICULUM

St. Valentine School presents a strong curriculum of all subjects including a foreign language of Spanish for grades K-8. An overview of curriculum by grade can be found on the school website.

Religion classes are taught to every grade and all grades are expected to be active participants in the weekly liturgy, and specialty prayer services. Catholic students in grade 2 will receive the sacraments of First Eucharist and Reconciliation. Catholic students in grade 8 will receive the sacrament of Confirmation. All sacramental preparation involves family participation.

The curriculum includes:

- Religion (all grades)
- Language Arts: Reading/Literature (all), Grammar and Writing (all), Phonics (Preschool, and K-2), Spelling (K-5), Vocabulary (5-8), Handwriting (Preschool, and grades K-4),
- Math (all grades)
- Social Studies (all grades)
- Science (all grades)
- Spanish (grades K-5)
- Art (all grades)
- Library (Preschool, grades K-5)
- Music (grades K-5)
- Robotics/Coding (grades 6-8)
- Computer Class (grades K-8)
- Physical Education (all grades)
- STEM (grades 1-5)
- Study Skills/Leadership (6-8)

# CUSTODY AGREEMENTS

St. Valentine School will work in the best interest of the student to ensure that communication with parents or the legal guardian is strong. It is the responsibility of the parent to have legal documentation on file if there is a legal custody document that prohibits a parent from access to the student or to the student's academic records.

Parents who need more than one set of school communication and/or report cards due to custody arrangements should notify the school office.

# DAILY CLASS SCHEDULE

Preschool 3-year-olds (M-W_F)	8:00am- 11:15am
Preschool 4-year-olds half day (M-F)	8:00am- 11:15am
Kindergarten	8:00 am –3:30 pm
Grades 1-8	8:00 am – 3:30 pm
Early Dismissal Days K-8	8:00am- 2:00pm

Preschool arrival begins at 8:00 at the preschool door. Any preschool student arriving after 8:15 must be dropped off in the office. Dismissal for half day Preschool begins at 11:15 and ends at 11:35. Any parent arriving after 11:35 should pick up their child in the office and the late pick-up policy will apply.

All Preschool students must be signed in and signed out.

K-8 Students need to arrive at school by 7:50 am **Please do not leave your child unattended in the morning before 7:40 am** The first bell will ring at 7:50 a.m. The second bell will ring at 8:00 am. After the second bell students are considered to be tardy. The school day begins at 8:00 am with Morning Prayer and announcements. Students should be picked up in the church lot for dismissal. Students picked up after 3:45 should be picked up in the office and the late pick-up policy will apply.

# DIRECTORY

A family directory is provided on the school website so that families may connect with each other outside of school. Participation in the directory is optional. Families who do not want their contact information shared with the school community should notify the office at the time of registration. School family directory use is intended for social interaction only (playdates,

birthday invitations, etc.). Family directory information should NOT be shared outside of St. Valentine or used for any commercial use.

We ask that birthday invitations are issued through use of the family directory only and not through the classroom. The classroom may only be used to pass out invitations if the entire class is invited and the teacher has given permission in advance.

## DISCIPLINE

Students are expected to follow St. Valentine School's Code of Conduct. That includes

any time they are on St. Valentine Parish property during operational hours, on school field trips, and other school sponsored events, including while riding on school district buses. Consequences for behavior outside of the school Code of Conduct can be found in the St. Valentine School Behavior Rubric.

The following are the steps that will be taken should a student decide not to follow the Code of Conduct:

1. Providing the student with information that will help them make better decisions. Possible student virtue behavior reflection.
2. Possible circle discussion or restorative conversation if other students were involved.
3. Loss of privileges.
4. The student and teacher/ principal will contact parents.
5. In-school suspension (with principal discretion whether or not student receives class work credit).
6. Out-of-school suspension (student does not receive class work credit including tests, quizzes, and is not permitted to participate in school related extra-curricular activities).
7. Expulsion.

Parents will be notified ahead of time with the date (s) of the school suspension. If parents have concerns about the above disciplinary actions, it is suggested they speak directly with the principal and Pastor if needed. 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 all disciplinary rules, practices or procedures.

## DRESS CODE

The objective of the Uniform Policy at St. Valentine School is an appearance of neatness, and uniformity. Students are given regular uniform reminders at the start of the school year and throughout the year as a part of morning announcements. Students that fail to comply with the

school uniform policy will receive an out of uniform notice. The 3<sup>rd</sup> written notice will result in an after-school detention for students in grades 4-8. The detention note will be emailed through FACTS. A 4<sup>th</sup> notice will result in the parent being called to pick up the child and return them to school in proper uniform. The student will not be allowed back in the classroom while waiting for the parent/guardian. Students with out of uniform in grades K-3 will be handled at the administrator's discretion.

**Girls (Grades K-8)** The regular uniform for girls consists of:

### **Jumper or Skirt**

- **Grades K-3**
  - Plaid jumper from Educational Outfitters.
- **Grades 4-8**
  - Plaid kick pleat skirt from Educational Outfitters.
- All skirts must be at or very near to knee level. Rolling of the skirt or other attempts to shorten the skirt will result in a uniform violation. Other colors and styles, as well as skirts from other companies, are not permitted.

\*During the colder temperatures students may wear solid black, white or navy leggings under the skirt or jumper.

**Shirts:** A solid dark green or white knit (polo-style) shirt should be worn with either a straight or ribbed bottom.

- All buttons except the one at the collar must be buttoned.
- Shirts may be either long or short sleeved.
- Shirts may not be oversized and must be tucked in at all times. Ribbed bottom shirts do NOT need to be tucked in.
- All dark green or white polos will be monogrammed "***St Valentine School***" or will have the heart and cross embroidered logo purchased only through Educational Outfitters.

### **Pants or Shorts**

- **Grades K-6**
  - Navy blue dress pants or dress shorts purchased through Educational Outfitters or French Toast brand found in department stores.
  - "Slim fit" pants are not allowed. Students will be asked to replace all faded navy-blue pants.
- **Grades 7-8**
  - Khaki Twill dress pants or dress shorts purchased only through Educational Outfitters. "Slim fit" pants are not allowed.

### **Vest and/or Fleece**

- **Grades K-8**

- A solid navy vest or navy fleece or navy dress sweatshirt monogrammed with **“St. Valentine School”** in white script, or the embroidered heart and cross logo purchased only from Educational Outfitters. The monogrammed vest or fleece or navy dress sweatshirt is part of the uniform and must be worn between November 1<sup>st</sup> and April 1<sup>st</sup> with pants or shorts unless exempted by the principal.

**NOTE:** Girls K-3 wearing the jumper are not required to wear a vest or fleece with the jumper. They must wear the vest or fleece or dress sweatshirt between November 1<sup>st</sup> and April 1<sup>st</sup> when wearing pants or shorts.

### Shoes

- Dress shoes with closed heel and toes, with appropriate height heel, in any dark solid color (black, brown or navy) and saddle shoes are acceptable. No platforms, high heels, boots, moccasins, or sandals. All black or all white athletic shoes may also be worn daily. All soles should be non-marking. On gym day students in K-8 may wear any athletic shoes of any color that fully cover the foot.

### Socks

- Socks or tights are to be either solid white, solid dark green or solid navy blue. Nylons are not permitted.
  - Socks must always be worn.
  - Socks **must** rise above the ankle.

### Jewelry

- Only one set of earrings in the earlobe are permitted
  - **(Cartilage earrings are not permitted) No other piercings are allowed**
    - No tattoos.
    - No rings may be worn to school.
    - No bracelets may be worn to school.
    - No chokers. A crucifix necklace may be worn under the blouse.
    - Wristwatches are permitted unless they become a distraction to the student and/or classroom instruction.

### Make-up

- Girls are **not** permitted to wear makeup. Only clear or light colored (pink, pastels, no blue, no green, no dark colors) nail polish may be worn. False/acrylic nails are **not** permitted.

### Hair

- Hair that is dyed, colored, highlighted, or otherwise altered from the student's natural hair color is not permitted. Students are allowed to wear a variety of hairstyles, including

natural hair, braids, locks, beads, twists, cornrows, afros, and other hairstyles that align with their cultural heritage or personal preferences. Any hair style that becomes a distraction will be brought to the parents' attention and expected to change.

## **Belt**

- **All** pants and shorts must be worn with a belt. Belts must be navy blue, black, or dark brown dress belts. Belts with adornments are not accepted.
  - **Kindergarten, Grade 1 and Grade 2 are exempt from wearing a belt.**

**Boys (Grades K-8)** The regular uniform for all boys consists of:

## **Pants or shorts**

- **Grades K-6** Navy blue dress pants or dress shorts purchased only through Educational Outfitters or French Toast brand found in department stores. "Slim fit" pants and not allowed. Students will be asked to replace all faded navy-blue pants.
- **Grades 7-8** Khaki Twill dress pants or dress shorts purchased only through Educational Outfitters or French Toast brand only. "Slim fit" pants and not allowed.

## **Shirts**

- A solid dark green or white knit (polo-style) shirt must be worn with either a straight or ribbed bottom. All buttons except the one at the collar must be buttoned.
  - Shirts may be either long or short sleeved.
  - Shirts should not be oversized and must be always tucked in. Ribbed bottom shirts do not need to be tucked in.
  - All dark green or white polos will be monogrammed "**St. Valentine School**" in white script or the heart and cross logo purchased only through Educational Outfitters. Only a **white** undershirt is permitted to be worn under the uniform polo.

## **Vest/Fleece/Sweatshirt**

- A solid navy vest, navy fleece, or navy dress sweatshirt monogrammed with "**St. Valentine School**" in white script, or the heart and cross logo purchased only through Educational Outfitters. The vest, fleece, dress sweatshirt is part of the uniform and must be worn between November 1<sup>st</sup> and April 1<sup>st</sup> unless exempted by the principal.

## **Shoes**

- Dress shoes with closed heel and toes, with appropriate height heel, in any dark solid color (black, brown or navy) and saddle shoes are acceptable. No platforms, high heels, boots, moccasins, or sandals are acceptable. Students may also wear all black or all

white athletic shoes daily. All soles should be non-marking. On gym day students in K-8 may wear any color of athletic shoes that fully cover the foot.

### **Socks**

- Must be solid white, solid dark green or solid navy blue.
  - Socks must always be worn.
  - Socks **must** rise about the ankle.

### **Jewelry**

- No tattoos.
- No rings may be worn to school.
- No chokers. A small crucifix necklace may be worn under the shirt.
- Bracelets may not be worn.
- Wristwatches are permitted unless it becomes a distraction to the student and/or interferes with classroom instruction.

### **Hair**

- Hair should be the student's natural color, neat, clean, and well-maintained, without causing safety concerns in the learning environment. Hair should be off the shoulders in the back and above the eyebrows in the front. Students with hair longer than shoulder length must keep the hair in a neat bun or ponytail during the school day. Students are allowed to wear a variety of hairstyles, including natural hair, braids, locks, twists, cornrows, afros, and other hairstyles that align with their cultural heritage or personal preferences. At all times, hairstyles that are a classroom distraction are left to the discretion of the principal. Faces must be clean shaven.

### **Belt**

- All pants and shorts **are** to be worn with a belt.
- **Kindergarten, first grade and second grade are exempt from wearing a belt.**

### **Preschool**

- Preschool students are not required to wear a uniform. Students should come in comfortable clothes that do not restrict movement. Shoes and socks should allow for running and playing.

### **Gym Uniforms**

- The required gym uniform will be ordered through Educational Outfitters. The gym uniform includes navy-blue St. Valentine T-shirt and navy-blue St. Valentine sweatpants. A St. Valentine navy blue gym sweatshirt and/or navy-blue gym shorts are available for purchase as well.

- Students in Grades K-8 will wear the established gym uniform on gym days.

### Gym Shoes

- Students may wear any school appropriate athletic shoes to school with the gym uniform. A student not wearing athletic shoes to PE class will not be allowed to participate for that day.

### Uniform Discipline

- The student uniform policy is an integral part of the security, discipline, classroom expectations, and safety protocol of St. Valentine School. Uniforms are a way to quickly identify St. Valentine students in and out of the building, teach personal responsibility, eliminate fashion distractions, and prevent accidents involving jewelry during classroom, physical educational and recreational activities.
- Disciplinary measures for violations of the uniform policy will consider the age of the student and the nature and frequency of the infraction. Most uniform infractions will be dealt with immediately through reminders. Parents will be notified and expected to support this policy.
- Dress-up, jeans, and other special out-of-uniform days are at the discretion of the principal. A day designated as one of these special days means uniforms need not be worn; however, good personal grooming and proper dress are required. Parents will be informed if their children do not meet the defined dress code for that day. Students will be reminded of what should be worn on these specific days.

## DRESS UP DAY

Dress up and jeans days are special days when students are not required to wear the school uniform.

**Dress up days:** Girls may wear a dress, skirt and blouse, or dress slacks and blouse/sweater. Socks, tights, or nylons must be worn. Boys may wear a shirt, long sleeve or short sleeve, of a different color and style with a collar. **Stretch pants, sweatpants, cargo pants, wind pants, and athletic pants are not acceptable.** Shirts are to be clean, appropriately sized, and free from holes.

**Dress down (jeans) days:** Students may wear clean, appropriately sized jeans that are free from holes and fraying. Khakis or loose cotton pants are acceptable on jeans days. **Tight stretch pants, sweatpants, cargo pants, and wind pants, are not acceptable.** Shirts are to be clean, appropriately sized, free from holes, and have appropriate expressions and graphics for school. Leggings may only be worn with a tunic length shirt or under a skirt. No crop shirts are allowed. Shoes worn on these days must completely cover the foot. Socks must be worn. Slip on shoes such as crocs or flip flops may not be worn.

**Jerseys or Extra –curricular shirts with uniform bottoms:** On designated days students may wear their St. Valentine extra-curricular shirts (choir, drama, chess, etc.) or St. Valentine sports jerseys with uniform skirt or uniform pants.

**Spirit Wear days:** On designated days students may wear school colors (blue and white). Families may purchase spirit wear through the school or wear blue and white attire they already own.

## MORNING DROP OFF/ DISMISSAL

**All** students **must** be dropped off in the library lot. Students who walk to school must enter through the school office entrance. Parents who choose to park in the church lot must walk their child(ren) to the library door entrance. Students arriving after the tardy bell at 8:00 am shall enter the school office entrance and receive a tardy slip to present to the classroom teacher. Students that avoid the regular drop-off area will be given a tardy slip.

**All** students will be dismissed in the church parking lot at the end of the school day. Any student that leaves from any area other than the church lot must have parent permission to walk/bicycle from the school property. The permission must be given in written form and be on file in the school office. A walker/biker permission slip is available on the school website.

Students registered in an after-school activity that begins immediately at school dismissal are expected to go directly to the after-school activity and check in with the activity supervisor. Students with after school activities that begin after 3:35 are not allowed to loiter on school property. These students should be picked up by a parent in the church lot, have permission to walk home, or go directly to Kid's Club.

A copy of all morning drop off and afternoon dismissal procedures will be sent to parents/guardians at the start of the school year. Additional copies are available in the school office.

Families are asked to pick students up on time at dismissal. Any family with more than three late pick-up times will be charged an after-school care fee. From the end of dismissal until 4:00 the charge will be \$5. From 4:00- 4:30 the charge will be \$10. Students **MUST** be registered for Kid's Club to attend. Once the parking lot dismissal is over the parent must go to the office doors to pick up his/her student.

## DRUG POLICY

Students are not permitted to be under the influence of, use, possess, or sell drugs, alcohol or mind-altering substances on school property. Violations will result in automatic suspension or expulsion from school as per Archdiocese regulations. A student exhibiting behavior consistent with being under the influence of any substance which alters consciousness will be detained in

the school office until the parents are notified and come pick her/him up. It is required that a doctor's note be submitted to the school principal before the student will be permitted back into the classroom. The doctor's note must include: the doctor's signature, test results, which include not only the results but a recommendation for treatment, if any. Failure to comply with the above policy will result in expulsion from school and notification of the incident to juvenile authorities. Students found to be in possession of illegal substances will be expelled from this school.

## EMERGENCY SCHOOL CLOSINGS

In case of severe weather conditions, please listen to WJR 760, WWJ 950, or Channels 2, 4 or 7. You will hear or see the following: St. Valentine School. It is possible that Redford Union School District or Livonia School District will close, and St. Valentine School will remain open. Notice of St. Valentine School closing will go out by text or email to all families through FACTS.

If a tornado warning occurs during school hours, the children will remain in school until it is safe for dismissal. Please **do not** call the school during an emergency time. The telephone lines must be open for specific directions from the Civil Defense and police officials.

The school may need to go into lockdown due to a situation involving the school or the surrounding area. See **SHELTER IN PLACE**.

## EXPULSION

Expulsion is the permanent removal of a student as deemed appropriate by the principal for acts of inexcusable misconduct on school or church property or at any school-sponsored activity.

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

1. Vandalism, defined as the willful or malicious destruction or defacement of public or private property, including:
  1. Parish property
  2. Teacher properties
  3. Student properties
  4. Other properties, such as automobiles parked on parish property
2. All incidents of illegal entry, theft of property, vandalism, or damage of school property shall be reported to the school principal who shall fully and appropriately respond to the incident.(Archdiocese of Detroit School Policy 5131.5)
3. Theft of:
  1. Parish properties
  2. Teacher properties
  3. Student properties
  4. Property of others, such as athletic equipment

4. Acts of Violence
5. Use or possession of alcoholic beverages, tobacco or smoking materials, stimulants, inhalants or depressants.
6. Possession of a weapon at any time.

A parent conference will be required for any of the above infractions. Monetary reimbursement is expected for all properties damaged or stolen. Expulsion is also a possible consequence at the 3<sup>rd</sup> or 4<sup>th</sup> offense of lower-level acts of misconduct as according to the St. Valentine behavior rubric.

## EXTRA-CURRICULAR

A wide variety of after-school activities are offered throughout the school year. School sponsored extracurricular activities will be promoted in the weekly VIP folder sent home on Wednesdays and on the school website. There is a cost for most extracurricular activities separate from tuition. The information provided for the extracurricular activity will include the grade level for which the activity is offered. Students within those grades will be accepted on a first come first served basis. Students must have a “C” average in core academic subjects to be eligible for any extracurricular activity. This includes, but is not limited to, the Drama Club, Science Club, Robotics, Student Ambassadors, Broadcast Club, Sports, and Chess Club. If a child becomes ineligible in the middle of a paid extracurricular session, there will not be a refund for that activity.

## FIELD TRIPS

Each student is required to present her/his parent’s written permission before going on a field trip. All permission slips will be kept by the sponsoring teacher until after the trip. Siblings are **not** permitted to attend field trips. Only school appointed chaperones are permitted to attend school-sponsored field trips. Chaperones must sign the Chaperone Agreement Form. All chaperones must have a criminal background check. The form can be obtained in the school office. Chaperones must also have completed a Protecting God’s Children workshop. A copy of the certificate of completion of this one time only, two-hour workshop must be on file in the school office. Information on how to register for a Protecting God’s Children workshop can be found in the school office or rectory.

Chaperones are asked to follow the guidelines and rules of the teacher responsible for field trip supervision. Chaperones must always refrain from smoking while chaperoning children. Failure to adhere to any of these rules will result in the school not allowing that parent/ guardian to chaperone future trips.

Field trips are a privilege. If the behavior of a student is a concern of the teacher or administrator, the student may not be allowed to attend the trip. Students who are not allowed to attend a field trip due to their behavior are expected to be in school the day(s) of the trip. Parents will be notified in advance if there is concern over allowing their child to attend a class

trip. In the case where a parent chooses for a child not to attend a field trip the parent should keep that child home for the day.

Field trips are often paid for in advance. For this reason, refunds will not be issued for any field trip payments made if the student is sick on the day of the trip or unexpectedly cannot attend.

A class overnight trip is planned by the teachers and administrator for grades 5-8 each year. All tuition must be paid in full for the year before the student will be allowed to attend the overnight trip which is usually scheduled in late May. All the rules and guidelines above apply to overnight trips. In addition to information found here, the homeroom teacher and/or administrator will share further requirements and information about the trip. **The principal is the final authority on all issues pertaining to the class trip.**

## FALSE FIRE ALARM OR THREAT

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to communicate that a bomb is in a building or on school property, or at a school related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school related event, then the school shall suspend or expel the student from the school for a period as determined at the discretion of the school administrator and/or pastor. Children in grades K-5 will be handled by the administrator in an age-appropriate manner, and parents will be notified.

## GRADING SCALE

**Grading Scale for Basic Curriculum:**

### **PreK-2**

**P Proficient**

**D Developing**

**N Needs Improvement**

### **Grades 3-8**

100-95= A = 4.0

94-90= A- = 3.7

89-86= B+ = 3.3

85-83= B = 3.0

82-80= B- = 2.7

79-76= C+ = 2.3

78-73= C = 2.0

72-70= C- = 1.7

69-66= D+ = 1.3

65-63= D = 1.0

62-60= D- = 0.7

59-0 = F = 0.0

## GRADUATION

The 8<sup>th</sup> grade graduation is planned by the principal, 8<sup>th</sup> grade Teacher, 8<sup>th</sup> grade parents, and the 8<sup>th</sup> grade students. **The principal is the final authority on all issues pertaining to graduation. All tuition accounts must be settled before a student is allowed to participate in a class trip or graduation.**

## GUM CHEWING

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

## HARASSMENT

**See also Sexual Harassment** It is the policy of the Archdiocese of Detroit and St. Valentine School to make every effort to provide a school/work environment free from all forms of illegal harassment. This policy applies to the actions of all students, faculty and staff, as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and St. Valentine School are open to and respect the complaints brought under this policy.

Other forms of illegal harassment refer to verbal or physical conduct or communication that shows hostility or aversion toward another based on race, color, religion, national origin, gender, age, disability or has the purpose or effect of interfering with the individual's classroom work performance or creates an intimidating, hostile or offensive learning environment.

Reporting harassment: Any faculty, staff member, student or other person in a working relationship with St. Valentine School, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the principal and/or pastor.

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any student, faculty, staff member, or other person, in a working relationship with St. Valentine 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 an exclusion hearing.

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.

## HEALTH

The school cooperates with the Wayne County Health Department in all matters that concern the health and welfare of students. A doctor's physical examination is required for every child entering Kindergarten. Health reports for students entering other grades must be requested. It is the responsibility of the parent to initiate this process. Written evidence is required that a school-age child has received the necessary immunizations.

***All communicable diseases are to be reported to the school office.***

- Twenty-four hours must pass without a fever and without fever-reducing medication before a student can return to school.
- Twenty-four hours must pass after the last time a student vomited before returning to school.
- Students with flu-like symptoms should not be sent to school.

## HOMEWORK

Homework is a daily requirement Monday-Thursday. In addition, middle school students should expect to have homework on Fridays. The purpose is to reinforce the work done in school that day. Homework assignments will be explicit and are incorporated into the grades given to the students. Grades 2-8 are responsible for writing assignments in an assignment notebook each day. Parents/guardians are asked to sign the assignment notebook each night for return to school the following day. Class Dojo, Remind.com, and/or Google Classroom will be used to communicate homework instructions in addition to the student planner.

Students will be assigned homework requiring use of the internet at various times. Students are expected to have access to the internet either at home or through a public or shared internet source. Students may make arrangements with teachers to come in before or stay after school to use the school internet for assignments. It is the student's responsibility to make these arrangements.

As a general rule, homework has the following guidelines:

- |                              |                |
|------------------------------|----------------|
| 1. Primary grades (K-3)      | ¼- ¾ hour      |
| 2. Intermediate grades (4-5) | 1 to 1 ½ hours |
| 3. Junior High (6-7-8)       | 1 to 2 hours   |

Parents can request homework when their child is absent by calling the school office. **Parents need to contact the school office in the morning to allow ample time for preparation.**

### **Late or Missing Assignments**

The St. Valentine Faculty will not accept any excuses for those who do not use class time wisely, or do not do work. Faculty will consistently remind students that they are to be responsible for their learning and will hold them accountable. Each grade level will establish their own missing and/or late work policy.

### **To support good homework practice parents should:**

1. Check FACTS Family Portal/Student/Grades online each week. You will not receive written notice from the teacher of missing assignments for the first and second offense.
2. Know that the teacher will most likely still accept the work, even after it has been counted as missing. It is always better to turn in the assignment; even if it is late the student will still earn points.
3. Know that an “M” on FACTS Family Portal means your child has a missing assignment. Please ask your child first why their assignment is missing and then feel free to follow up with the teacher through note, email, or phone call. Please **do not** “catch” the teacher at dismissal or in the morning to ask about missing work. We are happy to sit and talk with you but ask that you make an appointment so that we have time to carefully investigate your questions or concerns.
4. Know that “E” on FACTS Family Portal means excused.
5. Know that if your child is absent, that does not mean your child is not responsible for the work. **Absent work is accepted one school day per day the student was absent.** Missed tests should be made up the day the student returns. Any work beyond that time is considered missing.
6. Know that by the time it gets to a third missing assignment your child's grade may have dropped very low- and that your child has been notified of this on two separate occasions.

7. Understand that “extra credit” is a privilege that a teacher gives a student who is ready to go above and beyond, or who may need another chance to show what they really know. It will not be assigned to make up for a student who did not do their work the first time.
8. If your child is sick remind them that it is their responsibility to ask what they have missed and to turn in their missed work without the teacher asking.
9. Check your child’s assignment notebook regularly
10. Know that when homework is assigned it is at the student’s independent learning level. This means students have already done the work in class and the teacher feels they are ready to complete the assignment on their own with minimal help from home. Reach out to the teacher if the homework seems excessively difficult for your child.
11. Discuss your classwork and homework expectations with your child. Let them know why it is important and the value that your family places on his/her education.

## HONOR ROLL

The Honor Roll will be determined per trimester each school year for students in grades 4-8. The requirements are as follows:

### A. SCHOLASTIC HONORS

1. To earn **HIGH HONORS** for the trimester, a student must earn a grade point average (GPA) of **3.7-4.0** in all **core** subjects (this includes Spanish).
2. To earn **HONORS** for the trimester, a student must earn a grade point average of **3.0-3.6** in all **core** subjects (this includes Spanish).
3. To earn **HIGH HONORS** for the school year and be recognized at the Honors Ceremony, a student must earn a GPA of **3.7-4.0** average for all three trimesters in all core subjects (this includes Spanish).
4. To earn **HONORS** for the school year and be recognized at the Honors Ceremony, a student must earn GPA of **3.0-3.6** average for all three trimesters.

### B. CITIZENSHIP HONORS

1. **OUTSTANDING CITIZENSHIP** requires an **A or A-** in Citizenship in all subjects.

“All core subjects” include Religion, Reading/ELA, Science, Social Studies/History and Spanish or World Language if offered that year.

IT MUST BE NOTED THAT A **D** OR AN **F** ON ANY PART OF THE REPORT CARD DURING THAT TRIMESTER WILL DISMISS HONORS.

## LATCHKEY/KIDS CLUB

This program is coordinated and run by St. Valentine School for an additional charge. Hours are from 3:30 p.m. until 6:00 p.m. each full day of school. Information and Kid's Club rules are available in the school office.

## LIBEL/SLANDER

Any use of the following in any publication or online forum without the permission of the administrator is strictly prohibited:

School name

Names of faculty and staff

Students' names

School logo or picture

Use of the above in any public forum can be considered libel or slander.

## LIBRARY

The school library is available to all students. Books are checked out for two weeks. Lost or damaged books will be replaced by the student responsible. Reference books are available for "in library" use.

## SHELTER IN PLACE (Lockdown)

The school may need to go into full lockdown due to a situation involving the school or the surrounding area. During a shelter in place no one, including parents, will be allowed to enter or leave the school building. If a shelter in place should happen at dismissal time, students will not be dismissed until an all clear has been given. Full shelter in place procedures are available upon request in the school office.

The school will be in partial lockdown anytime during school hours when the public is in the building or when there is a concern in the surrounding community. During a partial lockdown students will not go into the east end of the building, beyond the double grey doors, without an adult. Classroom doors are locked; however, parents may enter and leave the building. Regular dismissal procedure is in effect on a partial lockdown day.

# LOST AND FOUND

***It is required that all school bags, lunch boxes, articles of clothing, etc., be marked with the child's initials.*** An effort will be made to return the lost articles to the owners. Parents are responsible for reminding their children to check the lost and found for their belongings. Unclaimed items from the lost and found will be donated to local charities at the close of school for Thanksgiving, Christmas, Winter Break, Easter, and at the end of the year.

# LUNCH PROGRAM

Kindergarten recess 11:25-11:50 am, lunch 11:55-12:25 pm.

Grades 1-4 recess 11:35-11:55 am, lunch 12:00-12:25 pm.

Grades 5-8 lunch 11:55-12:20 pm, recess 12:20-12:45 pm.

For recess, students are expected to go outside and are to come prepared with the appropriate clothing. St. Valentine School has a philosophy that there is no inappropriate weather for outside play, only inappropriate clothing. Outside play increases classroom learning. Parents should send their child prepared to go outside every day. Indoor recess is at the discretion of administration. Students who need to remain indoors during outside recess must have a doctor's note on file in the office listing the dates for indoor recess and a signature.

Lunch time is a time when students are nourished and provided with a recreational social experience. During this time, it is expected that students will conduct themselves in a safe, smart, and responsible manner.

# LUNCH PRACTICES

- Students are asked to find a seat, stay in their seat, and eat.
- Students are expected to clean up after themselves
- Food or beverages may not leave the lunchroom.
- Students who disrupt the lunch hour will be reported to the office and will lose their privilege of recess/and or eating lunch in the lunchroom for a time determined by the principal or teacher.
- Students may **not** leave the premises without being signed out by a parent or guardian. Taking students off school premises for lunch is not encouraged.
- All injuries **must** be reported to the office.
- Lunch and recess parent volunteers are always welcome with a background check and the PGC class

## LUNCHES

- St. Valentine School provides hot lunch service daily. Monthly lunch menus are distributed, and orders are placed one month in advance. You can place your order online through FACTS Family Portal.
- Students may choose to participate in the hot lunch program or bring their lunch from home.
- Students who forget lunch will be given a choice of the hot entrée or entrée 2 or 3. The student's parents will then be notified of the forgotten lunch, and \$4.30 per lunch will be charged.
- **Soda/Pop and fast foods are prohibited at St. Valentine School.**
- Due to health codes and limited facilities, we are unable to warm student lunches brought from home.

## MEDICATION

According to law, medication **cannot** be dispensed in any classroom by a teacher. Only medication with both parent's permission **and** prescribed by a doctor will be dispensed from the office.

**A Release for Dispensing Medication form** is required with all requests. **Parents please note:** Non-prescription medications can be dispensed by school personnel only with a signed parent release.

Students are **not** to have medications in their possessions during school hours or while on school property (this includes throat lozenges and cough drops). Asthma inhalers and Epi Pens as indicated by doctor's note are acceptable for the classroom.

## OPEN CARRY

As St. Valentine School is private property, we have the right to prohibit individuals from carrying firearms on school property, whether concealed or otherwise, and regardless of whether the person is a CPL (concealed pistol license) holder. If a person remains on the property after being told to leave by school personnel, the person may be charged with trespassing.

Concealed weapons are restricted on school property except that a parent or legal guardian of a student at the school is not precluded from carrying a concealed pistol while in a vehicle on school property, if he or she is dropping the student off from school or picking up the student from school.

# PARENT TEACHER CLUB

The St. Valentine Parent Teacher Club is comprised of parents, teachers, and the school principal. The purpose of the committee is to, ***“invite and involve families to coordinate and organize events and activities that promote and support the spirit of St. Valentine School and community in keeping with the school’s mission”***. All the events are ways to bring the St. Valentine families together as a Strong Community in Christ. The fundraising activities are a means of providing funds for Parent Teacher Club sponsored activities and for school improvement. The Parent Teacher Club holds general meetings bi-monthly during the school year. All school parents are welcome to attend. Information about the St. Valentine Parent Teacher Club can be found via a link on our school website homepage.

## PHOTOGRAPHS OF SCHOOL EVENTS

Parents may take pictures of school events, field trips, holidays, etc. for personal use only. Any posting or sharing pictures taken during school hours or at school sponsored events without permission of the administrator is prohibited.

## PHYSICAL EDUCATION

One of the educational goals at St. Valentine School is to meet the physical and health needs of our students. To accomplish this goal, every student is required to come prepared to participate in physical education (gym) class, whether it is held indoors or outdoors.

**\*\*\*CLASS MAY BE HELD OUTDOORS WHEN WEATHER PERMITS.**

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

PROPER GYM –UNIFORM for grades K-8 is defined as:

Gym Shoes

Required Gym Uniform (see Uniform)

In cold weather, a student is permitted to wear uniform sweatpants and/or uniform sweatshirts.

Students who come to physical education class without the proper attire receive an out of uniform notice. Three notices in the same trimester will result in disciplinary action.

## PROGRESS REPORTS

Progress reports are an interim means of reporting between card markings if the teacher notes an area of concern. Students in Grades K-8 will receive a progress report mid-trimester if he/she falls behind in his/her studies or has multiple missing assignments. Parents are asked to sign and return progress reports. Parents of students in grades 3-8 may also track student progress in core subjects through FACTS Family Portal. (see Report Cards).

## REGISTRATION

The registration process opens in February through the FACTS Family Portal.

See **Admissions Policy**.

Registration will not be accepted until tuition for the current year has been paid in full unless other arrangements have been made and approved by the school principal.

A registration fee, which is non-refundable, and non-applicable to the next school year's tuition is required at this time. Registration fees are according to the date of registration. Students registering closer to the start of the new school year will pay a higher fee to accommodate extra shipping costs incurred in book orders. Please inquire in the school office for registration fee deadlines.

A technology fee is due upon registration. The technology fee is per family, not per student. A FACTS fee may be charged at time of registration depending on the payment plan selected by the family.

## RELIGIOUS EDUCATION

All students will attend scheduled celebrations of Eucharist, prayer services and

Marian devotions and all other celebrations of faith. All students will participate in daily religion classes.

The Sacrament of Reconciliation is scheduled for Catholic students at least twice a year.

Preparation for sacramental life for Catholic students occurs at the appropriate grade level. School wide Morning Prayer begins each school day.

School wide Prayer Circle is scheduled each Monday at 8am. Parents are welcome and are encouraged to attend.

# REPORT CARDS/ONLINE GRADES

Report cards show the student's progress in school subjects. Report cards will be issued three times per year. Report cards may be held for any family with a tuition account that is not up to date with payments.

The teachers will notify parents about performance or behavior concerns. This may be done by means of a conference or progress report. Parents are expected to respond in person, by phone or via email.

Parents of students in grades K-8 may also follow student progress in core subjects through FACTS Family Portal. Parents must set up their own account with FACTS Family Portal and agree to all terms of use.

# RETENTION/PROMOTION

Promotion of students is based on the completion of academic work and mastery of academic skills. A student failing two or more core subjects for two of the three semesters will not be promoted. A student with incompletes in any core subjects for more than one trimester due to a high number of unexcused absences may not be promoted.

When retaining a student:

- 1) Teachers will contact the parents by January to begin dialogue of potential solutions for existing concerns indicating a possible need for retention.
- 2) A review of the student's progress will be made midway through the second trimester by the teacher(s) involved and the principal.
- 3) If satisfactory progress is not made, parents will be notified in writing by the end of the 2<sup>nd</sup> trimester of the school's recommendation.

# SALES

All fundraising and collection of donations must be done only with the approval of the administration. All sales should be of direct benefit to the school or parish or an approved charity. Sales to students or to the public on St. Valentine School property, utilizing school logo, or through school social media sites must be approved in advance through administration.

# SAFETY DRILLS

Fire drills are required by law and are an important precaution. It is essential that, when the first signal is given, everyone promptly clears the building by the prescribed route as quickly as possible. This includes any volunteers who may be in the building at the time of the drill. The teacher in each classroom will give the students instructions. Fire drills are scheduled six times per school year.

Tornado drills are an important precaution to keep students safe during severe weather. Tornado drills will be conducted at least two times per school year.

Shelter in Place drills are conducted three times during the school year. See Shelter in Place(lockdown).

Annual Safety Drill reports are one file in the school office and are found on the school website under “about us” and then “safety drills”.

# SAFETY PATROL

Safety Patrol membership is offered to students in grades 5-8. The safety patrol provides a valuable service to our school by regulating traffic at school crossings and monitoring student safety at entrance and dismissal locations. An adult traffic guard is provided by our local school district at Beech Daly and Dow Streets if needed. Extreme care must be used in crossing streets. Cross at intersections or marked lanes only.

Parent/student full cooperation is required. Only the parents of afternoon safeties are allowed to park in the library lot.

# SCHOOL ADVISORY COMMITTEE

The School Advisory Committee is a branch committee of the Parish Council. It is the mission of the School Advisory Committee to assist and guide the school and parish administration in maintaining a Catholic faith based academic institution. The committee is comprised of the St. Valentine School principal, parents, parishioners, and pastor. Community members committed to the mission may join by invitation from the administrator and/or pastor.

The term for committee members is 3 years but may be extended by the administrator and or pastor. New members will be invited to join the committee during the second-year term of the committee members. This overlap will allow for consistency in the committee process. Interested persons should contact the principal and/or the Pastor.

## SEARCH AND SEIZURE

The school reserves the right to search a student and her/his personal belongings when the school suspects that the safety, health, or welfare of the student or others is in jeopardy. Faculty and Administration will not search a student's personal electronic communication device. Searches and possible seizure may be initiated in response to situations involving, but not limited to: tobacco, drugs, weapons, and theft. The student, the principal, and another staff member will be present during the search. (the principal reserves the right to search without the presence of the student in certain cases of suspicion, but in the presence of another staff member). Both the local law enforcement agency and the parent will be immediately notified of such actions.

## SEXUAL HARASSMENT

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

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

## SNACK POLICY

Students in grades preschool through grade 3 may bring a healthy morning snack to school each day. Snacks are an important part of a child's day. They provide energy for the child to make it from meal to meal. St. Valentine requires that only healthy snacks and water will be allowed for morning snack. See also WELLNESS PLAN.

**Birthday treats are not allowed.** Parents may send in a small non-food token for the child to pass out if they wish to do so. Students will be celebrated on their special day in a way that does not involve food.

## SPORTS PROGRAM

St. Valentine School offers a variety of sports activities for the children registered in the school. Parish children who attend the Religious Education Program are also eligible. Registered JV and Varsity teams participate in the competitive Catholic Youth Organization (CYO) program sponsored by the Archdiocese of Detroit.

Students who wish to participate in St. Valentine's athletic program must meet scholastic and behavior expectations of the school and the athletic department. Students earning below a C average at either progress report time or report card time may be ineligible to play. Parents may choose to allow a week-by-week waiver form based on grades to assist athletic eligibility. Any student serving a school suspension is ineligible to play during the suspension. The Athletic Director will be kept informed by the school administrator and will in turn enforce these regulations.

1. All forms, registration fees, and waivers for athletes must be turned in before the start of the athletic season. Athletes who have not fully completed the registration process will not be allowed to play in the games.
2. Athletic uniforms are the property of St. Valentine Athletics. Athletes are responsible for keeping the uniform clean and in good repair. Uniforms must be turned in at the end of the season or a uniform fee will be assessed.
3. It is expected that the facilities used by the athletes will be respected and well maintained. Failure to do so will result in suspension from the sports program.
4. Disrespect on the part of a student to adults and/or each other will result in suspension from the sports program.
5. Sport-specific eligibility forms will be provided to the principal via the AD at time of report cards. Teachers will complete the forms based on student academic achievement and conduct. Students may be ineligible for a period of time to be determined after review by the teachers and principal. A student/athlete declared ineligible may not participate in the games until the ineligibility has been lifted.

## STEROID BILL IS LAW (MCLA 380.1318)

Public Act 215 of 2006 **encourages** all non-public schools to include in their local code of conduct that possession or use of any performance enhancing drug is not permitted and shall subject the student to the same penalties that the school has established for possession/use of tobacco, alcoholic beverages and illegal drugs. Michigan's Department of Community Health maintains a list of banned substances based on the policies of the NCAA. This list can be found quickly by Googling "NCAA banned substances" or by calling the Health, Athletics, and Physical Education and Safety Services office at 313.237.5960.

## STUDENT AMBASSADORS

Student Ambassador nominations (grades 6-8) will be held each spring to select Student Ambassador members for the upcoming year. Student Ambassador nominees must be approved by the Student Ambassador Advisors and will then complete an application. Any student earning an 85% average or higher, who is free from any suspensions, may apply to be Student Ambassadors. Students must maintain an 85% average to remain a Student Ambassador. Students must also maintain an "A" in Citizenship.

# STUDENT INSURANCE

Student accidental medical coverage is available to all families and will cover students at school, on field trips, and at school athletic events. This accident insurance is already in effect and supplements a family's existing coverage or kicks in when no medical coverage exists. This is an excess policy which provides additional medical assistance. Student insurance is underwritten by Student Assurance Services of Stillwater, Minnesota. This plan is secondary to all other valid coverage. This coverage applies to accidents in or at school activities, including sports. The claim form will be provided to parents upon request. The parents are then to pursue the claim with Student Assurance Services. More information can be found at [www.sas-mn.com](http://www.sas-mn.com)

# STUDENT RESPONSIBILITY

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

# SUSPENSION

Suspension is the exclusion of a student from school for a specified period, lasting from one to three days as deemed appropriate by the principal.

The principal may suspend students for any act of misconduct on school or church property or at any school-sponsored activity.

The act of suspension excludes the student from all school sponsored extracurricular activities, such as altar servers, athletics, safety patrol, or scouts for a period equal to the length of the suspension. All suspensions and subsequent consequences are left to the discretion of the principal.

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

1. Leaving the school grounds without permission during school hours, including the lunch period.
2. Vandalism, defined as the willful or malicious destruction or defacement of public or private property, including:
  - a. Parish properties
  - b. Teacher properties
  - c. Student properties
  - d. Other properties, such as automobiles parked on parish property.

3. ALL INCIDENTS OF ILLEGAL ENTRY, THEFT OF PROPERTY, VANDALISM, OR DAMAGE OF SCHOOL PROPERTY SHALL BE REPORTED TO THE SCHOOL PRINCIPAL WHO SHALL FULLY AND APPROPRIATELY RESPOND TO THE INCIDENT.(Archdiocese of Detroit School Policy 5131.5)

4. Theft of:

- Parish properties
- Teacher properties
- Student properties
- Property of others, such as athletic equipment

5. Blatant disrespect of any community member

6. Acts of violence

7. Use or possession of alcoholic beverages, tobacco or smoking materials, stimulants, inhalants, and depressants.

8. Possession of a weapon at any time.

Parents will be informed of and consulted with on all offenses. Monetary reimbursement is expected for all properties damaged or stolen.

Suspension may be in-school or at home. The school principal will make this decision. The student will be responsible for completing all missed classwork, and homework, and will not earn credit for those assignments on the day(s) of her/his school suspension. See Behavior Rubric for further information.

## TARDINESS

Students are to be dropped off before 8am in the library lot. Students who are dropped off at the front office doors on Hope Street will be considered tardy no matter what time they arrive at school. Students arriving at school after the 8 a.m. tardy bell will receive a pink tardy slip from the school office. Three or more unexcused tardies in the same trimester will equal a half-day absence and require a parent/student meeting to plan for the student to arrive at school promptly.

To be considered an “excused” tardy because of a doctor or dental appointment, a doctor’s slip must be submitted to the school office at the time of arrival. Only with a doctor’s note, or with specific permission from the administrator, will the report card be marked as “excused tardy” instead of “unexcused tardy”.

Please contact the school office when a regular problem with tardiness due to special circumstances is anticipated.

Students **must be in the classroom before** the 8:00am bell. Students arriving at school between 8:00am and before 9:45 am will be considered tardy. Students arriving after 9:45am will be marked as half of a day absent. Students who are dropped off in a location other than the regular drop off area will be considered tardy. Excessive tardiness may result in the loss of credit for subject levels missed.

## TELEPHONE

The office telephone is a business phone and will be used by students for emergencies only. A student who comes to the office requesting to call home will give the message to the secretary or principal. Older students will be allowed to make one call per trimester for non-illness related matters. A call from a staff member will be made to the parent in case of an illness, accident, or cancelled after-school events.

**Students will be allowed one call home for forgotten items per trimester. After one call further CALLS WILL NOT BE PLACED TO THE PARENT WHEN BOOKS, SUPPLIES, HOMEWORK, GYM CLOTHES, OR LUNCHESES HAVE BEEN FORGOTTEN.**

**Parents can teach their child problem solving skills by not bringing forgotten items to school for their child. It is important for the student to experience the consequences of not coming to school prepared.**

## TESTING

As a matter of educational policy, Renaissance STAR testing in Reading and Math will given to students in 1-8 three times per year, September, January and May. Kindergarten will take the STAR Early Literacy Test three times per year. Archdiocesan directives and guidelines concerning testing programs will be followed. A parent report of STAR testing results will be sent home three times per year.

## TOBACCO

See also **Suspension**. St. Valentine School is a smoke free building. No one may smoke at any time in or around the perimeter of the building. Vaping and e-cigarettes are also not permitted.

## TOYS

Toys, games, playing cards, magazines, and electronic devices, other than those used for instruction, are disruptive to the learning environment and are prohibited at St. Valentine School. Students in grades K-5 however, will be allowed to bring the above listed items in a "rainy day"

box for days of indoor recess only. Should the student have possession of any of the above toys, other than during indoor recess time, it will be confiscated, and a parent must come to the school office to repossess the toy. In some cases, the object will be kept by the school principal until the end of the school year.

## TRANSFERS

When a child transfers to another school, the principal and the classroom teacher are to be notified at least one week in advance. All textbooks and school property are to be returned to the teacher and all financial obligations to the school need to be paid in full.

Academic and health records of the child will be sent to the new school when a request signed by the parent is received from that school **and** all financial obligations are to be paid in full.

## TRANSPORTATION

Those students using the buses supplied by the Redford Union School District are subject to the District policies and procedures.

Redford Union requires all students:

- Ø Be on time and follow the Redford Union code of conduct on the bus and at the designated bus stop.

- Ø Inappropriate behavior on the bus will result in withdrawal of privileges.

Parents who transport their children to and from school are asked to follow the directives given by the school. Students with parental permission to walk from the school grounds must have written permission on file with the school office.

Scooter, skateboard, and bicycle riders are asked to walk their scooters and bikes on school grounds and across intersections. They are to use bike racks for parking and are to secure their scooter and bikes with a lock. **Students riding bicycles to school are strongly encouraged to wear bicycle helmets.**

It is recommended that students who are walking to and from school do so in pairs or groups.

## TUITION

Tuition and fees will be set by the pastor and the principal. This schedule will be available at the time of registration. Tuition must be paid on time. Tuition policy for late payment and withdrawal is given to all parents/guardians at the time of registration. Additional copies of the payment policy are available upon request. All tuition and registration fees are to be paid through the

FACTS program. Information on how to register for FACTS is available in the school office. A link to the FACTS website is on the homepage of the school website.

Tuition must be settled before the final report card or records will be received. All tuition is to be paid in full by the last day of April of the current school year.

## UNIFORMS

See “**Dress Code**”

## VISITORS

A visitor at St. Valentine School is any person requesting admittance to the school during the instructional day who is neither a student nor a staff member.

All visitors are required to report to the school office located at the main entrance of the school off of Hope St. and will be issued a visitor’s pass for admittance.

**You must have a visitor’s pass to gain admittance to the school.**

**Neither students nor current visitors are to grant access to others at any time.**

## VOLUNTEERS

The school solicits and values the services of volunteers who share their time and talent for the benefit of the students. Volunteers are needed as room parents, hot lunch servers, lunch/recess monitors, field trip chaperones, teacher and office support, etc. Please contact the school office to offer your services. All volunteers must complete a Protecting God’s Children workshop and have an ICHAT background check on file in the school office. Forms are available upon request.

Volunteers who are in high school are welcome and will not complete a background check as they are a minor. Volunteers aged 14-18 are required to have a “Called to Serve” certificate on file in the school office.

Each family is required to volunteer for 15 hours during the school year. A complete copy of this required Volunteer Program is available in the school office and is found on the school website and is available in the school office upon request. Families who do not complete the required volunteer hours by the end of the school year will be billed a per hour fee.

## WATER BOTTLES

Students may bring a reusable/refillable water bottle to school each day for proper hydration. Water bottles must contain water only.

# WEAPONS

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

**Rule (excerpt) Complete Archdiocesan policy available upon request.**

Definitions: A weapon is any object which can be used to threaten or injure another. It includes, but is not limited to: guns of any kind, nature, or description; knives; chains; karate sticks; brass knuckles; sling shots; sharpened instruments; ammunition; etc.

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

Any student discovered to be or suspected of carrying, possessing, concealing, or transferring a weapon on school premises or in the vicinity of the school shall be immediately excluded from classes pending investigation. Any teacher or other school employee (paid or volunteer) who has any information regarding a violation or suspected violation of this rule shall report all such information to the principal who will take appropriate action including the application of policies and rules relating to expulsion and suspension.

A search can be conducted to verify the suspicion or clarify the discovery. It may include without warning an inspection and search of a student's person, pockets (**the student empties her/his own pockets**), book bags, purse, lunch pail, etc. Questioning for the same purpose may include questioning by the principal, a member of the administrative team, a teacher, and/or the pastor. At least two faculty members will be present in any search and parents will be notified.

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

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

A student may not possess and or use a toy weapon or look-alike replica weapon without the prior approval of the principal.

# WEBSITE

The St. Valentine School website is located at: [www.stvalentineschool.com](http://www.stvalentineschool.com)

School and classroom news is communicated primarily through the FACTS Family Portal, however the school google calendar and other useful information is found on the school website. Any parent who does not have online access within the home should notify the school

office so that a paper copy can be sent when necessary. School information and announcements can also be shared on Class Dojo and Remind.com.

## WELLNESS POLICY

A School Wellness Policy is on file in the school office. The St. Valentine Wellness Policy states the school's commitment to creating a healthy school environment that enhances the development of lifelong wellness practices that promote healthy eating and physical activities that support student achievement. All rules and activities at St. Valentine School are to be in accordance with the St. Valentine Wellness Policy.

## Right to Amend

No matter how careful the handbook writer is, unforeseen situations will arise. St. Valentine school administrator is the final recourse and reserves the right to amend the student/parent handbook as needed throughout the school year. If it is necessary to change or update any policy within this handbook the administrator and/or pastor will give prompt notice to parents. All policies and guidelines found in the St. Valentine School Student Handbook are in keeping with St. Valentine School Mission.